



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 2, 2013 – 12:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director
Martha Roy, Human Resources Director
High Sheriff Michael Downing

County Attorney James Reams
Al Brackett, Major Deputy Sheriff
Jude Gates, Director of Facilities
Steve Church, Corrections Superintendent
Ren Horne, Lt. Corrections Officer
Steve Woods, Long Term Care Director

I. Call to Order

The Commissioners called the meeting to order at 12:45 p.m.

II. New Business

• **Appointment of Chair, Vice Chair, and Clerk pursuant to RSA 28:1**

Moved: Commissioner Coyle to appoint Commissioner Pratt as Chair. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to appoint Commissioner Coyle as Vice Chair. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Coyle to appoint Commissioner Tombarello as Clerk. Commissioner Pratt seconded the motion, voted all in favor.

• **Commissioner Appointments of Board/Commissions**

○ **New Hampshire Association of Counties**

Moved: Commissioner Coyle to appoint the three Commissioners, Cathy Stacey, and Steve Woods to the New Hampshire Association of Counties Executive Committee. Commissioner Tombarello seconded the motion, voted all in favor.

○ **Interstate Emergency Unit**

Moved: Commissioner Coyle to appoint Commissioner Tombarello to Board of Directors of the Interstate Emergency Unit. Commissioner Pratt seconded the motion, voted all in favor.

○ **Rockingham County UNH Cooperative Extension Advisory Council**

Moved: Commissioner Coyle to appoint Commissioner Pratt to the Rockingham County UNH Cooperative Extension Advisory Council. Commissioner Tombarello seconded the motion, voted all in favor.

Commissioner Coyle moved to recess at 12:56 p.m. to consult with legal counsel. Commissioner Tombarello seconded the motion, voted all in favor.

Commissioner Pratt reconvened the meeting at 1:59 p.m.

- **Approval of Payroll**

Moved: Commissioner Coyle to approve total payroll expense of \$1,467,431.86 for the period ending December 30, 2012. Commissioner Tombarello seconded the motion, voted all in favor.

- **Inmate Trustee Program Review**

Commissioner Pratt welcomed the group and provided a brief overview.

Steve Woods provided an overview of inmate labor in the nursing home. Steve Woods explained the State of New Hampshire Department of Health and Human Services annual survey has been silent on our inmate labor plan in place due to no direct care contact by the inmates. Discussion ensued about the hours, duties, along with the pros and cons of the program.

Steve Church explained the program from the selection of inmates to the security protocol. Discussion ensued on the supervision along with the checks and balances.

Major Al Brackett said that investigations have doubled over the last few years. He explained the investigation process and cases prosecuted.

Discussion ensued about security enhancements. It was agreed to submit suggestions and report back to the Board of Commissioners for further consideration.

- **2013 Budget Review**

Theresa Young noted the summary of issues and brought the Commissioners up to date on the status of the budget and fund balance residual for future consideration.

It was agreed to continue with the allocations to the departments for the New Hampshire Association of Counties dues.

Theresa Young briefed the Commissioners on tax anticipation note, workers compensation. And unemployment funding. Discussion ensued on the impact to the budget proposal.

Martha Roy expressed concern with the lack of complete forms for regrades and downgrades in the County Attorney's proposal. The Commissioners agreed to eliminate the vacated legal assistant position in 2011 as proposed by the County Attorney pending the proper paperwork received to Human Resources.

The Commissioners discussed the dispatch center proposal in the capital fund projects and charging a cost for services to the towns. The Commissioners agreed more information was needed for consideration. Further, it was suggested to discuss fees to the towns after the budget is passed. Discussion of the Bond Anticipation Note was noted along with the data needed from the dispatch project and the rest of the projects listed.

The Commissioners agreed to eliminate the funding for the county manager proposal. Theresa Young asked about funding for the one regrade submitted for consideration. It was agreed to follow the process in place with the next highest step.

The Commissioners agreed to refinance the energy management lease. Discussion ensued regarding timing and the realized savings.

The Commissioners agreed to the department proposed funding for the University of New Hampshire Cooperative Extension.

Theresa Young asked about the funding allocations between legal and labor relations. It was agreed to leave the allocations the same. A report of Position Analysis Evaluation was discussed noting the last evaluation was done in 2002 with an estimated cost of \$15,000. Commissioner Pratt recommended adding \$15,000 to the labor relations line. Commissioner Coyle was opposed to add funding for the evaluation. Commissioner Tombarello concurred with Commissioner Coyle.

Theresa Young noted that rental and lease of county property should be reviewed. Commissioner Coyle said that the Ladd Farm mobile home rent to a staff member should be increased based on the current rental market value and costs to the county. The Commissioners agreed to discuss the matter with the employee in non-public session in accordance with RSA 91-A:3II D.

Theresa Young asked for direction from the Commissioners on the benefits for two human services employees. Commissioner Coyle and Commissioner Tombarello agreed to leave funding as is. The funding of the social worker position in the human services budget to the corrections budget was discussed and it was agreed to move the funding.

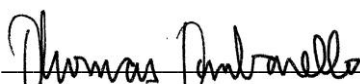
Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss county attorney personnel. Commissioner Tombarello seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

III. Adjournment

Commissioner Tombarello moved to adjourn at 5:07 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 3, 2013 – 3:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director
Steve Woods, Long Term Care Director
Janice Demers, Long Term Care Fiscal Dir.

Steve Church, Corrections Superintendent
John Blomeke, Assistant Superintendent
Ann Marie Nelson, Corr. Office Manager
Jude Gates, Director of Facilities
Martha Roy, Human Resources Director
Julie Hoyt, Senior HR Generalist

I. Call to Order

Commissioner Pratt called the meeting to order at 3:13 p.m.

II. 2013 Budget Review

Theresa Young noted the bottom line expense in the total budget is a 2.7% tax increase based on current information. Commissioner Coyle asked about the revenue decreases in long term care. Theresa Young noted the net loss is \$500,000 noting associated expenses. The fund balance proposed usage was noted at \$3.7 million.

• **Long Term Care Services**

Steve Woods provided an overview of the quality of the Rockingham County Nursing Home services and the budget changes over the years. Steve Woods distributed a draft 2013 position change sheet in long term care. Discussion ensued regarding the transportation part of the Adult Medical Day Care Program. Commissioner Coyle recommended a course of action to close the program in June. Commissioner Tombarello noted that an April deadline is unreasonable. Theresa Young noted that the pay costs would increase two months for transportation staff.

Steve Woods recommended a long range plan to eliminate multiple positions of LNA I, II, and III to one grade based on current staffing models.

Steve Woods recommended a reduction in per diem rates based on the current market for all current per diem staff to align with the newly hired per diems. Commissioner Coyle recommended the first payroll in March 2013. Discussion ensued regarding health insurance benefits as it relates to health care reform.

The Commissioners agreed to the 2013 position change sheet as recommended by the Long Term Care Services Director.

The contracted service of Rehab Choice Incorporated was discussed along with the associated revenues and expenses.

Theresa Young presented cost analysis for the nursing home, assisted living, and adult medical day care program. Steve Woods explained the rates and quality of care. Theresa Young noted the increase in the deficit based on the reduction of Proshare payments. Discussion ensued on expenses and the need to manage expenses to minimize the deficit.

Commissioner Coyle recommended an additional \$75,000 for security in the county complex. Commissioner Coyle explained his proposal to use special deputy sheriffs to alleviate the need for an additional position. Theresa Young asked about the FICA and Social Security funding. Commissioner Coyle said the \$75,000 is the total between pay, FICA, and Social Security. Commissioner Tombarello and Commissioner Pratt agreed to the proposal.

- **Corrections**

Steve Church explained the \$600,000 increase in the budget is due to retirement costs, meals, and inmate related items due to population increases. Steve Church said that outside medical reflects an increase in healthcare for inmates in other facilities. Discussion ensued on the increase female population and in-house medical care for inmates sent out of the facility for care. Commissioner Pratt inquired about reinsurance. Steve Church indicated that Primex was consulted and that was not available. Theresa Young suggested USI New England for reinsurance options.

Commissioner Coyle asked about the current inmate medical care proposals that were opened in relation to the 2013 proposed budget. Steve Church said that the budgeted amount reflects an accurate amount for an in-house medical program however the new proposals would require an increase. Discussion ensued on medical care costs and specific examples were presented. Steve Church indicated that a work session on medical care will provide more details on this issue.

Steve Church explained further details for housing prisoners in outside facilities noting the preferences in counties based on medical costs and flexibility.

Discussion ensued on the video arraignment program and staffing at the jail. Commissioner Pratt noted that the Human Services Social Worker should be paid for out of the jail. Steve Church explained the community corrections model and how it would work together with the social worker. Steve Church said he would need to coordinate the supervision and tasks as it is unknown after the 7-10 hours per week currently worked at corrections. The Commissioners discussed the supervision would be the under the purview of the Corrections Superintendent. The Commissioners agreed to transfer funding for the whole year. The adult diversion program and other recidivism projects were discussed.

Commissioner Pratt asked about the transport program instituted in 2012. Steve Church said that only \$1,000 is budgeted in training and equipment. Steve Church noted that the pending legislation to clarify transportation rights is not needed in his opinion. Discussion ensued on prisoner classification as it relates to security measures for transportation.

Commissioner Pratt asked about the transport program in whole. Steve Church said that the jail completed over 1,000 and that the sheriff cannot accommodate all requests. Discussion ensued about the process in place previously for transports to appropriate security levels for safety.

- **Engineering and Maintenance Services**

Discussion ensued about the energy management lease, savings, and the potential for a Bond Anticipation Note funding. Jude Gates presented the capital projects funding based on the potential for a Bond Anticipation Note. Jude Gates said the capital projects listing could be cut back however that would result in emergency expenditures. Discussion ensued on past funding and the warranty associated with the work completed.

Discussion continued on project timing, bond funding, and the critical nature of older equipment. The Commissioners agreed to revisit the bond option with scenarios showing the monthly payments.

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (d) to discuss a lease of county property. Commissioner Tombarello seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Jude Gates, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Sick Pool**

There was discussion of the pros and cons of the sick pool program and management of the program.

- **Human Resources**

Martha Roy highlighted the proposed budget and noted that she is no longer requesting an increase to pool hourly rates. Martha Roy noted that the postage line can be reduced significantly from the draft proposed. Martha Roy presented a new plan to eliminate paper usage using technology for signing documents electronically. Commissioner Pratt asked about the service contract cost for a typewriter. Martha Roy said certain documents are typed. Commissioner Pratt asked about automating open enrollment. Discussion ensued about alternatives and the research needed to complete the process. Commissioner Pratt noted an error in the conference description as education is spent in another line.

Martha Roy said that in the process of researching criminal records for out of state it was determined that legislation amendments would allow free records checks. The process was discussed for criminal records and the assistance of the association of counties regarding pending legislation.

Commissioner Coyle explained his recommendation to eliminate the sick pool program. Martha Roy recommending reducing the payment to mirror short term disability and also suggested reducing the match from 1 to 3 to 1 to 2. Commissioner Coyle expressed concern with the amount of exceptions processed. Martha Roy said she would comply with rare exceptions if that is the direction of the Board. Commissioner Pratt asked about the incentive for employees to return to work. Martha Roy suggested a limit on its use per illness. Discussion ensued about the benefits and limits of short term disability insurance in lieu of the sick pool program.

Commissioner Coyle expressed concern with the lack of enforcement of minimum usage and that holidays do not count towards minimum usage. Martha Roy said that concept of not considering holidays would save a lot of research time.

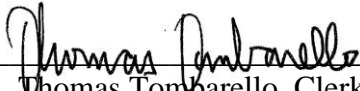
- **Information Technology**

There were no concerns or changes.

III. Adjournment

Commissioner Tombarello moved to adjourn at 8:37 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 4, 2013 – 3:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Tom Tombarello, Clerk

Theresa Young, Finance Director
Jude Gates, Director of Facilities

I. Call to Order

Commissioner Pratt called the meeting to order at 3:23 p.m.

II. 2013 Budget Review

The Commissioners agreed to meet at 3:00 p.m. on Tuesday, January 8, 2013 to consider 2013 compensation.

• **Projects**

Jude Gates presented a revised projects listing depicting urgency. Discussion ensued about the total costs for each year. Theresa Young distributed a debt service schedule from First Southwest for a Bond Anticipation Note for 5, 7, 10, and 15 years. Discussion ensued. It was agreed to consider \$9.5 million for a bond with a 10 year term.

• **Fund Balance**

Theresa Young presented a documentation explaining fund balance and the standards of Governmental Accounting Standard Board (GASB), Statement 54. Theresa Young recommended an additional \$200,000 for Workers Compensation funding.

Theresa Young presented a scenario for 2013 pay increases for non-union eligible employees with a successful evaluation paid in the anniversary month with pro-ration as needed for part time. Discussion ensued about the timing of payment and the appropriate compensation.

The Commissioners discussed the sick pool program from yesterday's meeting. Chris Maxwell advised that Martha Roy is anticipating details from Local Government Center for Short Term Disability 100% employer paid benefit on Monday. The Commissioners continue to recommend elimination of sick pool.

Theresa Young presented the compensated absences funding strategy and overview for Commissioners consideration for 2013. The Commissioners agreed to the strategy discussed with fully paid short term disability in lieu of the sick pool program.

Commissioner Pratt expressed concern with county operations in the past and proposed changes to ensure efficiency and the best practices of the county.

• **Legal Counsel Authorization Protocol**

Moved: Commissioner Coyle to require that all Elected Officials, Division Directors (O/DD's), and staff obtain authorization, in advance, to contact legal counsel from the Chair of the Board of Commissioners. In an emergency, if the Chair cannot be located, the Vice Chair may provide authorization. Commissioner Tombarello seconded the motion, voted all in favor.

- **Point of Contact/Contract Administrator for Benefits and Property and Liability**

Moved: Commissioner Coyle to authorize the Finance Director as point of contact and contract administrator for all employee benefits, benefit contracts, and property and liability contracts effective immediately. This includes but is not limited to establishing all communication, processing, billing, and reconciliation policy and procedures. The Commissioners office will provide written notification to all entities. Further, the Finance Director may delegate responsibilities as he/she deems appropriate. Commissioner Tombarello seconded the motion, voted all in favor.

- **Legal and Risk Review for Contracts Protocol**

Moved: Commissioner Coyle to reaffirm that the Finance Director is the coordinator for obtaining legal and risk review for all new and renewing contracts in accordance with Commissioners policies on legal review. All contracts are to be submitted to Finance. Finance will provide the departments feedback and coordinate communications if needed and shall report regularly to the Board of Commissioners. Commissioner Tombarello seconded the motion, voted all in favor.

- **Legal Issues Notification Protocol**

Moved: Commissioner Coyle to reaffirm that all departments shall notify the Finance Director of all legal issues or changes in accordance with the Commissioners policy on legal issues and shall report regularly to the Board of Commissioners. Commissioner Tombarello seconded the motion, voted all in favor.

- **Risk Management and Property and Liability Protocol**

Moved: Commissioner Coyle to reaffirm that all departments shall notify the Finance Director of all property and liability claims, issues or changes, in accordance with the Director of Finance policies and procedures. The Finance Director shall establish a risk management team to address risk management countywide and appoint the Vice Chair as Commissioner point of contact. Commissioner Tombarello seconded the motion, voted all in favor.

- **Exceptions and Requests for Board of Commissioners Consideration Protocol**

Moved: Commissioner Coyle to require that all departments notify and submit any fully supported pay, benefit, and personnel policy exception requests including leave without pay requests to both Human Resources and Finance for review and analysis before it will be considered by the Board of Commissioners. Commissioner Tombarello seconded the motion, voted all in favor.

- **Management Negotiation Team Membership Protocol**

Moved: Commissioner Coyle that the Board of Commissioners shall establish and appoint the management negotiation team members for collective bargaining purposes. Commissioner Tombarello seconded the motion, voted all in favor.

- **Countywide and Departmental Financial Policies and Procedures Protocol**

Moved: Commissioner Coyle to affirm that the Finance Director establishes, maintains, and approves all countywide financial policies and procedures including but not limited to collections policies. The Commissioners require that all department financial policies and revisions be on file in the Finance Office. All financial policies and revisions shall be subject to Board of Commissioners review and approval. The responsibility to interpret these policies and procedures shall reside with the Finance Director. Commissioner Tombarello seconded the motion, voted all in favor.

- **Pay and Benefit Policy and Procedures Affecting Payroll Protocol**

Moved: Commissioner Coyle to authorize the Finance Director to establish and maintain all pay and benefit policy and procedures that affect the payroll process including but not limited to development of pay and deduction forms and other payroll support, implementation of personnel policy, maintenance of vendor billing, employee billing, and payment processes. The responsibility to develop and interpret the policies and procedures reside with the Finance Director subject to approval of the Board of Commissioners. Commissioner Tombarello seconded the motion, voted all in favor.

- **Amendment to Personnel Policy and Procedure Chapter 7-2 A**

Moved: Commissioner Coyle to amend Personnel Policy and Procedure Chapter 7-2 A as follows:

7-2 Attendance A. O/DDs shall be responsible for ensuring employees in their respective department record their attendance and absences in accordance with the procedures/format authorized by the County Commissioners and maintained by the Finance Director. These records shall be reviewed at least bi-weekly. The records shall note all time scheduled and worked, time scheduled and absence from duty, including the use of Sick Pool Days, Holiday, Bereavement, Jury Duty, or Earned Time for said scheduled duty. The record shall also indicate all scheduled or unscheduled leave time.

Commissioner Tombarello seconded the motion, voted all in favor.

- **Amendment to Personnel Policy and Procedure Chapter 17-6 A**

Moved: Commissioner Coyle to amend Personnel Policy and Procedure Chapter 17-6 A as follows:

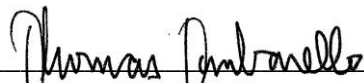
17-6 Payroll Records A. The Finance Director is responsible for maintaining an official payroll file for each employee. Payroll files shall contain original documentation as required by the Finance Director including but not limited to payroll change notices and support, deduction authorizations, pay authorizations including buyout and on call, workers compensation, disability, FMLA pay and leave authorizations, collection/billing agreements, administrative leave approvals, leave without pay authorizations, pay and benefit exceptions approved by the Board of Commissioners, and any other financial matters that may arise concerning each individual employee.

Commissioner Tombarello seconded the motion, voted all in favor.

III. Adjournment

Commissioner Tombarello moved to adjourn at 7:37 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 8, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Tom Tombarello, Clerk

Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director
Helen Kolifrath, Adult Medical Day Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:40 p.m.

II. 2013 Budget Review

• **Human Services Budget Follow Up**

Diane Gill was present by telephone and was advised that the Social Worker position in the Human Services Department will move to the Department of Corrections.

• **Adult Medical Day Care Program**

Helen Kolifrath explained the Helen F. Wilson Adult Medical Day Care Program in detail along with scenarios of care and duties. Discussion ensued.

• **Organization and Coordination Protocols for 2013**

Commissioner Pratt discussed the votes taken at the January 4, 2013 Board of Commissioners meetings as it relates to organization and coordination countywide.

Martha Roy requested that she be made aware of any legal counsel opinion obtained on personnel matters to ensure compliance in response to the vote that the Commissioners took January 4th regarding the protocol for legal services.

Martha Roy expressed concern with contract administrator and point of contact changing from Human Resources to Finance noting the human resources director job description and department mission statement. Commissioner Pratt expressed concern with workflow and communications. Discussion ensued. Martha Roy asked for reconsideration and a chance to respond. The Commissioners agreed to meet after the budget season to discuss the matter.

Martha Roy expressed concern with the pay and benefits being modified by finance only and should be a joint effort.

• **Short Term Disability Enrollment Update**

Martha Roy noted that Local Government Center Underwriting Department is working on the enrollment however a five day turnaround period is standard. Discussion ensued.

Martha Roy said she has been working on electronic open enrollment and has received a cost range from \$10,000 to \$16,000 based on information provided by Gallagher Group Benefits.

• **Open Items Listing**

Commissioner Coyle suggested phasing in the gun purchases in the sheriff's budget proposal and has asked for the input of the Sheriff for a multiple year plan. Commissioner Coyle recommending cutting the budget line increase for ammunition in half.

Commissioner Coyle asked for consideration of purchasing fewer vehicles in the sheriff's budget proposal. Commissioner Pratt suggested receiving a report from the maintenance department on the status of vehicle repairs.

Theresa Young updated the Board of Commissioners on a recent employee overpayment issue. Discussion ensued on repayment options.

Theresa Young presented the budget spreadsheet noting the tax increase and fund balance information. Theresa Young said that the increase in inmate medical care is reflected based on the new contracts.

Theresa Young presented the draft 2013 summary of pay and benefits spreadsheet.

The Commissioners discussed the amount of fund balance used to offset the tax increase. Discussion ensued.

The Commissioners agreed to require approval before a position can be posted.

Commissioner Tombarello left the meeting.

Commissioner Coyle suggested reducing the conference and training line to \$11,000 in the County Attorney's Office and using the balance in the County Attorney's Forfeiture Account instead. Commissioner Coyle suggested reducing the subscription line to \$13,000 in the County Attorney's Office. Commissioner Pratt concurred with both items.

The Commissioners asked for the County Attorney to provide additional justification to the service contract line for the amount unspent.

Commissioner Coyle requested reducing the ammunition increase in the Sheriff's Office in half. Commissioner Pratt concurred.

Commissioner Coyle asked for a reduction by \$15,000 to the Finance Office service contract line item.

The Commissioners agreed to fund inmates at other facilities to \$1,200,000 and inmate medical to \$2,000,000.

Discussion ensued on the meal allocations and how they are reflected in the various budget lines.

Commissioner Pratt recommended eliminating rate increases for on call staff and further recommends a reduction in hours for on call staff in the human resources budget proposal. The Commissioners agreed to reduce \$5,000 from the on call budget. The Commissioners agreed to reduce the office supply line item by \$1,200 to accommodate not purchasing the electronic signature pads.

Moved: Commissioner Coyle to approve the 2013 Nursing Per Diem Pay Rates as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve the 2013 Position Changes as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve the 2013 telephone allocations as recommended by the Information Technology and Telecommunications Manager. Commissioner

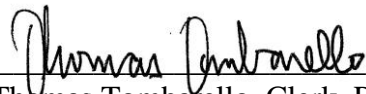
Moved: Commissioner Coyle to approve the 2013 Salary Summary Sheet as presented on January 8, 2013. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjournment

Commissioner Pratt moved to adjourn at 8:00 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:



Thomas Tombafello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 9, 2013 – 3:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director

Steve Church, Corrections Superintendent
Ren Horne, Lt. Corrections Officer
High Sheriff Michael Downing
County Attorney James Reams
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:43 p.m.

II. Reports:

RFP Openings

- **Service Contract for MUNIS System, 2013-2015, Finance Office**

Commissioner Tombarello opened one proposal received from Tyler Technologies Incorporated.

Moved: Commissioner Tombarello to authorize the Finance Director to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Surplus Vehicle, Sheriff**

Commissioner Tombarello opened proposals received from Kevin Hale and Chris Bashaw.

Moved: Commissioner Tombarello to authorize to High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards

- **Nutritional Supplements and Tube Feed Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the nutritional supplements and tube feed products proposal to McKesson Medical Surgical Supply from January 1, 2013 to December 31, 2013 for an amount not to exceed \$22,000 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Reject Occupational Health Services**

Moved: Commissioner Tombarello to reject proposals received and resubmit requests for proposals of occupational health services as recommended by the Workers Compensation Coordinator. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Coyle to approve and sign 2013 accounts payable warrant T130040 totaling \$25.00, payroll warrant 0103SD totaling \$13,081.15, accounts payable wire payment T130038 totaling \$42,268.61, auto-payment accounts payable warrants T130006, T130007, T130039 totaling \$22,495.28, for a grand total of \$55,374.76. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve and sign 2012 accounts payable warrants T121177, T121162, T121179, T121142, T121141, T121087, T121086, T121077, T121146 totaling \$215,638.47, accounts payable warrants T121180-T121188 totaling \$6,074.20, general ledger 12651 totaling \$285.00, payroll warrant 1227SD totaling \$9,251.09, accounts payable wire payment T121178 totaling \$1,510,921.52, for a grand total of \$1,742,170.28. Commissioner Tombarello seconded the motion, voted all in favor.

✓ **Line Item Transfer – County Attorney, \$9,000**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$9,000 for the County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

✓ **Line Item Transfer – Long Term Care, \$5,000**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$5,000 in Long Term Care Services. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes: December 13, 18, 19, 26, and 28, 2012**

Moved: Commissioner Pratt to approve the minutes of the December 13, 18, 19, 26, and 28, 2012 Board of Commissioners meetings. Commissioner Coyle seconded the motion. Motion passed with Commissioner Coyle and Commissioner Tombarello abstaining from the vote.

• **New Hampshire Association of Counties Legislative Updates**

Theresa Young noted that the New Hampshire Association of Counties is working on an opinion for pending legislation. Commissioner Tombarello highlighted the recent meeting in Concord between the sheriffs and corrections superintendents.

• **Establish Management Negotiating Team Members for Collective Bargaining**

Moved: Commissioner Tombarello to appoint the Human Resources Director, Finance Director, and applicable Elected Officials/Division Directors (O/DD) departments to the management negotiating team for collective bargaining purposes. Commissioner Coyle seconded the motion.

Martha Roy asked about designees such as a Lieutenant in Sheriff's Office. The Commissioners agreed to consider additional members based on requests. Commissioner Coyle inquired about representation by Commissioners. The Commissioners concurred that a Commissioner may attend negotiation meetings.

Motion passed all in favor.

• **Position Posting Protocol**

Moved: Commissioner Tombarello that all departments are required to request permission to post for any open position effective immediately. Approval will be granted at regularly scheduled Commissioners meetings. Commissioner Coyle seconded the motion.

Martha Roy asked about emergency situations for postings. The Commissioners agreed that requests would be considered weekly. Discussion ensued about eligibility listings for consideration. It was agreed that Officials and Division Director's should submit positions to be except from the policy for Commissioner consideration.

Motion passed all in favor.

Finance – Theresa M. Young, Director

The Commissioners discussed the budget distribution process and alternatives to save on postage.

- **Excess Workers Compensation Insurance Approval**

Moved: Commissioner Tombarello to award excess workers compensation insurance coverage to Safety National Insurance Company for \$60,603 for 2013 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Insurance Consultant and Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Unemployment Compensation Insurance Approval**

Moved: Commissioner Tombarello to renew for year two the unemployment compensation proposal with Primex for \$87,727.00 as originally awarded at the November 16, 2011 Board of Commissioners meeting and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Director and Human Resources Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Property and Liability Insurance Renewal Approval**

Moved: Commissioner Tombarello to approve 2013 property and liability coverage with Primex in the amount of \$310,247 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **2013 Open Enrollment Exceptions Approval**

Moved: Commissioner Tombarello to approve four (4) exceptions to the 2013 open enrollment deadline as recommended by the Human Resources Director. Commissioner Coyle seconded the motion. Motion passed 2-1.

Long Term Care Services – Steven E. Woods, Director

Steve Woods noted he plans to implement the Administrator in Training program and is excited to pursue new projects with the intern.

Sheriff – Michael W. Downing, High Sheriff

The Commissioners discussed an alternative to the gun purchase proposal for 2013.

III. New Business

Commissioner Coyle noted that the public defender's office is looking for representation on the Jail Study Committee. The Commissioners offered to relay the information to the Delegation for consideration.

- **Capital Projects – Dispatch Center**

The Commissioners advised the High Sheriff that the dispatch center is included in the project listing. Discussion ensued on grant funding, fee for services, and implementation of the project.

- **Inmate Medical Costs**

Steve Church reported that the Department of Corrections incurred over \$100,000 in medical costs for an inmate in the hospital. Steve Church noted the cost would have increased if the motion was not granted by the Superior Court before a surgical procedure. Discussion ensued about the process in place. County Attorney Reams said that the court did not have the authority

to reduce the mandatory sentence in place. County Attorney Reams noted there is more opportunity to make a motion to the court for pretrial offenders. County Attorney Reams said his office would not make a request to the court that is illegal. Commissioner Coyle said alternatives were available such as a deferment or null process. Discussion ensued on the interpretation of the law and sentencing.

- **Assistant County Attorney Compensation Proposal**

County Attorney Reams presented a proposal for a revised compensation proposal for assistant county attorneys. It was noted that the request is not for 2013 budget approval at this time noting it is a long time problem.

IV. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss personnel legal filings were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, James Reams, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss county attorney personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, James Reams, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss county attorney personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Martha Roy, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a disciplinary matter for corrections employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Ren Horne, Martha Roy, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence in corrections were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Ren Horne, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **2013 Budget Review**

- ✓ **Adult Medical Day Care Program**

The Commissioners again visited the need of continuing the service of the adult day care program. Discussion ensued on alternatives and the cost benefit analysis. The Commissioners agreed to freeze admissions to ensure the Commissioners have a continued opportunity to evaluate the program.

- ✓ **Human Resources**

Martha Roy requested reconsideration in the pool hours. Commissioner Pratt said that with electronic open enrollment it will reduce the paperwork load and not be necessary. Commissioner Coyle recommended a line item transfer if needed. Martha Roy expressed

concern as she has already cut pool hours and overtime in years past. Commissioner Pratt concurred with Commissioner Coyle about a line item transfer.

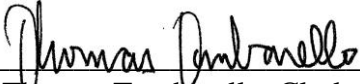
The Commissioners discussed the one-time stipend, earned time cash out program, compensated absences, sick pool elimination, and fully paid short term disability with the Human Resources Director. The Commissioners discussed a merit pool concept and it was not recommended by a majority of the Board.

Theresa Young presented the differences between the department proposal and the Commissioners proposed columns. Theresa Young highlighted the modifications to the salary summary sheet from last night.

V. Adjournment

Commissioner Tombarello moved to adjourn at 7:20 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 10, 2013 – 4:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Martha Roy, Human Resources Director
Kate Magrath, HR Assistant Director
Theresa Young, Finance Director.

I. Call to Order

Commissioner Pratt called the meeting to order at 4:04 p.m.

II. New Business

• **2013 Budget Approval**

The Commissioners reviewed, discussed, and modified the letter distributed to the towns, city, and elected officials of Rockingham County along with the budget footnotes.

Martha Roy requested reconsideration of the electronic open enrollment funding in general government and not finance. Discussion ensued about the departmental location in the budget. Discussion ensued about the cost and the scope of the project.

Moved: Commissioner Tombarello in accordance with New Hampshire RSA 24:21-b, proposes \$77,785,550 in appropriations and \$0 in reserves and encumbrances for use of the County during 2013. That \$43,855,162 is proposed to be raised in county taxes, that \$29,574,121 is proposed as an estimate of revenues from other sources, and that \$4,356,267 is proposed as fund balance for a total of \$77,785,550 in resources. Commissioner Coyle seconded the motion, voted all in favor.

III. Adjournment

Commissioner Tombarello moved to adjourn at 5:12 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: Thomas Tombarello
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 16, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Steve Woods, Long Term Care Director
Theresa Young, Finance Director
Martha Roy, Human Resources Director
Kate Magrath, HR Assistant Director

I. Call to Order

Commissioner Pratt called the meeting order at 3:31 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,459,598.50 for the period ending January 13, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Accounts Payable Approval**

Moved: Commissioner Coyle to approve and sign 2012 accounts payable warrants T121165, T121147, T121189, T121143, T121164, T121195, T121198, T121197, T121153 totaling \$136,314.01, 2012 accounts payable wire payment T121199 for \$275,218.00, 2013 accounts payable wire payment T130055 for \$476,306.09, for a grand total of \$887,838.10.

Commissioner Tombarello seconded the motion, voted all in favor.

• **Position Posting Approval**

○ Baker – Dietary

Steve Woods provided information on the position open for posting consideration. Discussion ensued about the need for the position along with correcting the position title. It was agreed to post the position based on reporting back with a revised job title.

○ Resident Fund Accounting Clerk – Long Term Care Fiscal Services

Steve Woods provided information on the position open for posting consideration. Discussion ensued about the operations of the fiscal services department in Long Term Care Services.

Commissioner Pratt asked about the number of transactions conducted daily by the bank clerk over the last year.

○ Previously posted: Shift Technician/General Mechanic, Laundry Aide II, and Legal Assistant

Martha Roy provided information on the position posting and advertising process. It was agreed to continue with the posting of these positions.

○ Rolling List Approval

Martha Roy explained the need of a rolling list not requiring formal approval each time and the Commissioners agreed to the following rolling list positions:

Long Term Care Services:

Dietary Aide I (Full & Part time)

Laundry Aide I (Full & Part time)

Housekeeping Aide I (Full & Part time)

Registered Nurse I (Full & Part time)

Registered Nurse II (Full & Part time)

Licensed Practical Nurse I (Full & Part time)

Licensed Practical Nurse II (Full & Part time)

Licensed Nursing Assistant I (Full & Part time)

Licensed Nursing Assistant II (Full & Part time)

Medication Nursing Assistant (Full time)

Department of Corrections: Corrections Officer

- **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor. Those present to discuss a former employee's request was Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

The Commissioners discussed the upcoming subcommittee meetings.

Kate Magrath advised that the Board of Commissioners that she has taken a job at a local school district as a Human Resources Director. The Commissioners praised Kate Magrath and wished her well. Commissioner Pratt asked for an organizational chart and job descriptions for the Human Resources staff.

The Commissioners discussed schedules for Representative Pantelakos to meet with the Board in response to her request.

- **New Hampshire Association of Counties**

Chris Maxwell discussed a vote taken at the January , 2013 Board of Commissioners meeting regarding appointments to the New Hampshire Association of Counties Executive Committee. It was noted that an additional nomination is needed as Cathy Stacey is already on the Executive Committee as a past president per the byaws.

Moved: Commissioner Coyle to appoint Chris Maxwell to the New Hampshire Association of Counties Executive Committee. Commissioner Tombarello seconded the motion, voted all in favor.

- **Commissioner Liaison Positions**

The Commissioners have established a liaison form of operation for departments in an effort to streamline and be more efficient. Each Commissioner has selected a department and as their liaison. The Commissioner agrees to become the link between the department and the full Board of Commissioners. The liaison attends department meetings (if applicable, not staff meetings) and reports information back to the Board of Commissioners. The Commissioner liaison agrees to be a contact person for the department.

Commissioner Pratt:

County Attorney
Delegation
Finance/Treasurer
Human Resources
Register of Deeds

Commissioner Coyle:

Human Services
Long Term Care Services

Commissioner Tombarello:

Corrections
Engineering/Maint. Services
Sheriff

- **RFP Extension: Labor Relations**

Moved: Commissioner Coyle to extend the labor relations consultant services from October 1, 2012 to February 15, 2013 with all terms and conditions to remain firm. Commissioner Tombarello seconded the motion, voted all in favor.

- **RFP Extension: Legal Services**

Moved: Commissioner Coyle to extend the legal consultant services from October 1, 2012 to February 15, 2013 with all terms and conditions to remain firm. Commissioner Tombarello seconded the motion, voted all in favor.

- **Contract and Benefit Administrator Notice to Vendors**

Theresa Young provided an update on the letters to be sent to the vendors regarding a change in contract and benefit administration. It was agreed to send the Human Resources Director a copy of all the letters sent.

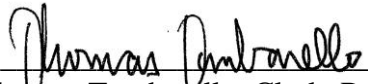
- **Legislative Updates**

Commissioner Tombarello updated the Board on his recent meetings at the New Hampshire Association of Counties offices regarding transportation and authorities of the superintendent and sheriff.

III. Adjournment

Commissioner Tombarello moved to adjourn at 5:48 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 23, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Steve Church, Corrections Superintendent
Martha Roy, Human Resources Director
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:39 p.m.

II. Appointments

• **Melanson, Heath, and Company – Financial Audit Services**

Sheryl Burke from Melanson, Heath, and Company provided an overview of the company and the services provided to the county. Discussion ensued on the status of the audit.

• **Prime Care Medical – Inmate Medical Services**

Present: Denise Jemiola, Derek Hughes, and Francis Komykoski from Prime Care Medical.

Frank Komykoski presented an overview of the disagreement and the communications between Prime Care and Rockingham County. Commissioner Coyle asked about the definition of infectious diseases and how to cure the clarity issue. Frank Komykoski said that Prime Care regularly reviews those items with the county to come to an agreement.

There was discussion about the medical cap of \$80,000 in the aggregate along with different costs from the caps.

Discussion ensued about negotiating the current contract and having the services remain. Prime Care Medical did agree to reimburse the amount and continue services. It was agreed to reconsider the contract, infectious disease cap, and follow up with the Corrections Superintendent.

III. Reports:

Steve Church provided an update on the right to know request that legal counsel reviewed. Discussion ensued on the scope of the request and the opinion of counsel. Steve Church updated the Commissioners on a successful court order to a lawsuit filed by a former inmate.

RFP Awards

• **Service Contract for MUNIS System, 2013-2015, Finance Office**

Moved: Commissioner Tombarello to award the service contract for the MUNIS System to Tyler Technologies at \$110,820 annually from January 1, 2013 to December 31, 2015 and authorize the Chair to sign the Amended Agreement as recommended by the Finance Director.

Commissioner Coyle seconded the motion, voted all in favor.

• **Surplus Vehicle, Sheriff**

Moved: Commissioner Tombarello to award the surplus vehicle proposal to Christopher Bashaw in the amount of \$333.00 as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Commissioner Coyle expressed concern with the price and that the highest bidder is a county employee.

The Commissioners agreed to table the vote pending the High Sheriff renegotiate a higher amount or if not the vehicle will be scrapped for a higher value.

Moved: Commissioner Coyle to table the award pending a report back from the sheriff. Commissioner Tombarello seconded the motion, voted all in favor.

RFP Opening

- **Occupational Health Services**

Commissioner Tombarello opened proposals received from Occupational Health Services of Portsmouth Hospital, Exeter Hospital, and Concentra.

Moved: Commissioner Tombarello to authorize the Workers Compensation Coordinator to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Coyle to approve and sign 2013 accounts payable warrants T130079, T130044, T130043, T130060, T130012, T130082, T130021, T130056, T130070, T130071, T130073, T130073, T130074, T130078 totaling \$474,067.67, accounts payable auto payment warrants T130008, T130076, T130075 totaling \$63,938.40, payroll warrants 0110SD, 0114MC, 0117SD totaling \$48,593.27, accounts payable wire payments T130058, T130077, T130059 totaling \$19,045.91, for a grand total of \$541,706.85. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve and sign 2012 accounts payable warrants T121191, T121201, T121144, T121145, T121190, T121166, T121169, T121167, T121168, T121194, T121148, T121205, T121202, T121203, T121204, T121206, T121208 \$261,102.03, accounts payable wire payment T121207 for \$8,597.00, for a grand total of \$269,991.03. Commissioner Tombarello seconded the motion, voted all in favor.

- **Position Posting Approval**

- ✓ **Accounting Clerk Resident Funds**

Steve Woods followed up from the last meeting with further details on the position along with an organizational chart. Discussion ensued. It was agreed to post the position and to modify the position description accordingly.

- ✓ **Baker/Cook II**

Steve Woods followed up from the last meeting with further details on the position. It was agreed to post the position and to modify the position description accordingly.

Moved: Commissioner Coyle to change the title of Baker, Position # OFT-01BAK, to Baker/Cook II as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Legislative Updates**

Martha Roy and Theresa Young presented information on upcoming legislation.

Commissioner Pratt asked for data and support regarding House Bill 239 to determine the impact to Rockingham County with website postings and collection of data.

Discussion ensued about the process to update the Commissioners on legislative matters. It was agreed for directors to email a summary for the meetings and to attend the Commissioner's meetings as a group to discuss for more complex issues.

Human Resources – Martha S. Roy, Director

• **2013 Open Enrollment Exceptions Approval**

Moved: Commissioner Tombarello to approve seven (7) exceptions to the 2013 open enrollment deadline as recommended by the Human Resources Director. Commissioner Coyle seconded the motion.

Discussion ensued about a break in coverage and qualifying events for reapplication if the exceptions were approved effective February 2013 and not January 1, 2013.

Motion passed 2-1.

IV. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Theresa Young, Martha Roy, and Chris Maxwell.

• **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence regarding labor negotiations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Martha Roy, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss county attorney personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

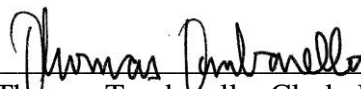
• **Exception Request, Long Term Care Services**

Moved: Commissioner Coyle to deny an exception request as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded the motion, voted all in favor.

V. Adjournment

Commissioner Tombarello moved to adjourn at 6:45 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Tombarello's Office, Mitchell Building
Brentwood, New Hampshire

January 24, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Attorneys James Reidy, Elizabeth Bailey and Thomas Closson

I. Call to Order

Commissioner Pratt called the meeting order at 3:38 p.m.

II. New Business

• **Labor Relations Vendor Interviews**

Jim Reidy and Liz Bailey provided an overview of Sheehan, Phinney, Bass, and Green and services offered to Rockingham County. Discussion ensued.

Tom Closson provided an overview of negotiation services provided previously and discussion ensued about future services.

III. Adjournment

Commissioner Tombarello moved to adjourn at 5:48 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:

Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

January 30, 2013 – 4:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 4:09 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Tombarello to approve and sign total payroll expense of \$1,192,603.27 for the period ending January 27, 2013. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners reviewed and agreed to send invitations to submit proposals for legal services.

• **Contingent Grant Usage, Sheriff**

Moved: Commissioner Coyle to approve the use of the contingent grant fund for a sheriff's office project for a grant writer up to \$1,000 with no grant funds required. Commissioner Tombarello seconded the motion, voted all in favor.

• **Countywide Conference and Training Directive**

Moved: Commissioner Tombarello to implement the 2013 Conference and Training Directive effective January 1, 2013. Commissioner Coyle seconded the motion, voted all in favor.

The Commissioners discussed the recent votes regarding benefit and contract administration.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss Commissioners office staff were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Theresa Young.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss human services department personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

It was agreed that the Adult Diversion Program revenues should be reflected in the corrections budget. It was agreed to revisit compensation and operating expenses and compose a line item transfer request for the Executive Committee consideration in the 1st quarter.

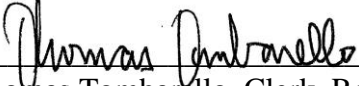
Discussion ensued on bond payments, a sweep transfer for 2014 bond payment, and a premium to buy down the interest rate.

The 2013 Position List was reviewed and discussions ensued about the positions.

IV. Adjournment

Commissioner Tombarello moved to adjourn at 6:14 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

February 6, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Nancy Lang, Assisted Living Director
Theresa Young, Finance Director

Steve Church, Corrections Superintendent
Julie Hoy, Senior HR Generalist
Steve Woods, Long Term Care Director
Martha Roy, Human Resources Director
County Attorney James Reams
Alison Kivikoski, HR Generalist

I. Call to Order

Commissioner Pratt called the meeting to order at 3:39 p.m.

II. Reports:

RFP Awards

• **Labor Relations Consultant**

Commissioner Coyle inquired about the recommendation from the Human Resources Director. Martha Roy noted the level of experience of Tom Closson with municipal government. Theresa Young said both firms have good experience. Discussion ensued about representation. Discussion continued about transitioning negotiators during open contracts.

Moved: Commissioner Tombarello to award the labor relations consultant proposal to Sheehan, Phinney, Bass, and Green from February 16, 2013 through December 31, 2015 and authorize the Chair to sign all necessary documents pending legal review. Commissioner Coyle seconded the motion, voted all in favor.

• **Occupational Health Services**

Moved: Commissioner Tombarello to award occupational health services proposal to Concentra from March 1, 2013 to February 28, 2015 for an annual fee of \$117,564 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Workers Compensation Coordinator. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to amend a vote taken at the December 15, 2010 Board of Commissioners meeting (due to an administrative error) changing the RFP award end date for occupational health services with Concentra from December 31, 2013 to December 31, 2012 with all terms and conditions to remain firm as recommended by the Workers Compensation Coordinator. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to extend the RFP award for occupational health services to Concentra from January 1, 2013 to February 28, 2013 with all terms and conditions to remain firm as recommended and authorize the Chair to sign the extension as recommended by the Workers Compensation Coordinator. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and signed accounts payable warrants T130013, T130023, T130045, T130046, T130053, T130061, T130087, T130089, T130097, T130105-

T130114, T130116, T130120 totaling \$412,000.47, general ledgers GL13011, GL13016, GL13017, GL13018 totaling \$1,162.00, 2013 autopay accounts payable warrants T130100, T130147 totaling \$20,205.83, payroll warrants 0124SD, 0131SD totaling \$37,658.36, accounts payable wire payments T130086, T130101, T130122, T130123, T130144 totaling \$611,694.16, for a grand total of \$1,062,514.99. Commissioner Coyle seconded the motion, voted all in favor.

✓ **Line Item Transfer – Corrections: \$2,700, \$125,000, \$4,800**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$4,800 for corrections. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a line item transfer totaling \$2,700 for corrections. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a line item transfer totaling \$125,000 for corrections. Commissioner Coyle seconded the motion.

Steve Church noted that lag billing includes December medical bills not billed and received by year end. Commissioner Pratt asked about PrimeCare Medical Care billing. Steve Church explained the payment processing from the community provider to PrimeCare Medical Care.

Motion passed all in favor.

- **Approval of Minutes**

Moved: Commissioner Tombarello to approve the minutes of the January 2, 3, 4, 8, 9, 10, 16, 23, 24, 30, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval**

- ✓ **Assistant Director of Human Resources**

Martha Roy asked for the Board's support in posting of the Human Resources Assistant Director posting. Martha Roy explained the importance of the position and the need to have the position filled. Discussion ensued. Commissioner Pratt asked for a work session to discuss operations and in light of electronic open enrollment. Martha Roy explained the proposed roll out of electronic signature pads to alleviate paperwork.

Commissioner Tombarello said it would be fine to post the position.

Commissioner Coyle asked for a departmental review of operations and recommended not filling the position at this time. Commissioner Pratt concurred.

Discussion ensued about using temporary staff to get the work done.

Commissioner Pratt and Commissioner Coyle confirmed that the position will not be posted at this time and agreed to a work session to discuss this further.

- **New Hampshire Association of Counties Legislative Updates**

Steve Woods presented information from a recent hearing regarding Senate Bill 138. Discussion ensued about the process in place and the potential for the debt to be repaid. Martha Roy explained her testimony regarding binding arbitration. Theresa Young said that the voice of the county regarding Senate Bill 369 was expressed to the bill sponsor.

Corrections – Stephen A. Church, Superintendent

- **Sullivan County Female Housing Intergovernmental Service Agreement Approval**

Commissioner Coyle asked why the other counties have space where the Rockingham County Jail is close to full. Steve Church said demographics, jail size, and community corrections account for the changes. Discussion ensued.

Moved: Commissioner Tombarello to approve an Intergovernmental Service Agreement with Sullivan County to house prisoners at a per diem rate of \$57.50 per inmate per day as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Strafford County Female Housing Intergovernmental Service Agreement Approval**

Moved: Commissioner Tombarello to approve an Intergovernmental Service Agreement with Strafford County to house prisoners at a per diem rate of \$57.50 per inmate per day as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Hillsborough County Female Prisoner Housing Agreement Approval**

Moved: Commissioner Tombarello to approve a Female Prisoner Housing Agreement with Hillsborough County to house prisoners at a per diem rate of \$57.50 per inmate per day from March 14, 2013 to March 14, 2014 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

Steve Church said that the Exeter Arts Committee would like to use prisoner art for an art exhibit in August. The Commissioners agreed to this initiative.

Commissioner Coyle asked for a status update on inmate medical care. Steve Church said he met with Prime Care Medical and it was agreed to pay the amount in question and redefine the infectious disease definition. It was also noted that the cap for catastrophic care should be reviewed. Discussion ensued about risk sharing and alternative models.

Commissioner Coyle asked about the use of contracted services to review the PrimeCare Medical bills submitted to Rockingham County. Steve Church said he would not use the services again as it was a one-time usage.

Steve Church said he will report back with a recommended contract amendment for consideration. Commissioner Coyle asked for a letter of withdrawal regarding the termination.

It was agreed to report back on potential prison industries initiatives and overall costs of the facility.

Human Resources – Martha S. Roy, Director

- **2013 Open Enrollment Exception Approval**

Moved: Commissioner Tombarello to approve an exception request to the 2013 open enrollment deadline as recommended by the Human Resources and Finance Directors. Commissioner Coyle seconded the motion. Motion passed 2-1.

Long Term Care Services – Steven E. Woods, Director

• Health Care License Renewal: Adult Medical Day Program

Moved: Commissioner Tombarello to approve the New Hampshire Department of Health and Human Services renewal application of a health care license for the adult day program and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion.

Discussion ensued about the timing of the license.

Moved: Commissioner Coyle to table the license renewal. Commissioner Tombarello seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

• Non public session re: personnel

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Martha Roy, Alison Kivikoski, Steve Church, and Chris Maxwell.

• Non public session re: personnel

Those present for NHRSA 91A:3II (a) to discuss county attorney personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, County Attorney Reams, Martha Roy, and Chris Maxwell.

• Non public session re: legal

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Martha Roy, Theresa Young, and Chris Maxwell.

• Non public session re: personnel

Those present for NHRSA 91A:3II (a) to discuss human resources and finance directors were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Martha Roy, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

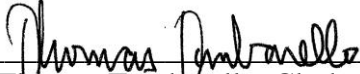
• Leave Without Pay, Corrections

Moved: Commissioner Tombarello to approve a leave without pay request for a corrections employee from February 11, 2013 to May 11, 2013 with county portion of all employee benefits to be determined at the next meeting. Commissioner Coyle seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Tombarello moved to adjourn at 8:15 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

February 13, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Kathy Nikitas, Senior Financial Analyst

I. Call to Order

Commissioner Pratt called the meeting to order at 3:33 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,406,844.49 for the period ending February 10, 2013. Commissioner Coyle seconded the motion, voted all in favor.
2/10/2013

• **RFP Extension: Chaplain Services**

Moved: Commissioner Tombarello to extend the RFP award for Chaplain Services to Kent Threlfall from March 1, 2012 to March 31, 2013 with all terms and conditions to remain firm with the understanding the Chaplain Services RFP will be sent and awarded by April 1, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **2013 Conference and Training Directive Exception**

Moved: Commissioner Tombarello to approve an exception to the 2013 conference and training directive for a finance office request. Commissioner Coyle seconded the motion, voted all in favor.

III. Old Business

• **Health Care License Renewal: Adult Medical Day Program**

Moved: Commissioner Tombarello to approve the New Hampshire Department of Health and Human Services renewal application of a health care license for the adult day program and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

At 4:01 p.m., Commissioner Pratt declared a recess for a non meeting to consult with legal counsel.

The meeting was reconvened at 5:35 p.m.

• **Leave Without Pay, Corrections**

Moved: Commissioner Tombarello to authorize county portion of all employee benefits to continue from February 11, 2013 to March 31, 2013 regarding a leave without pay request for a corrections employee from February 11, 2013 to May 11, 2013 approved at the February 6, 2013 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

- **RFP Award: Surplus Vehicle, Sheriff**

Moved: Commissioner Tombarello to reject proposals received for the sheriff's surplus van and to sell the surplus vehicle to Brandy Brow as scrap for \$400 in the best interest of Rockingham County pursuant to RSA 28-8a waiving the competitive bidding procedure as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

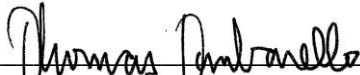
Commissioner Tombarello provided a liaison update regarding snow removal over the weekend and his attendance at a recent Corrections command staff meeting. Discussion ensued about county complex security.

Commissioner Coyle provided a liaison update on personnel changes in long term care that will increase efficiency in medical coding. It was noted that the proposal will come before the Board for consideration shortly.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 6:07 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room, County Complex
Brentwood, New Hampshire

February 20, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent

Alison Kivikoski, HR Generalist
Martha Roy, Human Resources Director
High Sheriff Michael Downing
Theresa Young, Finance Director
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:34 p.m.

II. Reports:

Sheriff – Michael W. Downing, High Sheriff

• **Federal Equitable Sharing Agreement and Certification Approval**

Moved: Commissioner Tombarello to approve the submission of the Federal Equitable Sharing Agreement and Certification for year ending December 31, 2012 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

• **Line Item Transfer - \$1,207**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$1,207 in the sheriff's office. Commissioner Coyle seconded the motion, voted all in favor.

• **Employee Request**

Sheriff Downing presented a request from a sheriff's office employee requesting repayment of FICA over six pay periods versus three pay periods, which is the approved payroll practice in the finance office. Theresa Young said she did not recommend the request. Discussion ensued.

Moved: Commissioner Tombarello to approve an exception to the approved payroll practice for repayment over six periods for a sheriff's office employee as recommended by the High Sheriff.

Motion failed for lack of a second.

RFP Openings

• **Legal Services for Civil Matters**

Commissioner Tombarello opened proposals received from Drummond Woodsum, Donahue, Tucker, and Ciandella, and Sheehan, Phinney, Bass, and Green.

Moved: Commissioner Tombarello to authorize the Commissioners to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Inmate Institutional Supplies, Corrections**

Commissioner Tombarello opened proposals received from Charm-Tex, Bob Barker Company, and Robinson Textiles.

Moved: Commissioner Tombarello to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130047, T130048, T130062-T130065, T130092-T130096, T130098, T130102, T130124, T130125, T130159, T130115, T130164-T130168, T130170, T130172-T130176, T130181, T130183, T130185 totaling \$746,419.02, general ledgers GL13020-GL13026, GL13040, GL13041 totaling \$67,878.79, payroll warrants 0207SD, 0214SD totaling \$13,573.76, accounts payable wire payments T130162, T130163, T130179 totaling \$1,425,527.02, for a grand total of \$2,253,398.59. Commissioner Coyle seconded the motion, voted all in favor.

✓ **Corrections/Long Term Care Transfer: \$73,000**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$73,000 between Corrections and Long Term Care Services. Commissioner Coyle seconded the motion.

Commissioner Coyle asked how the budget could be underfunded by that high amount. Theresa Young explained the regular transfer process for meals. Motion passed all in favor.

• **Approval of Minutes**

Moved: Commissioner Tombarello to approve the minutes of the February 6 and 13, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

• **Position Posting Approval**

No submissions for this meeting.

• **New Hampshire Association of Counties Legislative Updates**

Theresa Young noted that the Governor's budget proposal a shift to federal from private funds for nursing home auditors, which affects the cap to the counties. It was noted that the gambling proposal will overall increase sheriff and jail expenses due to crime and incarceration if a Rockingham County site were to be selected. Sheriff Downing said he is watching the progression on this item.

Commissioner Coyle asked for a report on low bail inmates and pretrial incarcerated due to not posting bail. Discussion ensued about the upcoming jail study committee meeting.

• **Commissioner Liaison Updates**

✓ **Commissioner Coyle: Human Services, Long Term Care Services**

Steve Woods asked for a delay on the position reclassification as recommended by the Finance Director. Commissioner Pratt asked for a review of technology enhancements versus an additional staff member.

✓ **Commissioner Tombarello: Corrections, Engineering and Maintenance Services, Sheriff**

Commissioner Tombarello reported on the recent security investigation at the jail and the Sheriff's Office participation in an upcoming school drill.

Finance – Theresa M. Young, Director

- **Delta Dental Go Green Program**

Theresa Young asked for a delay on this item and defer to consultant Gallagher Benefit Services for a report back.

Theresa Young noted that bond services from legal counsel will cost in excess of \$5,000 and will be sent out to bid.

Theresa Young asked for procedural direction on the upcoming three leases for consideration to the Delegation. Commissioner Pratt said she would speak with the Delegation Chair to discuss the procedure.

Discussion ensued on outstanding items to be discussed at the upcoming executive committee meeting.

Human Resources – Martha S. Roy, Director

- **2013 Open Enrollment Exception**

Moved: Commissioner Tombarello to approve one exception to the open enrollment deadline as recommended by the Human Resources and Finance Directors. Commissioner Coyle seconded the motion. Motion passed 2-1.

Long Term Care Services – Steven E. Woods, Director

- **Rockingham VNA and Hospice Agreement Approval**

Moved: Commissioner Tombarello to approve the Inpatient Care Agreement, Inpatient Agreement for Respite Care, and Hospice Care Services Agreement with Rockingham Visiting Nurse Association and Hospice from February 1, 2013 to January 31, 2014 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Parkland Medical Center Facility Transfer Agreement Approval**

Moved: Commissioner Tombarello to approve a Facility Transfer Agreement with Parkland Medical Center, HCA Health Services of New Hampshire Incorporated from March 1, 2013 to December 31, 2015 and authorize the Chair to sign the agreement pending legal review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Nursing Facility Beds License Discussion**

Steve Woods presented a proposal from Catholic Charities to purchase licensed beds that Rockingham County is not using. Discussion ensued.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates in the nursing home were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Martha Roy, Alison Kivikoski, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss human services personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

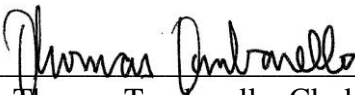
Those present for NHRSA 91A:3II (a) to discuss corrections personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

IV. Adjournment

Commissioner Tombarello moved to adjourn at 7:15 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Tombarello's Office, County Complex
Brentwood, New Hampshire

February 21, 2013 – 5:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Alison Kivikoski, HR Generalist
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 5:33 p.m.

II. New Business

• **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss leave without pay requests for employees from corrections, engineering and maintenance, and the nursing home. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Alison Kivikoski, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

• **Leave Without Pay, Engineering and Maintenance**

Moved: Commissioner Tombarello to approve a leave without pay request from March 3, 2013 to May 14, 2013 and county portion of all employee benefits will not continue with a COBRA effective date of April 1, 2013 for an engineering and maintenance services employee as recommended by the HR Generalist. Commissioner Coyle seconded the motion, voted all in favor.

• **Leave Without Pay, Long Term Care Services**

Moved: Commissioner Tombarello to approve a leave without pay request from March 12, 2013 to April 21, 2013 and county portion of all employee benefits will not continue with a COBRA effective date of April 1, 2013 for a long term care services employee as recommended by the HR Generalist. Commissioner Coyle seconded the motion, voted all in favor.

• **Leave Without Pay, Long Term Care Services**

Moved: Commissioner Tombarello to approve a leave without pay request from January 30, 2013 to April 9, 2013 and county portion of all employee benefits will continue with a COBRA effective date of March 1, 2013 for a long term care services employee as recommended by the HR Generalist. Commissioner Coyle seconded the motion, voted all in favor.

The Commissioners discussed the upcoming leases for Commissioner and Delegation approval. It was agreed to use the process of recommending a Delegation Resolution authorizing the Executive Committee to approve the leases.

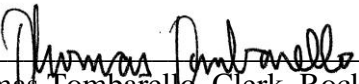
- **Release of Lien on Real Property, Long Term Care Services**

Moved: Commissioner Tombarello to release a lien on real property pursuant to RSA 166:20 filed in the Belknap County Register of Deeds Book 2814, Page 41 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

III. Adjourn

Commissioner Tombarello moved to adjourn at 6:07 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Tombarello's Office, County Complex
Brentwood, New Hampshire

February 22, 2013 – 3:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:19 p.m.

II. New Business

• **Position Posting Approval, Finance Office**

Theresa Young requested the Commissioners permission to post the Administrative Assistant position in the finance office. She explained the need and the other options she tried before seeking permission to post. Discussion ensued.

The Commissioners agreed to post the position with the understanding that Commissioner Coyle will be briefed.

III. Adjourn

Commissioner Tombarello moved to adjourn at 3:25 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: Thomas Tombarello
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

February 27, 2013 – 11:00 a.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 11:17 a.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,405,784.90 for the period ending February 24, 2013. Commissioner Pratt seconded the motion, voted all in favor.

• **RFP Opening: Chaplain Services**

Commissioner Tombarello opened a proposal received from Kent Threlfall.

Moved: Commissioner Tombarello to authorize the Corrections Superintendent to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Position Postings Clean Up**

Moved: Commissioner Tombarello to formally approve the Rolling Position list, previously posted positions prior to protocol and Baker position agreed at the January 16, 2013 Board of Commissioners meeting; Accounting Clerk Resident Funds position agreed at the January 23, 2013 Board of Commissioners meeting; and Administrative Assistant Senior position agreed at the February 22, 2013 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt asked for a listing of all part time employees and hours worked in response to the new 29 hours per week rule for health insurance reform.

Theresa Young provided an update on the social worker position transferred to corrections.

Theresa Young asked for permission to send the pay and classification analysis to Don Tyler for the five social worker positions countywide.

• **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss corrections employees. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Tombarello, Alison Kivikoski, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

Theresa Young reported that future county financial statements will need to reflect the county portion of unfunded liability for retirees of the New Hampshire Retirement System. Theresa Young said this new reporting is the result of GASB and will result in actuarial work and be part of the Moody's Ratings for future tax anticipation notes and bonds. Theresa Young said that Moody's Rating Service is generally reporting a bleak outlook on local governments due to deficits and level funding amounts reported by municipalities. Theresa Young said she does not recommend funding the county portion of the New Hampshire Retirement System unfunded liability.

Theresa Young asked that the Commissioners establish a health insurance team for working on the upcoming health insurance benefits for 2014. It was agreed to appoint Martha Roy, Steve Woods, and Theresa Young to the team.

Theresa Young reported that music licensing is still an outstanding item if music is played at events since no license was paid for.

Commissioner Pratt asked for a status update on the inmate medical items outstanding from Prime Care.

Commissioner Tombarello provided an update on the recent Sheriff's Office drill participation at the Sanborn Regional School.

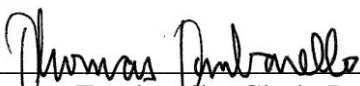
Discussion ensued on the jail overcrowding study committee, programming, and cost benefit analysis to show when savings will be shown.

Discussion ensued on the adult day care study committee meeting and the community liaison gathering on Sunday.

III. Adjourn

Commissioner Tombarello moved to adjourn at 1:02 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

March 5, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:57 p.m.

Commissioner Pratt declared a recess to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 5:20 p.m.

II. New Business

• **Legal non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss a pending legal claim. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

• **Mediation Approval, Primex**

Moved: Commissioner Coyle to approve the use of mediation on an insurance case as recommended by legal counsel. Commissioner Tombarello seconded the motion, voted all in favor.

III. Adjourn

Commissioner Tombarello moved to adjourn at 5:40 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: _____



Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

March 6, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director

Steve Church, Corrections Superintendent
Brynda Poggi, County Attorney Office Mgr.
County Attorney James Reams
Martha Roy, Human Resources Director
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:37 p.m.

II. Reports:

RFP Openings

- **Wireless Networking Locks and Gateways, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from B&S Intergrated Security Systems, Craftmaster Hardware, One Source Security, Lang Door and Hardware Incorporated, and Kamco Supply Company.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Computer Equipment, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Mainstay Technologies, Ace Office Supplies, Microworks Computer Center, and Black Rock Technology Group.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms, Corrections**

Commissioner Tombarello opened a proposal received from Superior Uniform Group.

Moved: Commissioner Tombarello to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Coyle arrived at 3:45 p.m.

RFP Awards

- **Inmate Institutional Supplies, Corrections**

Moved: Commissioner Tombarello to award the inmate institutional supplies to Bob Barker Company for one year and an amount not to exceed \$38,701 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Chaplain Services, Corrections**

Moved: Commissioner Tombarello to award the chaplain services to Reverend Kent Threlfall from March 1, 2013 to February 28, 2016 for \$26,988 in year one, \$27,846 in year two, and

\$28,750 in year three pending legal review as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion.

Commissioner Coyle asked about pricing from other vendors. Steve Church said only one proposal was received. Discussion ensued on liability insurance and the cost in the proposal.

Motion passed all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130049, T130050, T130066, T130067, T130099, T130103, T130126-T130129, T130160, T130190, T130193-T130202, T130219-T130225 totaling \$731,080.84, general ledgers 13047 and 13048 totaling \$571.50, payroll warrants 0221sd and 0228sd totaling \$16,714.74, accounts payable wire payments T130191, T130216- T130218, T130230, T130231 totaling \$590,136.15, for a grand total of \$1,338,503.23. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Tombarello to approve the minutes of the February 20, 21, and 22, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Legislative Updates**

Theresa Young informed the Commissioners of a mandatory direct deposit proposal in the works noting opposition from the New Hampshire Department of Labor. Steve Woods reported an increase in the Medicaid cap for long term care as proposed by the New Hampshire Department of Health and Human Services along with the diversion of Medicaid Quality Improvement Program (MQUIP) funds. Discussion ensued about the bed tax and Steve Woods offered to report back with further information.

Steve Church noted that Senate Bill 198 is in committee status and is agreed by sheriff and corrections committees.

- **Commissioner Liaison Updates**

Theresa Young noted that with the passage of the budget that the \$500 payments to nonunion need to be planned for in the payroll processing.

Martha Roy noted that employees will need to be advised on the elimination of the sick pool program and the 100% employer paid short term disability program. Discussion ensued.

Theresa Young said that an actuarial study is needed to report on the retirement system liability for the upcoming bond. It was agreed a bid waiver was not needed as long as the payments are under \$5,000.

Corrections – Stephen A. Church, Superintendent

- **Conference and Training Directive Exception Request**

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for out of state travel for two corrections employees to attend a training conference as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Prime Care Medical Comprehensive Health Services Agreement Update**

Commissioner Pratt asked about an additional meeting to discuss alternative models on aggregate caps. Steve Church noted a model from a different vendor using in-house services as an incentive based on savings for consideration. Commissioner Coyle said the withdrawal letter and money due needs to be cleared up. Steve Church agreed to follow up and report back.

County Attorney – James M. Reams

- **Title Change Approval**

Commissioner Coyle asked if the positions are currently filled. County Attorney Reams said two positions are vacant and one position is filled and will result in a downgrade. Discussion ensued.

Moved: Commissioner Tombarello to change the title of Executive Assistant, Position BFT-01EACA to Assistant Office Manager/Case Intake Manager effective March 11, 2013 as recommended by the County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

- **Job Description Approval**

Moved: Commissioner Tombarello to approve the Assistant Office Manager/Case Intake Manager job description as recommended by the County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

- **Downgrade Approval**

Moved: Commissioner Tombarello to downgrade Legal Assistant IV, Position BFT-01LA4 to Legal Assistant I effective April 8, 2013 as recommended by the County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Postings Approval (3)**

Moved: Commissioner Tombarello to approve the position posting of Assistant Office Manager/Case Intake Manager, Legal Assistant I, and Assistant County Attorney I. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Position Status and Title Change Approval**

Moved: Commissioner Tombarello to change the status of part time Registered Nurse I, Position WPT-05RN1 to full time and change the title to MDS Assistant effective March 10, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval**

Moved: Commissioner Tombarello to approve the position posting of MDS Assistant. Commissioner Coyle seconded the motion, voted all in favor.

Discussion ensued about the selling of unused licensed beds and it was agreed to research private pay and Medicaid pay beds, blend the rates, and come up with an actual selling rate per bed.

Commissioner Pratt declared a recess at 4:35 p.m. for the consultation with legal counsel.

Commissioner Pratt reconvened the meeting at 6:33 p.m.

Sheriff – Michael W. Downing, High Sheriff

• **Credit Card Processing Service Approval**

Moved: Commissioner Tombarello to approve an Agency Service Agreement with PayGOV LLC for credit card processing of civil service with a term of month to month service and cancellation without penalty with thirty day notice and authorize the Chair to sign all necessary documents pending legal review and outstanding issues resolution as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

III. Old Business

• **RFP Extension: Legal Services for Civil Matters**

Moved: Commissioner Tombarello to extend the legal services rfp from February 15, 2013 to March 27, 2013 with all terms and conditions to remain firm. Commissioner Coyle seconded the motion, voted all in favor.

• **RFP Award Amendment: Chaplain Services, Corrections**

Moved: Commissioner Tombarello to amend a vote taken at the beginning of the meeting reducing the contracted chaplain services rfp award to \$27,250 in year two and \$28,200 in year three. Commissioner Coyle seconded the motion, voted all in favor.

IV. New Business

• **Appointment with Martha Roy RE: Human Resources Operations**

Martha Roy said she focused concern on three motions that were passed at the January 4, 2013 Board of Commissioners meeting effecting the Human Resources Department. Martha Roy presented alternatives to the three motions in question. Martha Roy said that the Human Resources Department handles benefits and contracts with the expertise in the administration.

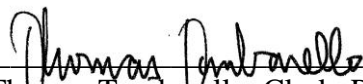
Commissioner Coyle asked that the motions be sent to the Finance Director for comment. It was agreed to meet next week after input is received by the Finance Director. Commissioner Coyle explained the Commissioners are considering a study by a consultant to analyze the duties of the human resources and finance departments for efficiencies and elimination of the duplication in efforts. Commissioner Pratt asked for duties of what the current staff and the new temporary staff member is doing for functions.

V. Adjourn

Commissioner Tombarello moved to adjourn at 7:15 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:



Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

March 13, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director

Steve Woods, Long Term Care Director
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Mike Farrell, Spy Glass Communications

I. Call to Order

Commissioner Pratt called the meeting to order at 3:38 p.m.

II. New Business

Commissioner Pratt distributed a workers compensation open file review spreadsheet in preparation of the upcoming meeting with Comp-Sigma discussing services and outstanding cases.

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,386,730.92 for the period ending March 10, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **RFP Opening: Bond Counsel Services**

Commissioner Tombarello opened proposals received from Sheehan, Phinney, Bass, and Green, Devine Millimet, and Preti Flaherty.

Moved: Commissioner Tombarello to authorize the Finance Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **2012 Energy Management Funding and Energy Savings Transfer Approval**

Moved: Commissioner Tombarello to draw \$632,842 from remaining 2012 appropriations in the maintenance budget for capital project funding in 2013 in accordance with the Rockingham County Delegation vote on March 5, 2013 and as recommended by the Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

• **Allowance for Doubtful Accounts Approval**

Discussion ensued about the doubtful accounts and the collections process.

Moved: Commissioner Tombarello to increase the December 31, 2012 Long Term Care allowance for uncollectible accounts to \$630,044.98, an increase of \$324,007.73, and approve the continuation of the current methodology in place for the calculation of the allowance for uncollectible accounts for nursing home receivables as recommended by the Finance Director and Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Spy Glass Communications Audit Presentation**

Mike Farrell presented the audit results for the Rockingham County review of communications. The Commissioners agreed to task the Information Technology/Telecommunications Manager to take the necessary steps to remove redundancies.

Moved: Commissioner Tombarello to appoint Frank Stoughton to work with Spyglass Communications on the communications savings project as presented. Commissioner Coyle seconded the motion, voted all in favor.

- **Non County Special Funding**

Discussion ensued on the process for non-county funding for 2013. It was agreed to change the documentation requirements for quarterly payments requiring financials for 1st quarter 2013.

- **Commissioner Liaison Updates – Commissioner Pratt**

- **County Attorney Reorganization**

Commissioner Pratt expressed concern regarding the position posting and downgrade from the last meeting. Discussion ensued about the communications leading up to the vote from the last meeting.

Moved: Commissioner Tombarello to amend a vote taken at the March 6, 2013 Board of Commissioners meeting removing authorization to post the Legal Assistant I position pending further evaluation. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt asked for clarification from the Board on publishing the amended personnel policies of January 4, 2013. It was agreed to advise the Human Resources Director that the amendments to the personnel policies are firm and to be published accordingly.

Commissioner Pratt asked the Finance Director if she was in receipt of the Business Associate Agreements from the Human Resources Director. Theresa Young said she is waiting for the legal communications on the Gallagher and Delta Dental Business Associate Agreements. It was agreed to instruct the Human Resources Director to forward all legal review correspondence regarding the Business Associate Agreements to the Finance Director for processing.

- **Benefits Team Establishment**

Commissioner Pratt asked the Commissioners to establish a benefit team and recommended the Finance, Human Resources, and Long Term Care Services Directors.

Moved: Commissioner Tombarello to establish the benefits team as the Finance Director, Human Resources Director, and Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Human Resources Delineation of Duties**

Commissioner Pratt asked for further information regarding the delineation of duties and communications in Human Resources. Commissioner Pratt noted with the absence of two staff members that it is important to communicate which remaining staff members are in charge of departmental items.

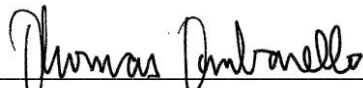
Theresa Young noted that negotiations continue with Gallagher Benefit Services regarding staffing services for rates and reported that Gallagher had agreed to remove the six month

contract minimum as requested. Theresa Young explained the services of Gallagher Benefit Services and the recommendations to streamline operations.

III. Adjourn

Commissioner Tombarello moved to adjourn at 6:27 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

March 20, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent
Diane Gill, Human Services Director
Register of Deeds Cathy Stacey

Tom Reid, Deputy County Attorney
Lt. Kevin Walsh, Deputy Sheriff
Martha Breen, Sheriff Office Manager
Theresa Young, Finance Director
Skip Christenbury, Radio Technician
Martha Roy, Human Resources Director
Brynda Poggi, County Attorney Office Mgr.

I. Call to Order

Commissioner Pratt called the meeting to order at 3:39 p.m.

II. Reports:

Human Resources – Martha S. Roy, Director

• **Personnel Policies and Procedures Clarification**

Martha Roy explained an update to the Personnel Policies and Procedures back in July 2012 that was not published and clarification is needed if the new Board wants this policy to continue. It was agreed for the minimum usage amendment voted July 11, 2012 should be published. The Commissioners agreed to have legal counsel review amendments to the sick pool policy in the personnel policies.

Corrections – Stephen A. Church, Superintendent

• **Position Status Change Approval**

Moved: Commissioner Tombarello to change the status of Social Worker III in the Department of Corrections from non-exempt to exempt effective July 1, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

• **Position Downgrade Approval**

Moved: Commissioner Tombarello to downgrade Social Worker III in the Department of Corrections from Grade 37 to Grade 35 effective July 1, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion.

Diane Gill noted there are differences between the Social Worker III position versus social workers in the Department of Corrections. Diane Gill explained the referrals for the juvenile program and the adult diversion programs. Martha Roy noted that the position could be reviewed in the future once the duties are finalized regarding community corrections. Discussion ensued on the concept of community corrections. Motion passed all in favor.

• **Job Description Approval – Social Worker III**

Moved: Commissioner Tombarello to approve the Social Worker III, Department of Corrections job description effective July 1, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Workforce Employee Rights Amendment Approval**

Moved: Commissioner Tombarello to remove the self-edit function for the Corrections Social Worker III previously approved September 7, 2011 as recommended by the Finance Director. Commissioner Coyle seconded the motion.

Theresa Young explained the Workforce Time and Attendance System regarding self-editing functions. Motion passed all in favor.

- **Position Status Change Approval – Mental Health Counselor**

Moved: Commissioner Tombarello to change the status of Mental Health Counselor in the Department of Corrections from non-exempt to exempt effective July 1, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval – Lieutenant**

Moved: Commissioner Tombarello to approve the posting of position of Lieutenant in the Department of Corrections. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Position Downgrade Approval**

Moved: Commissioner Tombarello to downgrade one (1) Full Time Licensed Nursing Assistant **II** position to Full Time Licensed Nursing Assistant **I** and two (2) Part Time Licensed Nursing Assistant **II** positions to Part Time Licensed Nursing Assistant **I** effective March 24, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Elimination Approval**

Moved: Commissioner Tombarello to eliminate position Dietary Aide II, Full Time effective March 24, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Postings Approval: Receptionist I and Recreational Aide I**

Moved: Commissioner Tombarello to approve the postings of Receptionist I and Recreational Aide I. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Status Change Approval**

Moved: Commissioner Tombarello to change the status of Social Worker III in Long Term Care Services from non-exempt to exempt effective July 1, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Position Posting Approval – Shift Technician**

Moved: Commissioner Tombarello to approve the posting of position of Shift Technician/General Maintenance in Engineering and Maintenance Services. Commissioner Coyle seconded the motion, voted all in favor.

Register of Deeds – Cathy Ann Stacey

- **Surplus Equipment Approval**

Moved: Commissioner Tombarello to declare equipment outlined in the Register of Deed's memorandum dated March 11, 2013 surplus and to be disposed of accordingly. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Application Approval: NH OHRV, \$2,700**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Fish and Game Department for OHRV Wheeled Vehicle Enforcement grant in the amount of \$2,700 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Bid Waiver: Wright Communications, \$11,923.28**

Moved: Commissioner Tombarello to approve a bid waiver to Wright Communications in the amount of \$11,923.28 as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Skip Christenbury explained that Kenwood offers a new radio that communicates with the Motorola system and noted the state bidding pricing is the lowest offered.

Motion passed all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss county attorney personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Tom Reid, Brynda Poggi, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

RFP Awards

- **Wireless Networking Locks and Gateways, Engineering and Maintenance**

Moved: Commissioner Tombarello to award the wireless locks and gateways proposal to Craftmaster Hardware for \$29,467.35 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Computer Equipment, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the computer equipment proposal to Mainstay Technologies for an amount not to exceed \$23,500 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Uniforms, Corrections**

Moved: Commissioner Tombarello to award the uniforms proposal to Superior Uniform Group for an amount not to exceed \$15,000 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Bond Counsel Services, Finance**

Moved: Commissioner Tombarello to award the bond counsel services to Preti Flaherty for an amount not to exceed \$5,000 not including out of pocket expenses (postage, courier) as recommended by the Finance Director. Commissioner Coyle seconded the motion.

Theresa Young noted her recommendation is based on cost and experience of the firm. Motion passed all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130051, T130052, T130068, T130069, T130104, T130131, T130132, T130137, T130138, T130227, T130229, T130232, T130233, T130264, T130270, T130271-T130274, T130277, T130278, T130289, T130290, T130203 totaling \$468,840.53, general ledgers GL13084-GL13086, GL13094 totaling \$1,137.00, payroll warrants 0307SD, 0314SD totaling \$17,852.83, accounts payable wire payments T130226, T130265, T130203, T130291, T130294 totaling \$1,506,628.22, for a grand total of \$1,994,458.58. Commissioner Coyle seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Legislative Updates**

Steve Woods updated the Commissioners on the favorable progress of Senate Bill 138.

Diane Gill reported that House Bill 486 passed the House and going to the Senate noting she is watching to make sure the counties are not billed. Commissioner Pratt asked for an analysis on the potential liability. Diane Gill said nothing was billed from the state so it would not be worth the time researching the bills with an unknown timeframe. Discussion ensued.

Diane Gill noted that House Bill 461 is retained in committee since the bill sponsor resigned. Diane Gill expressed concern with the proposed bill.

Diane Gill previously expressed concern in the Governor's proposed budget regarding increases in the cap totaling \$10,000,000. Diane Gill said that Representative Kurk asked for feedback on the cap. Diane Gill reported proposed changed to the credits that the association of counties reported today.

- **Prime Care Medical Addendum to Comprehensive Health Services Agreement Review**

Commissioner Pratt asked about funding alternatives and the money due to Rockingham County. Steve Church said the addendum encompasses the money due, withdrawal letter, and definitions to the infectious control language. It was agreed to have the contract reviewed by legal counsel and to have another meeting with Prime Care to review alternative funding models.

IV. New Business

- **Appointment: Workers Compensation Third Party Administrator Comp-Sigma**

Steve Schultness and Marian Mitchell, Zack Larson, and Jennifer Beers from Comp-Sigma provided the Commissioners on the services of third party administration. Review and discussion of current cases, losses, risk avoidance, and training ensued.

RFP Openings

- **Copier, Long Term Care Services**

Commissioner Tombarello opened proposals received from Ricoh, Northern Business Machines, Century Copier Specialists, Seacoast Business Machines, Toshiba Business Solutions, Continental Business Machines, Oce North American, and Konica Minolta Business Solutions.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Copier, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from Ricoh, Northern Business Machines, Cameron Office Products, Seacoast Business Machines, Toshiba Business Solutions, Konica Minolta Business Solutions, JTF Business Solutions.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Police Vehicles, Sheriff**

Commissioner Tombarello opened proposals received from Grappone Ford, Ford of Londonderry, Imperial Ford, Hillsboro Ford, and Irwin Motors.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Emergency Vehicle Upfit, Sheriff**

Commissioner Tombarello opened proposals received from Adamson Industries and MHQ.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Pistols, Sheriff**

Commissioner Tombarello opened proposals received from Interstate Arms and Sig Sauer.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Carbine Rifles, Sheriff**

Commissioner Tombarello opened proposals received from Interstate Arms and Sig Sauer.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Gallagher Benefit Services Agreement Approval**

Moved: Commissioner Tombarello to approve an Urgent HR Evaluation and Support Agreement with Gallagher Human Resources Consulting up to \$4,800 with anticipated outsourcing cost per month not to exceed \$8,950 not including travel expenses from March 20, 2013 to April 19, 2013. Commissioner Coyle seconded the motion.

Commissioner Coyle inquired about the bidding process for these services. Theresa Young said if the \$4,800 and associated travel costs over \$5,000 then a bid waiver would be needed. Discussion ensued about a bid waiver on per month outsourcing expenses for vendor payments. Motion passed all in favor.

- **Approval of Minutes**

Moved: Commissioner Tombarello to approve the minutes of the February 27, 2013 as amended, March 5, 2013, and March 6, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

- **Amendment to Position Downgrade Approval – Social Worker III, Corrections**

Moved: Commissioner Tombarello to amend a vote taken at this meeting today regarding the Social Worker III position downgrade changing the effective date from July 1, 2013 to March 24, 2013 with the pay rate to remain unchanged through the July 1, 2013 payroll. Commissioner Coyle seconded the motion, voted all in favor.

- **Amendment to Position Downgrade Approval – Legal Assistant I, County Attorney**

Moved: Commissioner Tombarello to amend a vote taken at the March 6, 2013 Board of Commissioners meeting regarding the Legal Assistant I position changing the effective date from April 8, 2013 to March 24, 2013 with the pay rate to remain unchanged through the July 1, 2013 payroll. Commissioner Coyle seconded the motion, voted all in favor.

- **Commissioner File Access Authorization**

Moved: Commissioner Tombarello to authorize Commissioner Coyle and Commissioner Tombarello access to files based on the December 13, 2012 directive regarding Commissioner access to Official/Division Director personnel files and related files. Commissioner Coyle seconded the motion, voted all in favor.

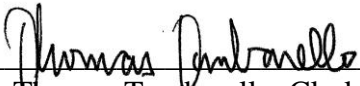
- **Legal Services for Civil Matters**

Moved: Commissioner Tombarello to award the legal services for civil matters proposal to Sheehan, Phinney, Bass, and Green and Drummond, Woodsum, and MacMahon from March 28, 2013 to December 31, 2015 with rates not to exceed \$200 per hour with contracts pending legal review. Commissioner Coyle seconded the motion, voted all in favor.

V. Adjourn

Commissioner Tombarello moved to adjourn at 8:03 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

March 27, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
County Attorney James Reams

Theresa Young, Finance Director
Martha Roy, Human Resources Director
Pam Hogan, Human Resources
Jude Gates, Director of Facilities

I. Call to Order

Commissioner Pratt called the meeting to order at 3:37 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,382,686.72 for the period ending March 24, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Conference and Training Directive Exception Request, County Attorney**

County Attorney Reams explained that it was an oversight on the Assistant County Attorney training in March as the arrangements were made prior to the 2013 conference and training directive. Discussion ensued on timing, communications, and the general oversight for permission.

County Attorney Reams explained his two training requests for a March event in South Carolina and San Diego in July. It was explained the purpose of the training events will result in trainings in New Hampshire for the prosecutors for various issues such as human trafficking. Commissioner Coyle expressed concern with the costs of the trainings versus the benefits. County Attorney Reams said he brings information back and trainings staff and noted a prosecutor information system as a direct result of trainings.

Commissioner Coyle expressed concern with credit card charges noting travel, restaurants, and other expenses. County Attorney Reams said that the warrant with the credit card bill shows the backup details for each charge. Specific restaurant charges were questioned and it was explained dinner charges were to compensate for free trainings from speakers and consultants.

Commissioner Pratt asked for input for the Commissioners on the process moving forward. Commissioner Coyle expressed concern with the directive not being followed.

Discussion ensued about the benefits of the conferences noting free training to New Hampshire prosecutors. County Attorney Reams explained his position on the National District Attorney Association Board.

It was agreed to discuss this matter at a future meeting.

- **Personnel non public session, County Attorney**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a county attorney disciplinary matter. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, County Attorney Reams, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Appointment: Gallagher Benefit Services, Health Insurance Consultant**

Maria DeMayo, Donna DelSignore, John Scholl from Gallagher Benefit Services.

Commissioner Pratt explained the purpose of the meeting is to discuss future insurance implementation, services of the company, communications, anticipated effects of the affordable care act, and the services that could be offered.

Commissioner Pratt explained the purpose of the new benefits committee for enhanced communications and streamlining the operation. Discussion ensued on communications from committee work to communicating directives and goals.

Commissioner Pratt declared a recess at 5:29 p.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 5:53 p.m.

Discussion ensued on health care reform that is currently in place and milestones for future years with Gallagher Benefit Services.

Commissioner Pratt declared a recess at 6:56 p.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 8:16 p.m.

- **Personnel non public session, Finance**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to a finance office employment position. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Martha Roy, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Exception Request, Finance Office**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to a finance office position as recommended by the Finance Director. Commissioner Pratt seconded the motion.

Discussion ensued on the current market, grade and duties of the position, and alternatives to the exception request.

Moved: Commissioner Tombarello to table the exception request until the next meeting. Commissioner Coyle seconded the motion, voted all in favor.

- **Cost Report Approval**

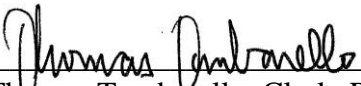
Discussion ensued about the information in the cost report and the trends over the years.

Moved: Commissioner Tombarello to authorize the Chair to sign the Medicaid Cost Report (Title 19 Annual Financial and Statistical Report for Long Term Providers) for the year ending December 31, 2012. Commissioner Coyle seconded the motion, voted all in favor.

III. Adjourn

Commissioner Tombarello moved to adjourn at 8:56 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

April 3, 2013 – 2:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Jude Gates, Director of Facilities
Steve Church, Corrections Superintendent

Theresa Young, Finance Director
County Attorney James Reams
High Sheriff Michael Downing
Lt. Kevin Walsh, Deputy Sheriff
Skip Christenbury, Comm. Technician
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 2:40 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Appointment with Pam Hogan (HR temp staff)**

The Commissioners met with Pam Hogan to discuss the pending RFP for an assessment of the finance and human resources department and the current status of the human resources department.

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130204, T130205, T130236, T130237, T130241, T130251, T130274, T130279, T130280, T130295, T130298, T130301-T130303, T130306, T130292 totaling \$325,213.08, general ledgers GL13116-GL13121, GL13131, GL13147 totaling \$25,098.34, payroll warrants 0321SD, 0328SD totaling \$23,220.43, accounts payable wire payments T130293, T130297, T130307, T130312, T130323 totaling \$578,502.27, for a grand total of \$952,034.12. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to amend a vote taken at the March 20, 2013 Board of Commissioners meeting decreasing the grand total of accounts payable, general ledger, and payrolls from \$1,994,458.58 to \$1,994,359.58 due to an error in accounts payable warrant T130278. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Tombarello to approve the minutes of the March 13, 20, and 27, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

• **New Hampshire Association of Counties Legislative Updates**

It was noted that the amendment by Rep. Kurk that was supported by the counties failed 171-195.

• **Commissioner Liaison Updates**

Commissioner Pratt asked for a cost benefit analysis on the community corrections proposals submitted to the Jail Overcrowding Study Committee. Commissioner Tombarello said he would report back.

Corrections – Stephen A. Church, Superintendent

- **Exception Request**

Moved: Commissioner Tombarello to approve an exception request to approved payroll practices for a retiring corrections employee as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Assistant County Attorney Hiring per RSA 7:33f**

Moved: Commissioner Tombarello to approve the hiring of Assistant County Attorney William Pate pursuant to RSA 7:33f as recommended by the County Attorney. Commissioner Coyle seconded the motion.

Commissioner Coyle inquired about the applicants and interviews. County Attorney Reams said that six applied and one candidate was interviewed. He noted that three applicants were in law school and two had no trial experience.

Commissioner Coyle said he does not like the practice of interviewing only one person.

Motion passed 2-1.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Surplus Equipment Approval**

Moved: Commissioner Tombarello to declare equipment outlined and recommended in the IT Manager's memorandum dated March 22, 2013 surplus and to be disposed of accordingly. Commissioner Coyle seconded the motion, voted all in favor.

- **HIPAA Procedural Clarification RE: Lewis Creek HIPAA Assessment**

Jude Gates asked for clarification on process for HIPAA review and amendments, noting the ongoing assessment. The Commissioners agreed to send this item to Attorney Reidy as he is reviewing countywide HIPAA policies and procedures.

- **Exception Request**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 8-2F for four engineering and maintenance services employees as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Investment Policy Approval**

Theresa Young said this would be addressed at the next meeting in order to provide more time to streamline the policy. Discussion ensued about the current investment status.

- **Exception Request**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to a finance office position as recommended by the Finance Director. Commissioner Coyle seconded the motion.

Motion passed 2-1.

Long Term Care Services – Steven E. Woods, Director

- **Downgrade Approval**

Moved: Commissioner Tombarello to downgrade one (1) Recreational Aide II position to Recreational Aide I effective April 21, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **On Site Dermatology Agreement Approval**

Moved: Commissioner Tombarello to approve an Agreement with On Site Dermatology from May 1, 2013 to April 30, 2014 and authorize the chair to sign the contract pending legal review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to a nursing home employment position as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Steve Woods followed up with the Commissioners on the status of available licensed beds to sell as requested by the Catholic Charities. Steve Woods recommended not selling any licensed beds at this time.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Application Approval: New Hampshire Highway Safety Agency, Route 101 East Corridor Patrols, \$6,091.80**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Highway Safety Agency for Route 101 East Corridor Enforcement Patrols in the amount of \$6,091.80 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Grant Application Approval: New Hampshire Department of Safety, Emergency Management Performance Grant, Dispatch Furnishings, \$41,115**

Moved: Commissioner Tombarello to approve the submission of a grant application to New Hampshire Department of Safety, Emergency Management Performance Grant, for dispatch furnishing in the amount of \$41,115 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for a status update on the overall dispatch project.

Motion passed all in favor.

- **Grant Application Approval: New Hampshire Department of Safety, Emergency Management Performance Grant, Computer Equipment, \$2,346**

Moved: Commissioner Tombarello to approve the submission of a grant application to New Hampshire Department of Safety, Emergency Management Performance Grant, for computer equipment in the amount of \$2,346 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Major**

Moved: Commissioner Tombarello to approve the position posting of Major in the Sheriff's Office. Commissioner Coyle seconded the motion.

Commissioner Coyle asked about the advertising process. Sheriff Downing indicated the posting process would begin internally before any outside advertising.

Motion passed all in favor.

RFP Openings

- **Dishwashing and Laundry Chemicals, Corrections**

Commissioner Tombarello opened proposals received from Central Paper Products Company and Summit Supply.

Moved: Commissioner Tombarello to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **HVAC System Cleaning, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from Indoor Air Tech, Armstrong Heating and Power Vac, Tri-State Hood and Duct, Advanced Air Quality Inc., and Kitchen Klean Inc.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Submersible Sewage Pump, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from Raymond Electronic Service and Walker Wellington LLC.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Ridgid Camera System, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from Graybar, Ferguson Waterworks, Consolidated Electrical Distributors, FW Webb, Bahr Sales Inc, Granite Group, and Vellano Brothers.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Roof Replacement, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from AW Therrian, R and H Roofing, Corolla Contracting, Quality Improvements LLC, Weathershield Inc., and Eagle Rivet Roof Service Corp.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Laptops, Sheriff**

Commissioner Tombarello opened proposals received from Mainstay Technologies, Gov Connection, Howard Technology Solutions, Patrol PC, Sunny Tech Incorporated, Brite Computers, and Insight Public Sector.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Computers, Sheriff**

Commissioner Tombarello opened proposals received from Mainstay Technologies, Gov Connection, SHI International, and Insight Public Sector.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Mental Health Services, Long Term Care Services**

Commissioner Tombarello opened a proposal received from Generations Geriatric Medical.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Mattresses, Long Term Care Services**

Commissioner Tombarello opened proposals received from Direct Supply, Medline Industries, McKesson Medical Surgical, and Geriatric Medical.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Whirlpool Tubs, Long Term Care Services**

Commissioner Tombarello opened proposals received from McKesson, Direct Supply, and Arjo.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards

- **Copier, Long Term Care Services**

Moved: Commissioner Tombarello to award the copier proposal to Seacoast Business Machines for a 48 month operating lease in the amount of \$249.00 per month and a service contract at \$0.0049 per black and white copy and \$0.047 per color copy and authorize the Chair to sign all

necessary documents pending legal review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Copier, Engineering and Maintenance**

Moved: Commissioner Tombarello to award the copier proposal to Cameron Office Products for a 48 month operating lease in the amount of \$141.40 per month and a service contract at \$0.0060 per black and white copy and authorize the Chair to sign all necessary documents pending legal review as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Police Vehicles, Sheriff**

Moved: Commissioner Tombarello to award the police vehicles proposal to The Irwin Zone for five vehicles in the amount of \$124,350 gross minus the trade in of five to be declared surplus vehicles in the amount of \$8,500 bringing the purchase price to \$115,850 net with financing pending financial review and authorize the Chair to sign all necessary documents pending legal review as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Commissioner Coyle inquired about the value of the surplus vehicles. Sheriff Downing noted that the vehicles are high mileage and noted the advantages. Discussion ensued.

Motion passed all in favor.

- **Emergency Vehicle Upfit, Sheriff**

Moved: Commissioner Tombarello to award the emergency vehicle upfit equipment proposal to MHQ in the amount of \$25,081.83 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt said the Board would be considering bundling rfp invitations for services versus an rfp per department for cost savings along with automating the bidding process to online options.

- **Pistols and Carbine Rifles, Sheriff**

Moved: Commissioner Tombarello to award the pistols and carbine rifles proposal to Sig Sauer in the amount of \$32,705 gross minus the trade in of 29 to be declared surplus pistols and 14 to be declared surplus rifles in the amount of \$17,335 bringing the purchase price to \$15,370 net as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a disciplinary matter in the county attorney's office. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, County Attorney Reams, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

IV. New Business

- **Appointment with Primex RE: Risk Management and Insurance Services**

Tammy Denver, Shelley Watts, Robert Better, and David Bullock from Primex met with the Commissioners and presented the Primex products including unemployment insurance, risk management, property and liability, and other programs.

- **Appointment with Chief Justice Tina Nadeau RE: Drug Court Program**

Chief Justice of Superior Court Tina Nadeau presented information on the drug court initiative and its current grant funding status. Mark Newport of the Portsmouth Police Department highlighted the positive impact of the program. Judge Nadeau explained the court targets high risk and high need participants. It was noted that changes to the current court model will extend grant funding an additional four to five months. Judge Nadeau asked for assistance from the county after proving the benefits of the drug court to alleviate overcrowding. It was explained that the funding would be used go for direct care services such as treatment and testing, not state employee reimbursement.

Discussion ensued on the funding sources including state funding and pro-bono services of a law firm.

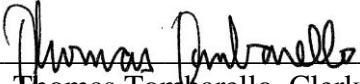
It was agreed that Judge Nadeau would provide a budget narrative and further information for consideration.

Commissioner Pratt asked that meeting minutes be approved weekly versus biweekly. Commissioner Tombarello concurred.

V. Adjourn

Commissioner Tombarello moved to adjourn at 6:10 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

April 10, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Martha Roy, Human Resources Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:36 p.m.

II. New Business

• **Human Resources**

Commissioner Pratt asked for the Human Resources Director's input on the Gallagher Benefit Services analysis on human resources operations. Martha Roy presented written responses to the analysis. The Board noted it would review and discuss it at a future time.

Martha Roy asked about the need of an analysis on the human resources department. The Commissioners discussed the need based on open positions and the opportunity to make change. Martha Roy inquired about the consultant's qualifications. Discussion ensued about the vendor and the services provided as consultants.

The Commissioners discussed the liaison representation for collective bargaining and the following was agreed:

- Commissioner Tombarello- Corrections and Sheriff units
- Commissioner Pratt- Legal assistants unit
- Commissioner Coyle- Engineering and maintenance unit

Discussion ensued on the meeting schedule for both the April 17, 2013 and May 8, 2013 Board of Commissioners meetings.

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,377,350.90 for the period ending April 7, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes: April 3, 2013**

Moved: Commissioner Tombarello to approve the minutes of the April 3, 2013 Board of Commissioners meeting as amended. Commissioner Coyle seconded the motion, voted all in favor.

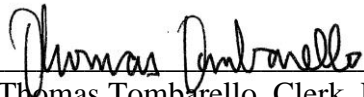
• **Appointment with Robbin R. Grill RE: Cost Report**

Due to a scheduling error, Robbin Grill was unable to attend and will be rescheduled.

III. Adjourn

Commissioner Tombarello moved to adjourn at 4:48 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

April 17, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

High Sheriff Michael Downing
Steve Church, Corrections Superintendent
Kathy Nikitas, Senior Financial Analyst

I. Call to Order

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

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of warrants, payrolls, and general ledgers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130207, T130208, T130243, T130245, T130246, T130249, T130275, T130281, T130282, T130309, T130310, T130330, T130334, T130325, T130327, T130328, T130331-T130333, T130339, T130353 totaling \$457,140.52, general ledger 13181 totaling \$286.00, payroll warrants 0404SD, 0411SD totaling \$12,761.10, accounts payable wire payments T130308, T130336, T130340, T130355 totaling \$1,428,645.81, 2013 autopay warrant T130305 totaling \$1,952.10, for a grand total of \$1,898,833.43.

• **Approval of Minutes**

Moved: Commissioner Tombarello to approve the minutes of the April 4, 2013 Board of Commissioners meeting as amended. Commissioner Coyle seconded the motion, voted all in favor.

RFP Openings

• **All in One Kiosk, Long Term Care Services**

Commissioner Tombarello opened proposals received from Care Worx Incorporated and Integrated Systems Inc.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Dietary Equipment Service Contract, Long Term Care Services**

No proposals received.

• **Dairy Products, Long Term Care Services**

Commissioner Tombarello opened proposals received from Sysco Boston LLC, HP Hood LLC, Garelick Farms, and Oakhurst Dairy

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Coffee Products, Long Term Care Services**

Commissioner Tombarello opened a proposal received from Donahue Brothers Inc.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Inmate Personal Care Items, Corrections**

Commissioner Tombarello opened proposals received from McKesson Medical Surgical, Pacific Link, CPR Savers and First Aid Supply LLC, CharmTex, Bob Barker Company, American Amenities Inc., Native Green LLC, and ICS Jail Supplies Inc.,

Moved: Commissioner Tombarello to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **75 Pound Capacity Dryer, Corrections**

Commissioner Tombarello opened proposals received from Daniels Equipment Company and Yankee Equipment Systems Inc.

Moved: Commissioner Tombarello to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Mitchell Building Window Awnings, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from The Awning Center and Just Right Awnings and Signs

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Water Tower Inspection, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from Underwater Solutions Inc. and Pittsburg Tank and Tower Maintenance Company.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Dryer Steam Coils, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from Tri-State Laundry Systems and Yankee Equipment Systems Inc.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Roof Replacement – Water Treatment Facility, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from ERRS Corporation, AW Therrien Company, and Specialized Roofing Company.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **2013 Ford F350 Dump/Plow Truck, Engineering and Maintenance**

Commissioner Tombarello opened proposals received from Grappone Ford, Hillsboro Ford, and Hampton Ford.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Computer Redundancy and Database Consolidation Phase II, Sheriff**

Commissioner Tombarello opened proposals received from Sunnytech Inc. and Mainstay Technologies

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Seacoast Fire Tower Transmitter – Derry, Sheriff**

Commissioner Tombarello opened a proposal received from Wright Communications

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

III. Old Business

- **Adult Medical Day Care Program**

Commissioner Tombarello asked to reopen admissions to the adult day care program. Commissioner Pratt explained that she recently met with the study committee chair to discuss the next meeting steps. Commissioner Pratt distributed an action plan for the adult day care program for its future viability.

Discussion ensued about prepayment and leaves of absences. The Commissioners agreed to one month payment in advance for services. Discussion ensued about transportation and staffing.

Moved: Commissioner Tombarello to reopen admissions to the Adult Medical Day Care Program. Commissioner Pratt seconded the motion.

Moved: Commissioner Tombarello to amend the motion including the Adult Medical Day Care Action Plan dated April 17, 2013. Commissioner Pratt seconded the motion.

Motion/amendment passed 2-1.

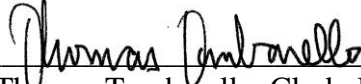
- **Rockingham County Complex Security**

Commissioner Tombarello noted he met with the Sheriff to begin the planning of security at the complex and will have another meeting involving the Corrections Superintendent and Long Term Care Services Director. Discussion ensued on the start date of security related budget costs.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 9:14 a.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

April 24, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Al Brackett, Major Deputy Sheriff
Darin Melanson, Sergeant Deputy Sheriff
Steve Church, Corrections Superintendent
Martha Roy, Human Resources Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:46 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of payroll**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,435,433.16 for the period ending April 21, 2013. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes – April 17, 2013**

Moved: Commissioner Tombarello to approve the minutes of the April 17, 2013 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Coyle arrived at 3:47 p.m.

Corrections – Stephen A. Church, Superintendent

• **Grant Application Approval: New Hampshire Department of Education, Carl D. Perkins Career and Technical Education Act of 2006 Grant, \$2,066**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Department of Education for a Carl D. Perkins Career and Technical Education Act of 2006 Grant in the amount of \$2,066 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

• **Prime Care Medical Addendum to Comprehensive Health Services Agreement Approval**

Moved: Commissioner Tombarello to approve an Addendum to the Comprehensive Health Services Agreement with Prime Care Medical effective immediately as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion.

Steve Church explained the addendum encompasses the infectious disease definition and the return of money due to Rockingham County. Commissioner Pratt asked about the Primex indemnification clause as stated in their letter dated April 14, 2013. It was agreed to check in with Primex and report back to the Board.

Motion passed all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **2013 Conference and Training Directive Exception Request**

Moved: Commissioner Tombarello to approve an exception to the 2013 Conference and Training Directive for a deputy to attend out of state training as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Major Brackett explained the benefits of training that is not available in New Hampshire. It was noted no overtime expenses would be associated.

Motion passed all in favor.

- **Personnel Exception Request Re: Minimum usage**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 8-2F for two dispatch operators as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards

- **Computers, Sheriff**

Moved: Commissioner Tombarello to award the computers proposal to Mainstay Technologies for \$9,300.40 as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Major Brackett said this project is \$200 less than budgeted.

Motion passed all in favor.

Commissioner Pratt asked for a follow up to Representative Major's inquiry regarding casino's impacts on the community. Major Brackett explained the projection of the fee should be a 3% minimum to the county. Discussion ensued about the impact to the Sheriff, Department of Corrections, and County Attorney.

- **Dishwashing and Laundry Chemicals, Corrections**

Moved: Commissioner Tombarello to award the dishwashing and laundry chemicals proposal to Summit Supply from May 1, 2013 to April 30, 2015 for an annual amount not to exceed \$7,500 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Submersible Sewage Pump, Engineering and Maintenance**

Moved: Commissioner Tombarello to award the sewage pump proposal to Raymond Electric for \$5,965.00 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Roof Repairs-Corrections, Engineering and Maintenance**

Moved: Commissioner Tombarello to award the corrections roof repairs proposal to Corolla Contracting Incorporated for \$276,300 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **HVAC System Cleaning, Engineering and Maintenance**

Moved: Commissioner Tombarello to award the HVAC system cleaning proposal to Indoor Air Technologies for \$12,700 and Tri-State Hood and Duct LLC for \$4,490 as recommended by the

Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Ridgid Camera System, Engineering and Maintenance**

Moved: Commissioner Tombarello to award the Ridgid camera system proposal to Graybar for \$8,919.61 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Roof Replacement-Water Treatment Facility, Engineering and Maintenance**

Moved: Commissioner Tombarello to award the water treatment facility roof replacement proposal to Therrien Roofing for \$108,733 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**

- ✓ **Commissioner Tombarello: Corrections, Engineering and Maintenance Services, Sheriff**

Commissioner Tombarello said that the review process for complex security is underway between Long Term Care Services, Sheriff, Corrections, and Engineering and Maintenance Services.

Commissioner Tombarello provided an update on the upcoming Jail Study Committee meeting. Commissioner Coyle gave a brief description of a proposal to modify the SCRIP program in the Sheriff's Office to alleviate low bail pretrial offenders. Commissioner Pratt asked for a written proposal that could be presented to the study committee. Discussion ensued on cost and the line item transfer need for the second quarter Executive Committee meeting.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Martha Roy, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss human resources operations and personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Martha Roy.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss human resources operations and personnel were Commissioner Pratt, Commissioner Coyle, and Commissioner Tombarello.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

Commissioner Pratt declared a recess at 5:35 p.m. to attend Lt. Horne's retirement gathering in the Hilton Auditorium and to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 6:49 p.m.

- **Leave without Pay, Long Term Care Services**

Moved: Commissioner Coyle to approve a leave without pay request through May 6, 2013 for a nursing home employee as recommended by the Long Term Care Services Director.

Commissioner Tombarello seconded the motion, voted all in favor.

The Commissioners agreed to start the May 1, 2013 Board of Commissioners meeting at noon.

- **Resignation, Human Resources**

Moved: Commissioner Tombarello to accept the resignation of the Human Resources Director effective May 1, 2013. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt noted the Personnel Policies and Procedures relative to earned time payouts and end of employment and recommended a motion to clarify the matter.

Moved: Commissioner Tombarello to payout the Human Resources Director in accordance with Personnel Policy and Procedure Chapter 8 H. 1. for all remaining holiday and earned time at 100%. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Coyle to appoint Chris Maxwell Interim Human Resources Director effective April 29, 2013 with a stipend of \$250 per week to run up to 90 days. Commissioner Tombarello seconded the motion.

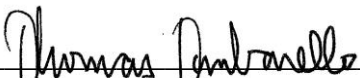
Discussion ensued regarding length of service. Motion passed 2-1.

The Commissioners discussed overall communications for effective operations. Chris Maxwell asked that a different person be nominated as Interim Human Resources Director. Commissioner Coyle suggested the matter be revisited at another date.

IV. Adjournment

Commissioner Coyle moved to adjourn at 7:26 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

May 1, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Martha Roy, Human Resources Director
John Blomeke, Assistant Superintendent

Jude Gates, Director of Facilities
Brynda Poggi, C. Attorney Office Manager
Martha Breen, Sheriff Office Manager
Lt. Kevin Walsh, Deputy Sheriff
Kathy Nikitas, Senior Financial Analyst
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 12:02 p.m.

II. Reports:

RFP Openings

• **Prime Vendor, Long Term Care Services**

Commissioner Tombarello opened proposals received from US Foods, Sysco Boston, and Performance Food Group.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Janitorial Products Proposal, Corrections**

Commissioner Tombarello opened a proposal received from Central Paper Products Company.

Moved: Commissioner Tombarello to authorize the Corrections Superintendent to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Retaining Wall Removal, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Eastern Excavation Inc. and Rome Construction.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Roof Replacement, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from AW Therrien, Careno Construction, and Hall Brothers Contracting.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Windows, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Kinney Roofing, Glass Pro, Bernier Corporation, and Careno Construction.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Managed Print Services, Sheriff**

Commissioner Tombarello opened proposals received from National Government Accounts Program, Cameron Office Products, Toshiba Business Solutions, JTF Government Systems, Konica Minolta Business Solutions, Continental Business Systems, Seacoast Business Machines, Ricoh USA, Vary Technologies, PFT Office Solutions, and Offtech New England.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Finance and Human Resources Management, Operations, Staffing, & Systems Assessment**

Commissioner Tombarello opened proposals received from Jacobs Consulting, Municipal Resources Inc, WEX, Buck Consultants, Gallagher Benefit Services/HRAdvantage, Jones Management Consulting (no bid), Novak Consulting Group, Mott MacDonald, BerryDunn, Matrix Consulting Group, Management Advisory Group International, and RNR Consulting.

Moved: Commissioner Tombarello to authorize the Commissioners to review, evaluate the proposals and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

RFP Awards

- **2013 Ford F350 Dump/Plow Truck, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the vehicle proposal to Grappone for \$37,700 with financing to be determined by the Finance Office as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Mitchell Building Awnings, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the awnings proposal to Just Right Awnings and Signs for \$6,400 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Dryer Steam Coils, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the dryer steam coils proposal to Yankee Equipment for \$12,250 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Water Tower Inspection, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the water tower inspection proposal to Underwater Solutions for \$4,030 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Laptops, Sheriff**

Moved: Commissioner Tombarello to award the laptops proposal to Brite Computers for \$7,476.64 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **All in One Kiosk, Long Term Care Services**

Moved: Commissioner Tombarello to award the kiosk proposal to Care Worx Incorporated for \$13,716 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Dairy Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the dairy products proposal to HP Hood from May 1, 2013 to May 1, 2014 for an amount not to exceed \$12,000 per month as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Coffee Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the coffee products proposal to Donahue Brothers from May 1, 2013 to May 1, 2014 for an amount not to exceed \$30,000 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Mental Health Services, Long Term Care Services**

Moved: Commissioner Tombarello to award the mental health services proposal to Generations Geriatric Mental Health from April 1, 2013 to March 31, 2015 for an amount not to exceed \$10,000 per year as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Mattresses, Long Term Care Services**

Moved: Commissioner Tombarello to award the mattresses proposal to Geriatric Medical for \$9,800 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Whirlpool Tubs, Long Term Care Services**

Moved: Commissioner Tombarello to award the whirlpool tub proposal to Arjo Huntleigh for \$24,523.55 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **75 Pound Dryer, Corrections**

Moved: Commissioner Tombarello to award the dryer proposal to Yankee Equipment for \$4,550 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Inmate Personal Care Items, Corrections**

Moved: Commissioner Tombarello to award the personal care items proposal to Bob Barker Company for one year not to exceed \$24,450 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130209, T130210, T130276, T130283, T130285, T130311, T130343, T130344, T130347, T130348,

T130350, T130352, T130380, T130381, T130377- T130379, T130386- T130388, T130375, T130391 totaling \$359,253.32, payroll warrants 0418SD, 0425SD totaling \$15,802.85, accounts payable wire payment T130358 totaling \$14,427.11, for a grand total of \$389,483.28. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes – April 24, 2013**

Moved: Commissioner Tombarello to approve the minutes of the April 24, 2013 Board of Commissioners meeting as amended. Commissioner Pratt seconded the motion, voted all in favor.

- **Coastal Economic Development Corporation Subrecipient Agreement Approval RE: Smuttynose Economic Development Community Development Block Grant**

Moved: Commissioner Tombarello to approve a Subrecipient Agreement between Rockingham County and Coastal Economic Development Corporation for the Smuttynose Economic Development Community Development Block Grant and authorize the Chair to sign the agreement as recommended by the Grants Administrator Donna Lane. Commissioner Pratt seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**
 - ✓ **Commissioner Pratt: County Attorney, Delegation, Finance/Treasurer, Human Resources, Register of Deeds**

Commissioner Pratt provided an update from the last Jail Study Committee meeting and noted an upcoming meeting of May 20, 2013.

County Attorney – James M. Reams

- **Exeter and Hampton Falls District Court Prosecution Services Agreement Approval**

Moved: Commissioner Tombarello to approve an Agreement for the Prosecution of District Court Prosecution Services between Rockingham County, Town of Exeter, and Town of Hampton Falls from January 1, 2013 to December 31, 2013 and payment as outlined pending financial and legal review as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Assistant County Attorney Hiring per RSA 7:33f Approval**

Moved: Commissioner Tombarello to approve the hiring of Assistant County Attorneys' Mitrushi, Leduc, Kunsch, Cross, Harrington, and Wilson pursuant to RSA 7:33f as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **TD Equipment Finance Lease and Resolution Approval**

Moved: Commissioner Tombarello to approve a Resolution declaring official intent with TD Equipment Finance Incorporated with an equipment total of \$153,550 and lease total of \$156,676.27 as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a lease agreement with TD Equipment Finance Incorporated for a three year lease totaling \$153,550 in equipment, \$156,676.27 lease total, for

the purchase of five sheriff vehicles and one engineering and maintenance vehicle and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Martha S. Roy, Director

- **Open enrollment exception request**

Discussion ensued regarding the effective date of the exception request and the outstanding paperwork needed.

Moved: Commissioner Tombarello to approve an exception to the 2013 open enrollment deadline for a long term care employee with effective dates as noted pending acceptance of outstanding paperwork as recommended by the Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Great Bay Community College Affiliation Agreement Approval**

Moved: Commissioner Tombarello to approve an Affiliation Agreement with Great Bay Community College from April 9, 2013 to April 9, 2014 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Open Positions – Elimination Approval**

Moved: Commissioner Tombarello to eliminate four open positions in the Adult Medical Day Care Program as outlined and recommended in the Long Term Care Services Director's memorandum dated April 19, 2013. Commissioner Pratt seconded the motion.

Commissioner Pratt asked for confirmation on the permanent elimination of positions. Steve Woods said it would be fine based on the scope of the operation.

Motion passed all in favor.

- **Lien on Real Property Approval**

Moved: Commissioner Tombarello to place a lien on real property pursuant to RSA 166:20 for money owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Posting Approval: Admissions Director**

Moved: Commissioner Tombarello to approve the posting of Admissions Director. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

Commissioner Tombarello asked for consideration to move the May 8th meeting to another day or after 5:00 p.m. on Wednesday. It was agreed to move the start time of the Wednesday meeting to after 5:00 p.m.

Commissioner Coyle arrived.

Commissioner Pratt noted that the Commissioners have personnel evaluations from other departments to review. Commissioner Pratt said the Board needs to discuss the process and forms to evaluate staff that report to the Board.

Commissioner Pratt said additional information will be sought from Meals on Wheels to justify the increased non county funding amount. Commissioner Pratt would like to meet with the agency on May 15th and have further details including staff salaries, benefits, and specific measures taken to adjust the budget in light of revenue cuts from other sources as cited in the 2013 funding request application.

Kathy Nikitas noted that payments to the non county agencies are pending a signed letter from the Commissioners.

- **County Attorney Credit Card Update**

The Commissioners asked for an update to the outstanding issues of the County Attorney credit card frozen status along with the out of state prisoner transport.

Kathy Nikitas and Martha Breen provided the Commissioners with a synopsis of events and the current outstanding items for resolution.

Martha Breen noted that it is unknown in advance which deputy would be involved in an extradition and therefore unable to distribute additional credit cards as backup.

Commissioner Pratt asked for a solution.

Commissioner Coyle expressed concern regarding payments not being made and the late fees incurred.

Brynda Poggi explained she does pre-bill for the credit card to ensure timely payments however this specific issue is not having itemized receipts and the warrant being rejected. Brynda Poggi said she tried to get itemized receipts and many vendors were helpful but some remain outstanding. Discussion ensued regarding per diem rates and rules regarding itemized receipts.

Discussion ensued regarding the Sheriff's Office using their office credit card and transferring funds at a later date. The Commissioners recommended using the Sheriff's Office credit card to transport the prisoner in time for Friday's court appearance. Martha Breen said she would check with Major Brackett and report back.

- **Bid Waiver: Prosecutor by Karpel, \$16,800.00**

Moved: Commissioner Tombarello to approve a bid waiver to Prosecutor by Karpel for the PbK system in the County Attorney's Office from January 1, 2013 to December 31, 2013 for \$16,800 as recommended by the County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

- **New England Dragway Event Parking Discussion**

Jude Gates explained her concerns and liability exposure. Commissioner Tombarello concurred with Jude Gates. Commissioner Coyle asked if there any options to remain community friendly. Commissioner Pratt said some accommodations from the dragway should be met from security details to insurance requirements at their own expense. Discussion ensued.

It was agreed to speak with the general manager of the dragway to attempt negotiations that satisfy county concerns with a better plan in writing.

Sheriff – Michael W. Downing, High Sheriff

- **Bid Waiver: Riley’s Sport Shop Inc., \$9,454.70**

Moved: Commissioner Tombarello to approve a bid waiver to Riley’s Sport Shop for \$9,454.70 as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Commissioner Coyle asked why this is a bid waiver item since it is not sole source. Kevin Walsh said Riley’s has been the local vendor and was lower than the state bid. He also noted another concern was availability of supplies.

Commissioner Coyle said due to the shortage of bullets that he would support the bid waiver at this time.

Motion passed all in favor.

- **Bid Waiver: WatchGuard Video, \$9,640.00**

Moved: Commissioner Tombarello to approve a bid waiver to WatchGuard Video for \$9,640 as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Commissioner Coyle asked about the need of the bid waiver. Kevin Walsh explained the grant paying for this equipment required this specific brand direct from the manufacturer.

Motion passed all in favor.

- **Release of Lien on Real Property**

Linda Alves explained her role as Power of Attorney for Mrs. Brygider and requested a release of the lien. Discussion ensued about the documents and the outstanding debt from 1994.

Commissioner Pratt suggested more time to research the matter for resolution and report back at the May 15th meeting.

IV. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a disciplinary matter for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Martha Roy, Julie Hoyt, Pam Hogan, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss human resources operations and personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Termination, Long Term Care Services**

Moved: Commissioner Tombarello to accept the recommendation of the Long Term Care Director as outlined in his letter of April 24, 2013 regarding a nursing home employee, effective May 15, 2013. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Coyle expressed concern with the budget line for labor legal services to ensure it is not overspent. There was discussion regarding the workload and future needs.

Commissioner Coyle expressed concern with the budget line for legal services to ensure it is not overspent. There was discussion regarding the workload and future needs.

- **Human Resources Conference and Membership Dues**

Martha Roy asked the Commissioners for consideration to allow two temporary staff members to attend the Primex annual conference next week. Martha Roy cited they deserve a break noting it would be a treat for them to attend based on their hard work. Discussion ensued about office coverage and the value of sending temporary staff to conferences. Commissioner Coyle and Commissioner Tombarello agreed that Julie Hoyt and one temporary staff member may attend the conference.

Martha Roy asked the Commissioners for consideration to pay membership dues for a temporary staff member. Martha Roy cited her hard work as reason to pay the dues. Discussion ensued about the payment of dues in various departments. Commissioner Tombarello and Commissioner Pratt agreed to not authorize payment due to temporary status.

The Commissioners wished Martha Roy well in her future endeavors.

Commissioner Tombarello left the meeting.

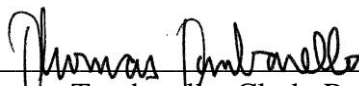
Commissioner Pratt declared a recess at 2:39 p.m. to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 3:15 p.m.

V. Adjournment

Commissioner Coyle moved to adjourn at 3:16 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

May 8, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 5:25 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,428,483.08 for the period ending May 5, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes: May 1, 2013**

Moved: Commissioner Tombarello to approve the minutes of the May 1, 2013 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

• **Position Posting Approval: Deputy Sheriff**

Moved: Commissioner Tombarello to approve the position posting of Deputy Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

• **Wellness Participation: Softball League**

The Commissioners reviewed a submission from the human resources department regarding circulating participation in a Town of Brentwood Recreation Department softball league as part of a wellness initiative. It was agreed to offer the league to employees, family, and friends as part of wellness and that entry fees will be paid by the participants directly. Commissioner Pratt called for a Wellness Executive Committee meeting on May 15th at 2:00 p.m. to discuss the wellness budget, prior events this year with participation levels, feedback, and recommendations. Further topics include upcoming events and any reporting available to show the wellness participation are associated results.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss end of employment compensation for a human resources employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a leave without pay request for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Employee Separation Form, Human Resources**

Moved: Commissioner Tombarello to authorize Chris Maxwell to sign an Employee Separation Sheet for approval for the former HR Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Leave Without Pay, Long Term Care Services**

Moved: Commissioner Tombarello to approve a leave without pay request for a nursing home employee from April 15, 2013 to May 24, 2013 with no buyout for May. Commissioner Coyle seconded the motion, voted all in favor.

- **Leave Without Pay, Long Term Care Services**

Moved: Commissioner Tombarello to approve a leave without pay request for a nursing home employee from May 7, 2013 to May 15, 2013 with benefits not applicable. Commissioner Coyle seconded the motion, voted all in favor.

- **Leave Without Pay, Long Term Care Services**

Commissioner Tombarello asked for more time to consider a leave request with the County portion of benefits to continue as recommended by the Finance Director. It was agreed consider the matter at the May 15th meeting.

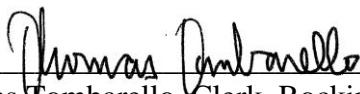
- **RFP Human Resources/Finance Assessment Participation**

Discussion ensued about the evaluation process of proposals received for the assessment with recommendations from staff and or only the Commissioners.

IV. Adjournment

Commissioner Coyle moved to adjourn at 7:06 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

May 15, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities

Register of Deeds Cathy Stacey
High Sheriff Michael Downing
Lt. Kevin Walsh, Deputy Sheriff
Kathy Nikitas, Senior Financial Analyst
Steve Woods, Long Term Care Director
Also Present: Paul Hatch, Linda Alves

I. Call to Order

Commissioner Pratt called the meeting to order at 3:33 p.m.

II. Reports:

Sheriff – Michael W. Downing, High Sheriff

• **Position Posting Approval: Sergeant and Dispatcher**

Moved: Commissioner Tombarello to approve the posting of Sergeant and Dispatcher.
Commissioner Coyle seconded the motion, voted all in favor.

• **Personnel Exception Request RE: Approved Payroll Practices**

Moved: Commissioner Tombarello to approve an exception request to approved payroll practices for separate checks for a retiring deputy sheriff as recommended by the High Sheriff.
Commissioner Coyle seconded the motion, voted all in favor.

• **Public Hearings:**

✓ **Grant Application: New Hampshire Department of Safety,
Emergency Management Performance Grant, Dispatch Furnishings,
\$41,115**

Commissioner Pratt opened the public hearing and stated: “Pursuant to the grant agreement, Rockingham County is holding a public hearing pursuant to RSA 31:95-b III (a) for a grant from the New Hampshire Department of Safety, Emergency Management Performance Grant in the amount of \$41,115. The posting notice dated April 29, 2013 was posted in two places and available to the public. The Sheriff’s Office will read Exhibit A to outline the scope of services and then I will ask the public for comment.”

Sheriff Downing read Exhibit A from the Grant Agreement from New Hampshire Department of Safety Emergency Management Performance Grant.

There was discussion of the grant application and award status.

Commissioner Pratt asked the public for comments.

There was no public comment.

Commissioner Pratt closed the public hearing.

✓ **Grant Application: New Hampshire Department of Safety, Emergency Management Performance Grant, Computer Equipment, \$4,692**

Commissioner Pratt opened the public hearing and stated: “Pursuant to the grant agreement, Rockingham County is holding a public hearing pursuant to RSA 31:95-b III (a) for a grant from the New Hampshire Department of Safety, Emergency Management Performance Grant in the amount of \$4,692. The posting notice dated April 29, 2013 was posted in two places and available to the public. The Sheriff’s Office will read Exhibit A to outline the scope of services and then I will ask the public for comment.”

Sheriff Downing read Exhibit A from the Grant Agreement from New Hampshire Department of Safety Emergency Management Performance Grant.

Commissioner Pratt asked the public for comments.

There was no public comment.

Commissioner Pratt closed the public hearing.

- **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss compensation for a deputy sheriff. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, High Sheriff Downing, Darin Melanson, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

RFP Awards

- **Janitorial Products Proposal, Corrections**

Moved: Commissioner Tombarello to award the janitorial products proposal to Central Paper Products for an amount not to exceed \$17,000 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Retaining Wall Removal, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the retaining wall removal proposal to Rome Construction for \$19,809 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Managed Print Services, Sheriff**

Moved: Commissioner Tombarello to award the managed print services proposal to OffTech New England for a thirty-six month operating lease at \$340.00 per month with cost per copy service contract of \$0.0139 per black and white copy and \$0.09 per color copy and authorize the Chair to sign all necessary documents pending legal review as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Seacoast Fire Transmitter, Sheriff**

Moved: Commissioner Tombarello to award the fire transmitter proposal to Wright Communications in the amount of \$15,054.00 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

RFP Openings

- **WIFI System, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from NE Communications, RTM Communications, Green Mountain Integrated Communications, Carousel Industries, and Fusion Connex LLC.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Floor Scrubber, Long Term Care Services**

Commissioner Tombarello opened proposals received from Swish and Ecolab.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Ware Washing Products, Long Term Care Services**

Commissioner Tombarello to open proposals received from Amsan and Hillyard Incorporated.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130211, T130286-T130288, T130351, T130372, T130373, T130374, T130382, T130392, T130396, T130398, T130408, T130410, T130430, T130385, T130406, T130407, T130420, T130423, T130426, T130427, T130429, T130435, T130403, T130457-T130459, T130434 totaling \$657,457.04, general ledgers GL13200-GL13202 totaling \$871.50, payroll warrants 0502SD, 0509SD totaling \$19,448.35, accounts payable wire payments T130402, T130404, T130424, T130425, T130428 totaling \$819,830.93, for a grand total of \$1,389,257.10. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes – May 8, 2013**

Moved: Commissioner Tombarello to approve the minutes of the May 8, 2013 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Legislative Updates**

Theresa Young said she would draft a letter of support for the Commissioners to sign regarding Senate Bill 100 on Friday for email distribution to the county state representatives and to Representative Major for the Monday Jail Subcommittee meeting.

Corrections – Stephen A. Church, Superintendent

- **Chaplain RFP Award Discussion**

Steve Church explained that the chaplain vendor incurred additional costs to meet the insurance requirements and is seeking an increase. The Commissioners agreed that the RFP for chaplain

services should be rebid to ensure a competitive process. Commissioner Pratt suggested reaching out to the Denomination offices in New Hampshire.

Discussion ensued regarding the upcoming Jail Study Committee and the next steps.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **New England Dragway Event Parking Discussion**

Sgt. Melanson said that the Sheriff's Office has been involved in the planning of the event and North Road would be closed resulting in county parking lots not an option. . It was agreed the issue is closed and no further action needed.

Register of Deeds – Cathy Ann Stacey

- **Simplifile Electronic Recording Approved Procedures Agreement Approval**

Moved: Commissioner Tombarello to approve an Electronic Recording Approved Procedures Agreement with Simplifile at no cost to Rockingham County and authorize the Chair to sign all necessary documents pending legal review as recommended by the Register of Deeds. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Investment Policy Approval**

Moved: Commissioner Tombarello to approve the Investment and Cash Management Policies for 2013 as recommended by the Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Bid Waiver: Workforce, \$48,238**

Moved: Commissioner Tombarello to approve a bid waiver to Workforce Software for an annual service contract in the amount of \$48,238 from March 31, 2013 to March 30, 2014 as recommended by the Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

Theresa Young asked about self-edit rights removal for Assistant County Attorney's as directed by the Commissioners as there was no vote and no paperwork submitted by the County Attorney. It was agreed to discuss this at the next meeting.

Theresa Young said the non county special funding letters are outstanding. It was agreed to send the draft letters and request additional information for the additional funding for Meals on Wheels.

Theresa Young followed up on a potential per diem travel policy and asked for guidance from the Commissioners to pursue the item. Commissioner Pratt asked about the need for this policy. The Commissioners did not see the need of pursuing the policy at this time. Discussion ensued about per diem rates as it relates to in-state conferences such as the annual association conference. Discussion ensued about general accounts payable processing.

Theresa Young asked for a meeting date with TD Bank to make a presentation to the Commissioners.

Long Term Care Services – Steven E. Woods, Director

- **Release of Lien on Real Property Discussion**

Steve Woods followed up from the last meeting that a formal request was received from the family member along with an active power of attorney form. Steve Woods also found a written bill outlining the amount due along with additional documentation to support the outstanding amount due. Linda Alves said the daily rate due differs from her files. Linda Alves does not believe the bill presented represents the amount due. Linda Alves said she has receipts showing payment up to the bill that was found noting they always paid until the money ran out. Linda Alves explained that the title on the house removed Mr. Brygider from the title one year before the lien was placed and was not sure if she should be charged when he is not on the lien. Discussion ensued about Medicaid status and potential delays.

Discussion ensued about the look back period as it related to removing Mr. Brygider from the house title as their lawyer recommended at the time.

Commissioner Coyle asked if Linda Alves was willing to compromise on the amount due. Linda Alves said it would be in the best interest to settle the matter. Linda Alves suggested a \$10,000 settlement in the matter.

The Commissioners agreed to take the matter under advisement and a non public session to negotiate a settlement. It was agreed to have a response to Linda Alves by the May 29, 2013 Board of Commissioners meeting.

- **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a disciplinary matter for a nursing home employee. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Pam Hogan, Steve Woods, Leslie Fabian, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Termination, Long Term Care Services**

Moved: Commissioner Tombarello to accept the recommendation of the Long Term Care Director as outlined in his letter of May 6, 2013 regarding a nursing home employee, effective May 31, 2013. Commissioner Coyle seconded the motion, voted all in favor.

- **Legal non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss a legal settlement for money due owed to the county. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Attorney Elizabeth Bailey, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Release of Liens on Real Property Approval**

Moved: Commissioner Tombarello release three liens on real property as money owed to Rockingham County has been paid as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Activities Director and Laundry Aide II**

Moved: Commissioner Tombarello to approve the posting of Activities Director and Laundry Aide II. Commissioner Coyle seconded the motion, voted all in favor.

- **Staff Status Changes Approval**

Steve Woods presented staff changes to eliminate grandfathering of health and dental benefits for three employees and to convert the last three Baylor employees to Weekender status. Kathy Nikitas presented a finance office spreadsheet depicting the impacts to the employer and employee. Discussion ensued on streamlining and overall fairness.

Moved: Commissioner Tombarello to eliminate Personnel Policy and Procedure Chapter 16-1A effective July 28, 2013. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Coyle to change the Baylor status for three employees to Weekender status and eliminate the health and dental grandfather status for three employees as outlined and recommended with exceptions in the Long Term Care Services Director's memorandum dated May 15, 2013 effective July 28, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Lien Settlement**

Moved: Commissioner Tombarello to settle a lien placed on real property for money due to Rockingham County with a \$35,000 settlement and have legal counsel draft the letter and agreement. Commissioner Coyle seconded the motion.

Theresa Young questioned the documentation that was discovered that supports the full amount due. The Commissioners concurred to the documentation and agreed to the settlement.

Motion passed all in favor.

- **Summary Judgment Legal Proceeding Approval**

Moved: Commissioner Tombarello to pursue summary judgment legal proceeding to collect money owed to Rockingham County as recommended by Legal Counsel and the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Human Resources

- **Donation Approval**

Moved: Commissioner Tombarello to accept the donation of \$60 worth of Apple iTunes gift cards for use in the Wellness Fair from Commissioner Pratt. Commissioner Coyle seconded the motion, voted all in favor.

- **Leave Without Pay Approval**

Moved: Commissioner Tombarello to approve a leave without pay request for a nursing home employee from May 23, 2013 to June 30, 2013 with county portion of all benefits will not continue. Commissioner Coyle seconded the motion.

Motion passed 2-1.

III. New Business

- **Personnel Exception Request, Engineering and Maintenance**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 8-2D. 3. for an engineering and maintenance services employee as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion.

Discussion ensued about the process and the manual transactions completed in the finance office.

Motion passed all in favor.

- **Short Term Disability Approval**

Discussion ensued about the fully insured and self-insured options. Discussion ensued about the policies and practices in place.

Moved: Commissioner Tombarello to approve Local Government Center as the fully insured short term disability carrier for the 2014 fiscal year at a rate of \$.53 (previously .52) per \$10 of benefit and a plan design of 14 day waiting period accident/illness, 26 week maximum benefit duration. This includes eligible full time employee contributions at 0% and part time employees benefit premium prorated as a percentage of full time. Additionally, to waive the June 2013 deductions for July 2013 coverage for all employees to be covered by the short term disability benefit. Finally to authorize the Chair to sign all necessary documents as recommended by the Insurance Consultant Gallagher Benefit Services and supported by the Human Resources and Finance Directors. Commissioner Coyle seconded the motion.

Commissioner Pratt inquired about the fiscal year and the benefits voted by the Delegation. Theresa Young clarified the timing regarding the fiscal year and the votes.

It was noted a mini open enrollment period will be conducted in late May or early June for July implementation.

Motion passed all in favor.

Moved: Commissioner Tombarello to confirm that the short term disability benefit policy is to continue as currently practiced. Specifically, an ill or injured employee eligible for the short term disability benefit may choose to be paid accrual balances in lieu of the short term disability benefit during both the waiting period and the short term disability eligibility period. The payment of accrued time shall be considered an offset to the short term disability benefit and will not extend the benefit maximum period. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to recess at 6:27 p.m. to consult with legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt reconvened the meeting at 8:22 p.m.

- **RFP Finance and Human Resources Assessment**

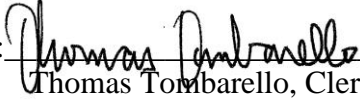
The Commissioners discussed the proposals received and agreed to meet with vendors Gallagher Benefit Services, Management Advisory Group, and Matrix Consulting.

Theresa Young followed up on a signed payroll change notice for the Interim Human Resources Director noting corrections needed. It was agreed that the additional compensation would be paid from the human resources salary line. Theresa Young explained the salary increase needs to be included in the total salary amount which makes it subject to New Hampshire Retirement System deductions and benefits and the time period to pay periods, not days. The Commissioners agreed to the changes and asked that the revised payroll change notice be distributed electronically on Friday to be incorporated into next Thursday's payroll check.

IV. Adjournment

Commissioner Coyle moved to adjourn at 8:45 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

May 22, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair

Steve Woods, Long Term Care Director
Deputy County Attorney Tom Reid
Kathy Nikitas, Senior Financial Analyst

I. Call to Order

Commissioner Pratt called the meeting to order at 3:30 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,436,182.18 for the period ending May 19, 2013. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes**

Moved: Commissioner Coyle to approve the minutes of the May 15, 2013 Board of Commissioners meeting as amended. Commissioner Pratt seconded the motion, voted all in favor.

• **RFP Award: Penthouse Roof Work, Engineering and Maintenance Services**

Moved: Commissioner Coyle to award the penthouse roof work to Hall Brothers Contracting Incorporated for \$47,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Administrative Transfers Approval, Corrections**

Moved: Commissioner Coyle to approve the administrative transfers of inmates dated May 22, 2013 pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

• **Position Posting Approval: Legal Assistant II**

Tom Reid explained the need of the departmental posting and requested consideration.

Moved: Commissioner Coyle to approve the posting of Legal Assistant II in the department only. Commissioner Pratt seconded the motion.

Discussion ensued about the withdrawn exception request associated with the posting.

Motion passed all in favor.

• **Position Posting Approval: Assistant County Attorney I (2)**

Moved: Commissioner Coyle to approve the posting of two assistant county attorney I positions. Commissioner Pratt seconded the motion, voted all in favor.

- **Staff Status Changes Amendment to Vote Taken 5/15/2013**

Moved: Commissioner Coyle to amend a vote taken at the May 15, 2013 Board of Commissioners meeting clarifying sick pool language for one Baylor status to Weekender status employee as recommended by the Long Term Care Services Director in his memorandum dated May 17, 2013. Commissioner Pratt seconded the motion, voted all in favor.

- **New Hire Open Enrollment Deadline Exception Request**

Moved: Commissioner Coyle to approve an exception request to the open enrollment deadline for a new hire due to an administrative error as recommended by the Interim HR Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Coyle highlighted the last meeting of the Jail Overcrowding Committee business from drug court to the census information. Commissioner Coyle previewed the community corrections plan. Discussion ensued regarding funding and the timeline for implementation.

Discussion ensued about the dispatch center project. The Commissioners asked for a status update from the sheriff and noted that items such as funding, grants, town participation, and staffing levels need clarification and resolution.

III. Adjournment

Commissioner Coyle moved to adjourn at 4:06 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

May 29, 2013 – 1:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent
Theresa Young, Finance Director

Diane Gill, Human Services Director
Jude Gates, Director of Facilities
High Sheriff Michael Downing
Martha Breen, Sheriff Office Manager
Lt. Kevin Walsh, Deputy Sheriff
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 1:05 p.m.

• **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter in corrections. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

• **Personnel Non Public Session Minutes**

Moved: Commissioner Tombarello to seal the nonpublic minutes of the May 29, 2013 Board of Commissioners meeting to protect the integrity of the employee. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to declare a recess to consult with legal counsel at 1:30 p.m. Commissioner Coyle seconded the motion, voted all in favor.

At 2:00 p.m. Commissioner Pratt reconvened the meeting.

II. Reports:

RFP Awards

• **Prime Vendor, Long Term Care Services**

Moved: Commissioner Tombarello to award the prime food vendor proposal to PFG North Center from June 1, 2013 to June 1, 2015 for an amount not to exceed \$1,500,000 annually as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion.

Commissioner Coyle asked about vendor information. Commissioner Pratt asked about the increase from previous years. Steve Woods noted that the increase is partially due to the vendor providing fish and snack cakes that were previously purchased by separate vendors.

Motion passed all in favor.

- **Floor Scrubber, Long Term Care Services**

Moved: Commissioner Tombarello to award the floor scrubber proposal to Amsan for \$8,190 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Ware Washing Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the ware washing products proposal to Swish from June 1, 2013 to May 31, 2015 for an amount not to exceed \$9,400 annually as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Replacement Windows (reject), Engineering and Maintenance Services**

Moved: Commissioner Tombarello to reject proposals received and resubmit invitations for replacement windows rfp as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion.

Jude Gates noted that proposals received varied in specifications and that a new request for proposal would be more specific.

Motion passed all in favor.

RFP Openings

- **Dispatch Center Telephone System, Sheriff**

Commissioner Tombarello opened proposals received from Wright Communications and Carousel Industries.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Dispatch Center Furniture, Sheriff**

Commissioner Tombarello opened proposals received from Eaton Wrightline, Watson Dispatch, and Xybix Systems.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Dispatch Center Radio Console System, Sheriff**

Commissioner Tombarello opened proposals received from Beltronics Inc, Wright Communications, and Motorola.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130212, T130383, T130399, T130401, T130414, T130437-T130439, T130441, T130460-T130463,

T130470, T130481, T130482, T130484, T130492, T130472-T130474, T130476-T130479, T130486, T130489, T130490 totaling \$508,034.15, general ledgers GL13219, GL13220, GL13234-GL13241 totaling \$44,457.30, payroll warrants 0516SD, 0523SD totaling \$15,827.22, accounts payable wire payments T130471, T130480, T130485 totaling \$1,280,367.68, for a grand total of \$1,848,686.35. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes – May 22, 2013**

Moved: Commissioner Coyle to approve the minutes of the May 22, 2013 Board of Commissioners meeting. Commissioner Pratt seconded the motion.

Motion passed with Commissioner Tombarello abstained from the vote.

- **New Hampshire Association of Counties Legislative Updates**

Discussion ensued about the state budget, the counties cap, continuing resolution, and the potential delays in conference committee approval.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Change Order: Corolla Contracting, Roof Repairs-Corrections, up to \$10,000**

Moved: Commissioner Tombarello to approve a change order for corrections roof repairs for an additional amount up to \$10,000 to Corolla Contracting for a total project cost not to exceed \$286,300 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Human Resources

- **Amendment to Winning Habits Wellness Program Policy and Procedures Approval**

Moved: Commissioner Tombarello to amend the Winning Habits Wellness Program Policy and Procedures team representatives as proposed and recommended by the Wellness Executive Committee on May 15, 2013. Commissioner Coyle seconded the motion, voted all in favor.

Human Services – Diane D. Gill, Director

- **Department of Health and Human Services Billing Update**

Diane Gill noted that the May state bill was not received because of computer issues with the new state computer system. Diane Gill said no bill has been received however a letter from the state was received to pay the bill using a one-twelfth distribution of the state fiscal year 2013 cap obligation. Diane Gill recommended paying once a proper bill is received and the Board concurred.

Long Term Care Services – Steven E. Woods, Director

- **Approval of Lien on Real Property per RSA:166:20**

Moved: Commissioner Tombarello to place a lien on real property pursuant to RSA 166:20 for money owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Preferred Medical Claims Solutions Agreement Approval**

Discussion ensued about the method in place regarding the payment rate along with the services provided by the nurse practitioner. It was agreed to gather more information and report back.

- **Legal Collection Account Approval**

Moved: Commissioner Tombarello to approve the collection account recommendation dated May 23, 2013 as recommended by legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt asked for a future meeting to brainstorm how to alleviate collection accounts and the screening process.

Sheriff – Michael W. Downing, High Sheriff

- **Bid Waiver: TriTech Software Systems, \$18,899**

Moved: Commissioner Tombarello to approve a bid waiver to TriTech Software Systems for \$18,899 for services from July 1, 2013 to June 30, 2014 pending sole source letter received as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

High Sheriff Michael Downing noted that it is a sole source vendor. Theresa Young requested a sole source letter from the vendor be required and the Board concurred.

Motion passed all in favor.

- **Personnel Exception Request: Recruitment Procedures**

High Sheriff Michael Downing noted the department has three previous applicants who have completed and passed the required testing who would be eligible for the promotion and recommends approval. Discussion ensued.

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 9-3B to not post the position of Sergeant as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Personnel Exception Request: Hiring above Step 6**

High Sheriff Michael Downing explained the recommendation noting equality for promotions. Theresa Young asked that departments submit requests in advance of the deadline to allow the opportunity for an analysis. Discussion ensued about placement. It was agreed to finish an analysis and report back in two weeks.

- **Deputy Sheriff Minimum Wage Exception Request**

Moved: Commissioner Tombarello to approve an exception request to Article 7 of the Rockingham County and Teamsters Local 633 of New Hampshire Collective Bargaining Agreement expiring June 30, 2013 to place a deputy sheriff to contractual 2012 minimum rate as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request processed for a retiring deputy sheriff were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Sheriff Downing, Martha Breen, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (b) to discuss the hiring of a candidate to the admissions director position in the nursing home were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Theresa Young, and Chris Maxwell.

Commissioner Tombarello left the meeting at 3:14 p.m.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss long term care operations were Commissioner Pratt, Commissioner Coyle, Steve Woods, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a previously approved leave without pay request were Commissioner Pratt, Commissioner Coyle, Steve Woods, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Pratt, Commissioner Coyle, Steve Woods, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Employee Leave Time Status Sheet**

Commissioner Pratt asked for a consolidated leaves status report that encompasses workers compensation along with short term disability and FMLA.

- **Dispatch Center Project**

Commissioner Pratt asked for an update to the dispatch center project and how it relates to the dispatch rfp openings. Discussion ensued regarding rfp awards contingent on bond and grant funding. Discussion ensued about town funding for participation and Commissioner involvement in negotiations with the towns.

- **Leave Without Pay Request, Long Term Care Services**

Moved: Commissioner Coyle to amend a vote taken at the May 15, 2013 Board of Commissioners meeting amending from COBRA coverage to 100% employee paid coverage for June 2013 for an assisted living employee's leave without pay request as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

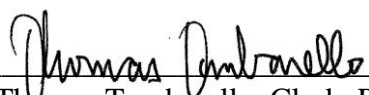
- **Personnel Exception Request: Hire above Step 6, Long Term Care Services**

Moved: Commissioner Coyle to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to the admissions director position as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjournment

Commissioner Coyle moved to adjourn at 4:25 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

June 5, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
High Sheriff Michael Downing
County Attorney James Reams
Lt. Kevin Walsh, Deputy Sheriff
Theresa Young, Finance Director
Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent

I. Call to Order

Commissioner Pratt called the meeting to order at 3:35 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,385,985.53 for the period ending June 2, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

• **Approval of Minutes – May 29, 2013**

Moved: Commissioner Tombarello to approve the minutes of the May 29, 2013 Board of Commissioners meeting as amended. Commissioner Coyle seconded the motion, voted all in favor.

• **Exception Request: Hiring, County Attorney**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 6-3 for a candidate to the legal assistant II position as recommended by the County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

• **Dispatch Project Status Update**

Sheriff Downing met with the police and fire chiefs noting the towns had concerns regarding paying a fee. Sheriff Downing recommended meeting at 5:00 p.m. on June 19, 2013 in the Hilton Auditorium with the fire and police chiefs regarding the fees to the towns. Discussion ensued on the payment for services and the concerns of the towns.

Commissioner Pratt asked for additional information noting the documentation presented to the towns in the meetings. Sheriff Downing noted a 10 year plan depicting the costs to upgrades to the infrastructures.

Commissioner Coyle asked about the City of Portsmouth using the county dispatch services. Sheriff Downing said it was not feasible to the county or the city to transfer dispatch services.

Discussion ensued regarding the recent dispatch project related rfp openings and holding the award prices.

Moved: Commissioner Tombarello to recess at 4:13 p.m. to consult with legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt reconvened the meeting at 4:35 p.m.

- **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee leave and compensation in corrections. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, Elizabeth Bailey, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 14-8 for a corrections employee from May 30, 2013 to June 12, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Tombarello to approve an exception request for administrative leave with pay for a corrections employee through June 30, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Tombarello left the meeting at 5:04 p.m.

Commissioner Coyle asked for an update on a plan for the adult diversion program. Steve Church said he would like to retain the employee leaving part time to ensure the clients in the program have continuing support until a replacement is hired.

Theresa Young requested the Commissioners consideration regarding for insurance consultant services rfp award to renew with Gallagher Benefit Services for year two at \$48,000 and would prepare a bid waiver for the next meeting. The Commissioners concurred.

- **Position Posting Approval: Housekeeping Aide II**

Moved: Commissioner Coyle to approve the posting of Housekeeping Aide II. Commissioner Pratt seconded the motion, voted all in favor.

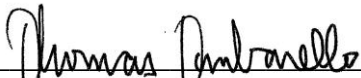
- **Alternative Staffing Models, Long Term Care Services**

Steve Woods presented alternative staffing models for dietary, housekeeping, and laundry services. Discussion ensued on services from vendors and the pros and cons of alternative models. The Board agreed a more comprehensive cost benefit analysis was needed.

III. Adjournment

Commissioner Coyle moved to adjourn at 6:02 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombafello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

June 7, 2013 – 3:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair

Commissioner Kevin L. Coyle, Vice Chair

Theresa Young, Finance Director

Steve Church, Corrections Superintendent

Vendors: Alan Pennington, Donald Long, George Mullin, Kelly Bentley, and Mary Jane Sarocco

I. Call to Order

Commissioner Pratt called the meeting to order at 3:05 p.m.

Moved: Commissioner Coyle to declare a brief recess at 3:06 p.m. for a non meeting to consult with legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt reconvened the meeting at 3:20 p.m.

II. New Business

- **RFP Finance and Human Resources Management, Operations, Staffing, and Systems Assessment Vendor Interviews**

Alan Pennington of Matrix Consulting Group provided an overview of the firms experience and how they would approach the assessment. Discussion ensued.

Donald Long and George Mullin of Management Advisory Group provided an overview of their experience and how they would complete the assessment. Discussion ensued.

Kelly Bentley and Mary Jane Sarocco of Gallagher Benefit Services provided an overview of the company and the process for the assessment. Discussion ensued.

III. Adjournment

Commissioner Coyle moved to adjourn at 5:16 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: Thomas Tombarello
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

June 12, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director
Steve Church, Corrections Superintendent

Jude Gates, Director of Facilities
County Attorney James Reams
Register of Deeds Cathy Stacey
High Sheriff Michael Downing
Kathy Nikitas, Senior Financial Analyst
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:34 p.m.

II. Reports:

RFP Openings

- **Mold Abatement and Restoration, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Synergy One Solutions and Certerex LLC.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Email Archiving System, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Tangent Computer, Sonasoft, and Jatheon Technologies.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Condensing Unit Replacement, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Palmer and Sicard, Thermodynamics, and Northern Peabody LLC

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Disposable Lids, Long Term Care Services**

Commissioner Tombarello opened a proposal received from Central Paper Products Company.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130213, T130384, T130447, T130448, T130449, T130451, T130464, T130465, T130483, T130498, T130508-T130512, T130527, T130528 totaling \$353,085.46, 2013 accounts payable autopay warrant T130305, \$1,972.75, general ledgers GL13266, GL13267 totaling \$545.00, payroll warrants 0530SD, 0531MC, 0606SD \$12,767.27, accounts payable wire payments T130507, T130506, T130495, T130516, T130514, T130521-T130523 totaling \$994,721.23, for a grand total of \$1,361,118.96. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes – June 5 and 7, 2013**

Moved: Commissioner Coyle to approve the minutes of the June 7, 2013 Board of Commissioners meeting as amended. Commissioner Pratt seconded the motion. Motion passed with Commissioner Tombarello abstained from the vote.

Moved: Commissioner Tombarello to approve the minutes of the June 5, 2013 Board of Commissioners meeting as amended. Commissioner Coyle seconded the motion, voted all in favor.

Corrections – Stephen A. Church, Superintendent

- **Position Posting: Sergeant**

Moved: Commissioner Tombarello to approve the posting of Sergeant in Corrections. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting: Social Worker III**

Moved: Commissioner Tombarello to approve the posting of Social Worker III in Corrections. Commissioner Coyle seconded the motion, voted all in favor.

- **Administrative Transfers Approval**

Commissioner Coyle asked about the specific reason for the transfer. Steve Church explained it is for the inmate to attend a Strafford County drug treatment program at no fee to the county.

Moved: Commissioner Tombarello to approve the inmate administrative transfer report dated June 5, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Hiring per RSA 7:33f Approval**

Moved: Commissioner Tombarello to approve the Assistant County Attorney hiring of Katherine Crawford pursuant to RSA 7:33f as recommended by the County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting: Legal Assistant I**

Moved: Commissioner Tombarello to approve the posting of Legal Assistant I in the County Attorney's Office. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt asked the County Attorney for a status update on the self-edit function of the assistant county attorney's. Discussion ensued and it was agreed to readdress the item in two weeks.

Commissioner Pratt noted the outstanding item of the County Attorney's out of state travel request. Discussion ensued and it was agreed to readdress the item in two weeks.

Commissioner Coyle asked for a Commissioners discussion regarding a financial analysis to accompany the county attorney exception request. It was agreed to discuss the item in non-public session.

Finance – Theresa M. Young, Director

Theresa Young reported the bond funding preparation work is on schedule and the bond opening is scheduled for June 26, 2013 at 1:00 p.m. Discussion ensued about the timing of bond funding and paying for current projects and new projects.

Theresa Young asked for the Commissioners consideration regarding an earned time payout. Theresa Young provided a summary on the program through the years.

Theresa Young noted that the Primex Risk Management Program is ramping up and that a 2% reduction should be paid out in August.

Human Resources

- **Open Enrollment Deadline Exception Request Approval**

Moved: Commissioner Tombarello to approve an exception request to the open enrollment deadline for a returning employee in Corrections with retroactive dates as noted due to an administrative error as recommended by Human Resources and Finance. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Lien on Real Property Approval**

Moved: Commissioner Tombarello to place a lien on real property pursuant to RSA: 166:20 for money due to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt asked about social security payments coming directly to the county versus the power of attorney. Steve Woods said each resident family is advised and encouraged. Commissioner Pratt asked for a report on the status of social security direct deposit to the county.

- **Hairdresser Fee Amendment Approval**

Moved: Commissioner Tombarello to increase the perm/cut/style and color/cut/style rates from \$30 to \$35 effective July 15, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion.

Discussion ensued about rates. Commissioner Pratt was concerned about any increases with the fixed incomes of the nursing home residents.

Motion passed 2-1.

- **Position Posting: Laundry Aide II**

Moved: Commissioner Tombarello to approve the posting of Laundry Aide II in Long Term Care. Commissioner Coyle seconded the motion, voted all in favor.

- **Child/Adult Care Food Program (CACFP) Application Approval**

Steve Woods presented this program for revenue generation for adult medical day care meal reimbursement.

Moved: Commissioner Tombarello to approve the submission of an application for Child and Adult Care Food Program (CACFP) sponsorship and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Personnel Exception Request: Hiring above Step 6**

Moved: Commissioner Tombarello to approve an exception to Personnel Policy and Procedure Chapter 6-7 for a promotion to Sergeant in the Sheriff's Office as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Discussion ensued regarding the placement of the incumbent and concerns of existing staff and pay plans.

Motion passed all in favor.

- **Grant Award Approval: New Hampshire Department of Safety, Emergency Management Performance Grant, Dispatch Furnishings, \$41,115**

Sheriff Downing noted that a grant award approval vote is needed to accompany the paperwork signed at the public hearing on May 15, 2013. Discussion ensued about the public hearing, the grant application approval at the April 3, 2013 meeting, and the progress of the dispatch project.

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Department of Safety, Emergency Management Performance Grant, for dispatch furnishing in the amount of \$41,115 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Department of Safety, Emergency Management Performance Grant, Computer Equipment, \$4,692**

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Department of Safety, Emergency Management Performance Grant, for computer equipment in the amount of \$4,692 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss long term care operations were Commissioner Pratt, Commissioner Coyle, Steve Woods, Elizabeth Bailey, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a county attorney employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, County Attorney Reams, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter in corrections. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Personnel Non Public Session Minutes**

Moved: Commissioner Tombarello to seal the non-public session minutes of June 12, 2013 to protect the integrity of the employee. Commissioner Coyle seconded the motion, voted all in favor.

- **Termination, Corrections**

Moved: Commissioner Tombarello to accept the recommendation of the Corrections Superintendent as outlined in his letter of May 30, 2013 regarding a corrections employee, effective June 26, 2013. Commissioner Coyle seconded the motion, voted all in favor.

At 5:30 p.m., Commissioner Pratt declared a recess to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 7:33 p.m.

The Commissioners discussed scheduling a meeting with the town chiefs on June 19th regarding dispatch user fees. Theresa Young updated the Commissioners on the bond opening scheduled for June 26th noting negotiations continue on the energy management lease prepayment penalty fee.

Theresa Young asked for the Commissioners consideration at the June 26th meeting to consider repayment options for a deputy sheriff that was overpaid. Discussion ensued about past practice and methods for repayment.

The Commissioners discussed staffing in the corrections business office. The Commissioners agreed to meet with the Corrections Superintendent at the June 26th meeting to discuss business operations.

- **RFP Award: Finance and Human Resources Management, Operations, Staffing, & Systems Assessment**

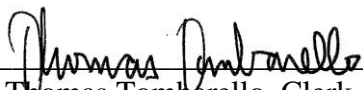
Theresa Young updated the Commissioners on negotiated rates with the vendors interviewed for the human resources and finance assessment. Theresa Young offered sample reports from each of the vendors for more information on the final product.

Moved: Commissioner Tombarello to award the assessment rfp to Gallagher Benefit Services not to exceed \$33,500 contingent on beginning work within two weeks with Lori Kleiman as project lead. Commissioner Coyle seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 8:54 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

June 19, 2013 – 2:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Steve Woods, Long Term Care Director
Nancy Lang, Assisted Living Director
Kathy Nikitas, Senior Financial Analyst
Robbin R. Grill, Cost Report Auditor

I. Call to Order

Commissioner Pratt called the meeting to order at 2:30 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,379,572.96 for the period ending June 16, 2013. Commissioner Pratt seconded the motion, voted all in favor.

• **Appointment: Robbin R. Grill RE: Cost Reports**

Robbin Grill presented the cost reports for the year ending December 31, 2012 and explained the overall expenses and federal reimbursement rates of the county nursing home. Discussion ensued regarding a comparison of the county versus other county homes in the state.

• **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter in long term care. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Nancy Lang, Kathy Nikitas, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

• **Termination, Long Term Care Services**

Moved: Commissioner Tombarello to accept the recommendation of the Long Term Care Services Director as outlined in his letter of June 6, 2013 regarding a nursing home employee, effective July 3, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter in long term care. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Nancy Lang, Kathy Nikitas, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Termination, Long Term Care Services**

Moved: Commissioner Tombarello to accept the recommendation of the Long Term Care Services Director as outlined in his letter of June 6, 2013 regarding a nursing home employee, effective July 3, 2013. Commissioner Coyle seconded the motion, voted all in favor.

- **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter in corrections. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Termination, Corrections**

Moved: Commissioner Tombarello to accept the recommendation of the Corrections Superintendent as outlined in his letter of June 6, 2013 regarding a corrections employee, effective July 3, 2013. Commissioner Coyle seconded the motion, voted all in favor.

At 4:04 p.m. Commissioner Pratt declared a recess to conduct a meeting in Hilton Auditorium as posted.

At 6:21 p.m. Commissioner Pratt reconvened the meeting.

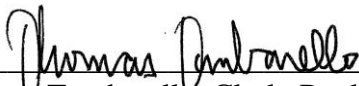
The Commissioners discussed the upcoming bond offering for bond opening at the June 26, 2013 meeting. Discussion ensued about the Corrections overtime line item transfer being proposed for the second quarter Executive Committee meeting.

Discussion ensued about the July 3, 2013 meeting rescheduling due to the July 4, 2013 observed holiday. It was agreed to reschedule the meeting to July 2, 2013 at 4:30 p.m. for payroll approval.

III. Adjourn

Commissioner Tombarello moved to adjourn at 8:25 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Hilton Auditorium, County Complex
Brentwood, New Hampshire

June 19, 2013 – 4:00 p.m.

Present:

Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, High Sheriff Downing, Lt. Kevin Walsh, Steve Church, Steve Woods, Kathy Nikitas

Present from sign in sheet:

Michael McGillen, Candia PD
Gunner Ross, Nottingham PD
Charles Brown, Nottingham TA
Joseph Gordon, Sandown PD
David Roy, Brentwood PD
Kevin Lemoine, Brentwood PD
H.D. Wood IV, Fremont PD
Andy Head, East Kingston
Glen Droulet, Northwood PD
Steve Woitkun, Danville FD
Wade Parsons, Danville PD
Greg Dodge, Epping PD
Representative J. Sedensky
Donald DeAngelis, Epping FD
Brian Comeau, Exeter FD
Ralph Cresta, Greenland FD
Robbie Dirsas, Hampton Falls PD
Leslie Boswak, Deerfield TA
Bill Herman, Auburn TA
Wilfred Tapley, Sandown FD
Brian Page, North Hampton PD
Michael Wallace, Epping PD
Reid Simpson, East Kingston PD

Don Briggs, Kingston PD
Joseph Beaudoin, Hampstead PD
Dale Sylvia, Newington FD
Josh Wroblewski, Kensington PD
Representative J. Harris
KR Christiansen, Brentwood Selectman
Tara Laurent, Greenland PD
Ed Warren, East Kingston FD
Andrew Robertson, Deerfield Selectman
Representative K. Weyler
Mark Tibbetts, Deerfield FD
Bill Seaman, Kingston FD
Chip Chabot, Auburn PD
Skip Sullivan, Rye FD
Mark Cook, East Kingston Selectman
Representative J. Cali-Pitts
David Welch, Kingston
Michael Greeley, Deerfield PD
Wayne Robinson, Brentwood PD
John Scippa, Stratham PD
Dean Young, Candia FD
Roger Davis, Candia FD

I. Call to Order

Commissioner Pratt called the meeting to order at 4:04 p.m.

II. New Business

• **Appointment: Dispatch Project Presentation to Chiefs**

Lt. Walsh said the Sheriff was tasked by the Board of Commissioners to establish a user fee for the dispatch center.

Rep. Weyler was concerned that fees were not part of the bond process or the budget that was passed. He believed that fees would not be charged this year.

Rep. Pitts said she was unaware of the fees. She did note that fees have been discussed over the last 15-20 years. She expressed concern over other obligations from FEMA to nuclear emergency operations, which makes it more complex than charging a per capita fee. Sheriff Downing noted that a contract is in place with Seabrook Nuclear Plant to pay Rockingham County a fee for dispatch services.

Commissioner Pratt officially opened the meeting and welcomed the public present.

Commissioner Coyle presented a Power Point presentation outlining:

- Rockingham County taxes raised per year
- County taxes paid by each town
- Rockingham County services
- Dispatch calls for service from 2008-2012 and calls per town in 2012
- Rockingham County dispatch over costs annually, per town/agency, and per person
- Proposed dispatch fee per service
- Proposed dispatch fee per town
- Dispatch fees paid by other communities
- Hillsborough County, Merrimack County, and Grafton County dispatch fee structures
- Fee for service structure for county attorney district court prosecution
- Fee for service concept supported by Municipal Resources Incorporated during the office assessment in 2011

Commissioner Pratt noted the fee for service concept went through the Delegation in the bond process from public hearing to final vote. Discussion ensued between the Commissioners and Representatives present regarding the Delegation meetings held earlier this year.

Question: Where does the money go?

Answer: A plan needs to be finalized noting funds could be in the general fund, the capital fund, or a capital reserve fund.

Question: Dispatch is not made available to all entities or not provided?

Answer: Sheriff Downing said dispatch for the entire county could be done but would require additional space, technology, and staffing.

There were comments about fairness as it relates to transportation services noting different towns use different schedules. Discussion ensued on the proposed fee structure and town taxes paid. Further examples were made from transportation costs to school funding.

Discussion ensued on the capital improvement plan for the sheriff's office and other departments in the county including funding sources from taxes to a bond.

There was discussion about dispatch centers such as Derry using the county as a backup and the county using another center as a backup in emergencies.

Discussion ensued about fee for services for district court prosecution and nursing home private pay rates.

Question: What happens if Portsmouth and others request abatements? What if a town cannot pay the fee?

Answer: Sheriff Downing said this is a public safety issue noting the plan presented in the 1970's and that the mission continues to serve the public.

Question: How would the fees collected affect the tax rate? Answer: Minimal impact.

Discussion ensued about the nuclear plant emergency dispatch and the fees collected. It was noted that \$39,000 is collected and accounted for as revenue in the sheriff's budget and deposited in the general fund.

Discussion ensued about the fees and intended purposes of the fees. It was noted that agreements would be drafted that specify fees, use, and purposes.

Discussion ensued about the 10 year plan from the sheriff to address upgrades and additional improvements. Concerns were raised about a guaranteed long term fixed fee noting concerns with increases in future years. It was noted that fees would be fixed as outlined in a contract for a specific period of time however fees could not be guaranteed for the long term based on 2013 costs. Sheriff Downing explained the life cycle of dispatch equipment noting the current equipment and challenges to keep it running. There was discussion about a committee concept for the users to review capital plans and feedback.

A letter was submitted by the Town of Rye disagreeing with the fee concept.

There was discussion about elected officials and the towns represented. Discussion ensued about the format of public hearings, budget passage, and the duties of elected officials.

Discussion ensued about Senate Bill 2 communities regarding the voters not approving the fees in the budget. Discussion ensued about non-payment and safety issues. Further examples were presented about town default budgets and Rockingham County Delegation cuts to the budget. There was further discussion of the fee for services versus increasing the county tax to all towns.

Discussion ensued about the intent of the fee, its origination, and purpose.

A Brentwood Selectman noted payment of taxes from the county to the town for fire and ambulance services. Commissioner Pratt reported the county pays taxes as billed by the Town of Brentwood.

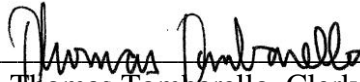
Representative Sedensky expressed his opposition to the proposal. He suggested a study committee to determine the problems and to find solutions.

Discussion ensued about a vote to table the fee structure and establish a study committee. Commissioner Pratt indicated a vote was not intended for this meeting and that these matters will be discussed at future Commissioners meetings.

III. Adjourn

Commissioner Tombarello moved to adjourn at 6:21 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

June 26, 2013 – 1:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director
Steve Church, Corrections Superintendent
Sgt. Darin Melanson, Deputy Sheriff

Martha Breen, Sheriff Office Manager
High Sheriff Michael Downing
County Attorney James Reams
Steve Woods, Long Term Care Director
Jude Gates, Director of Facilities
Also Present: Jason Schreiber

I. Call to Order

Commissioner Pratt called the meeting to order at 1:05 p.m.

II. Reports:

RFP Openings

• **Paper Products, Long Term Care Services and Corrections**

Commissioner Tombarello opened proposals received from Interboro Packaging, Central Paper Products, Geriatric Medical, Sysco Boston, and Swish USA.

Moved: Commissioner Tombarello to authorize the Corrections Superintendent and Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Network Cabling, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Arcomm and Specialized Cabling Services.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Network Switches, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Black Rock Technology Group, Business Services, Mainstay Technologies, TechDepot, Micro Works Computer Center, and Carousel Industries.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards

• **Email Archiving System, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the email archiving system proposal to Jatheon for an amount not to exceed \$15,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Condensing Unit Replacement, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the condensing unit replacement proposal to Palmer and Sicard for \$34,800 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Disposable Lids, Long Term Care Services**

Moved: Commissioner Tombarello to award the disposable lids proposal to Central Paper Products Company from June 1, 2013 to May 31, 2014 for an amount not to exceed \$8,500 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Long Term Care Line Item Transfer: \$12,000**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$12,000 in long term care services as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**

- ✓ **Commissioner Coyle: Human Services, Long Term Care Services**

Commissioner Coyle indicated that the Human Services state bill for May is not complete and will not be paid until satisfactory support is received.

- ✓ **Commissioner Tombarello: Corrections, Engineering and Maintenance Services, Sheriff**

Commissioner Tombarello noted a recent meeting regarding complex security. Discussion ensued about the proposed plan and the staffing model. It was agreed to submit a draft plan to the Board of Commissioners for consideration. Commissioner Coyle questioned sending security services out for a request for proposal.

Corrections – Stephen A. Church, Superintendent

- **Corrections Line Item Transfer: \$233,000**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$233,000 in corrections. Commissioner Coyle seconded the motion.

Commissioner Coyle asked how this will be corrected to alleviate overtime in the future. Steve Church said he goes through the hire process as prompt as possible and attends job fairs. Discussion ensued.

Motion passed all in favor.

County Attorney – James M. Reams

- **Hiring per RSA 7:33f Approval**

Moved: Commissioner Coyle to approve the hiring of Kenneth Burlage as an Assistant County Attorney pursuant to RSA 7:33f as recommended by the County Attorney. Commissioner Tombarello seconded the motion, voted all in favor.

- **Amendment to Title Change from Assistant Office Manager/Intake Case Manager to Assistant Office Administrator/Intake Case Manager**

Moved: Commissioner Tombarello to amend a vote taken at the March 6, 2013 Board of Commissioners meeting amending the title change vote from Assistant Office Manager/Intake Case Manager to Assistant Office Administrator/Intake Case Manager. Commissioner Coyle seconded the motion, voted all in favor.

- **Conference and Training Exception Request Approval**

County Attorney Reams explained through his affiliation with the National District Attorney Association (NDAA) that nine assistant county attorneys received six hours of training time at no cost to the county as an example of the importance of these district meetings. Discussion ensued regarding the trainings, meeting locations, video conferencing alternatives, and the cost benefit analysis.

Moved: Commissioner Tombarello to approve an exception to the 2013 conference and training directive for the County Attorney to attend an out of state district attorney association board meeting in July 2013. Commissioner Coyle seconded the motion. Motion passed 2-1.

Finance – Theresa M. Young, Director

- **Bid Waiver: Gallagher Benefit Services, \$48,000**

Moved: Commissioner Tombarello to approve a bid waiver to Gallagher Benefit Services for \$48,000 for insurance advising services from July 1, 2013 to June 30, 2014 exercising the renewal option as voted at the June 27, 2012 Board of Commissioners meeting as recommended by the Benefits Team. Commissioner Coyle seconded the motion.

Commissioner Coyle inquired about the timing of the bid waiver for the start of services. Theresa Young said the services were discussed previously and it was agreed to bring this forward as a bid waiver.

Voted 2-1. Motion failed to pass as bid waivers require a unanimous vote.

- **TD Equipment Lease and Resolution Approval**

Moved: Commissioner Tombarello to approve an additional Resolution declaring official intent to contract with TD Equipment Finance Incorporated for additional equipment totaling \$11,495.00, thus amending the lease total to \$165,045 as recommended by the Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a lease agreement with TD equipment Finance Incorporated for a three year lease totaling \$165,045 in equipment, \$168,405.31 lease total, for the purchase of five Sheriff's Office vehicles, one Engineering and Maintenance plow dump truck and five Sheriff's Office copiers, and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Release of Lien on Real Property Approval**

Moved: Commissioner Tombarello to release a lien placed on real property pursuant to RSA 166:20 as money owed to Rockingham County has been paid in full as recommended by the

Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Personnel Exception Request: Recruitment Procedures – Deputy Sheriff Posting**

Moved: Commissioner Tombarello to approve an exception to personnel policy and procedure chapter 9-3 to forego the posting process of deputy sheriff and use an existing list from May as recommended by the High Sheriff. Commissioner Coyle seconded the motion. Motion passed with Commissioner Coyle abstaining from the vote.

- **Position Posting: Chief Electronics/Communications Technician**

Moved: Commissioner Tombarello to approve the posting of Chief Electronics/Communications Technician. Commissioner Coyle seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Highway Safety Agency, Route 101 East Corridor Patrols, \$6,091.80**

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Highway Safety Agency for the Route 101 East Corridor Patrols grant in the amount of \$6,091.80 as recommended by the High Sheriff. Commissioner Coyle seconded the motion. Motion passed 2-1.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a county attorney employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, County Attorney Reams, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss employee use of the time and attendance system were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, County Attorney Reams, Theresa Young, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a step three grievance pursuant to Corrections Officers Collective Bargaining Agreement Article 15.2 were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Bruce Chamberlain, Kevin McKinley, Steve Church, Attorney Elizabeth Bailey, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a step three grievance pursuant to Corrections Officers Collective Bargaining Agreement Article 15.2 were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Bruce Chamberlain, Steve Church, Attorney Elizabeth Bailey, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Attorney Elizabeth Bailey, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections business office operations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Attorney Elizabeth Bailey, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an overpayment for a sheriff's office employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, High Sheriff Downing Sgt. Darin Melanson, Martha Breen Theresa Young, Kathy Nikitas, Attorney Elizabeth Bailey, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss employee use of the time and attendance system and associated documents were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, High Sheriff Downing Sgt. Darin Melanson, Martha Breen Theresa Young, Kathy Nikitas, Attorney Elizabeth Bailey, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

IV. New Business

- **Appointment with Hillsborough County Nursing Home Administrator**

Hillsborough County Nursing Home Administrator Bruce Moorehead gave the Commissioners an overview of the county nursing home operations including staffing models, budgets, and profit/loss.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Surplus Equipment Request**

Moved: Commissioner Tombarello to declare equipment outlined in the IT Manager's memorandum dated June 21, 2013 surplus and to be disposed of accordingly as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **New Hampshire Department of Environmental Services Annual Air Resources Permit Application Approval**

Moved: Commissioner Tombarello to approve the submission of an application to the New Hampshire Department of Environmental Services, Air Resources Division, for the annual air resources permit and authorize the Chair to sign the application as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request, Engineering and Maintenance**

Moved: Commissioner Tombarello to approve an exception to personnel policy and procedure chapter 14-8 for an engineering and maintenance services employee through July 10, 2013 as

recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request, County Attorney**

Moved: Commissioner Tombarello to approve an exception request to personnel and procedure chapter 6-4 for a county attorney employee as recommended by the County Attorney. Commissioner Coyle seconded the motion.

Discussion ensued about the pros and cons of the exception request. Motion failed to pass 1-2.

- **Step III Grievance, Corrections**

Moved: Commissioner Coyle to deny a step III grievance request and to affirm the position of the Corrections Superintendent. Commissioner Tombarello seconded the motion.

Commissioner Coyle noted the actions of the Superintendent were correct. Commissioner Pratt concurred. Discussion ensued. Motion passed 2-1.

- **Step III Grievance, Corrections**

Moved: Commissioner Coyle to deny a step III grievance request and to affirm the position of the Corrections Superintendent. Commissioner Tombarello seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Tombarello to approve continuing administrative leave with pay for a corrections employee from June 29, 2013 to July 12, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve accounts payable warrants T130518, T130504, T130466, T130467, T130543, T130513, T130537, T130538, T130468, T130524, T130540, T130530, T130529, T130534, T130535, T130542, T130574, T130541, T130578, T130582 totaling \$375,476.77, general ledgers GL13322-GL13325 totaling \$1,057.00, accounts payable autopay T130580 totaling \$1,818.00, payroll warrants 0613SD, 0620SD totaling \$10,165.48, accounts payable wire payment T130533 totaling \$16,089.51, for a grand total of \$402,788.76. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Tombarello left the meeting.

- **Appointment with Gallagher Benefit Services RE: Finance and Human Resources Assessment**

Lori Kleiman of Gallagher Benefit Services discussed the assessment schedule and next steps with the Commissioners via conference call. Discussion ensued regarding timing and goals.

- **Commissioner Liasion Update – Finance**

Theresa Young noted an outstanding issue of county portion of benefits paid to employees on covered workers compensation time. Theresa Young reported her preliminary information regarding a succession plan for the workers compensation coordination services.

Theresa Young noted that in previous years the Corrections Superintendent and High Sheriff requested approval for the overtime after 8 hours or 8.25 hours policy but was not done this year and needs consideration. Theresa Young said she would work with the departments for Board consideration.

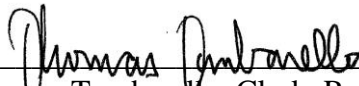
Theresa Young reported on the upcoming bond opening and the prepayment penalty on the proposed lease refunding. She said additional hours of work were incurred by bond counsel regarding the lease refunding and a change order will be presented for consideration at an upcoming meeting.

Theresa Young noted that Primex settled a case on behalf of the county without approval from the Commissioners. She said that she will follow up and report back.

V. Adjourn

Commissioner Coyle moved to adjourn at 5:24 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarelli, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

July 2, 2013 – 4:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Theresa Young, Finance Director
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 4:34 p.m.

II. New Business:

• **Bond Bid and Award for Capital Projects and Lease Refunding**

VOTED: Commissioner Tombarello that the sale of the \$8,695,000 General Obligation Municipal Purpose Loan of 2013 Bonds of the County (the “Bonds”) to Robert W. Baird & Co., Inc. (the “Underwriter”) on the date of this vote at the price of \$9,245,715.40 is hereby confirmed. The Bonds shall be payable on May 15th of the years and in the principal amounts and bear interest at the respective rates as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2014	\$ 525,000	4.00%
2015	985,000	4.00
2016	1,040,000	4.00
2017	1,095,000	4.00
2018	1,160,000	4.00
2019	735,000	3.00
2020	755,000	3.00
2021	780,000	3.00
2022	800,000	3.00
2023	820,000	3.00

Commissioner Coyle seconded the motion.

Discussion ensued regarding the project costs, repayment, escrow account requirements, and refunding of the lease.

Motion passed all in favor.

VOTED: Commissioner Tombarello that the expected useful life of the improvements being financed by the proceeds of the “new money” portion of the Bonds is hereby determined to be in excess of ten (10) years and the expected useful life of the improvements being refinanced by the proceeds of the “lease prepayment” portion of the Bonds is hereby determined to be in excess of five (5) years. Commissioner Coyle seconded the motion, voted all in favor.

VOTED: Commissioner Tombarello that the County will comply with the provisions of the Internal Revenue Code of 1986, as amended (the “Code”) applicable to the Bonds and will not take any action or permit any action that would cause the interest on the Bonds to be included in gross income pursuant to section 103 of the Code or that would cause interest on the Bonds to be an item of tax preference pursuant to section 57 of the Code all to be as set forth in a non-arbitrage certificate to be delivered with the Bonds. Commissioner Coyle seconded the motion, voted all in favor.

VOTED: Commissioner Tombarello that, in order to assist the Underwriter in complying with the Securities Exchange Commission’s Rule 15c2-12 (the “Rule”), the County will agree for the benefit of the owners of the Bonds to provide certain financial information and operating data relating to the Rule and to provide notices of the occurrence of certain enumerated events in a continuing disclosure certificate, such certificate to be delivered with, and to be in substantially the form set forth in the Official Statement for, the Bonds. Commissioner Coyle seconded the motion, voted all in favor.

VOTED: Commissioner Tombarello that, notwithstanding any County investment policy, the County Treasurer is authorized to invest the proceeds of the “lease prepayment” portion of the Bonds in obligations of the United States government which will mature on or about June 14, 2014 and which will be acquired on the date of delivery of the Bonds to the Underwriter pursuant to a solicitation process which will be conducted on behalf of the County by First Southwest Company on or about the date of this vote. Commissioner Coyle seconded the motion, voted all in favor.

VOTED: Commissioner Tombarello that the Commissioners, the Clerk of the County Commissioners, the County and the Finance Director are each authorized and directed, on behalf of the County, to carry out or cause to be carried out all of the obligations of the County under the Bonds and under the non-arbitrage certificate and the continuing disclosure certificate, both to be delivered on behalf of the County with the Bonds, and to cause to be done all acts and to execute and deliver all certificates, agreements, instruments and other documents as may be necessary and proper in connection with the issuance, sale and delivery of the Bonds and in carrying out the purposes of this Resolution. Commissioner Coyle seconded the motion, voted all in favor.

VOTED: Commissioner Tombarello that all actions heretofore taken by the Commissioners, the Clerk of the County Commissioners, the County and the Finance Director relating to the issuance and sale of the Bonds to the Underwriter are hereby ratified, approved and confirmed. Commissioner Coyle seconded the motion, voted all in favor.

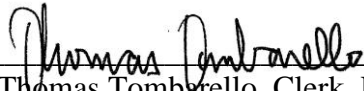
VOTED: Commissioner Tombarello that this Resolution shall take effect immediately. Commissioner Coyle seconded the motion, voted all in favor.

VOTED: Commissioner Tombarello that the Chair is authorized to sign the “Certificate of Chairman of the Board of County Commissioners”. Commissioner Coyle seconded the motion, voted all in favor.

III. Adjourn

Commissioner Coyle moved to adjourn at 4:50 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

July 2, 2013 – 4:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Theresa Young, Finance Director
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 4:50 p.m.

II. New Business:

- Approval of Minutes

Moved: Commissioner Tombarello to approve the minutes of the July 2, 2013 Board of Commissioners meeting regarding bond bid and award for capital projects and lease refunding.

- **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,457,145.73 for the period ending June 30, 2013. Commissioner Coyle seconded the motion, voted all in favor.

- **Dispatch Project Status Update**

The Commissioners discussed recent newspaper articles regarding the status of the dispatch project. Commissioner Pratt explained recent conversations with fire and police chiefs regarding misunderstandings regarding technology improvements. Discussion ensued regarding the concept of a working group to discuss the project and fees.

- **Grant Application Approval: New Hampshire Department of Education, Carl D. Perkins Grant, OSHA 10 Hour Safety Course Program, \$2,065.04**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Department of Education for a Carl D. Perkins Grant for OSHA 10 Hour Safety Course Program in the amount of \$2,065.04 and authorize the Chair to sign the application pending legal review as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Bid Waiver: Gallagher Benefit Services, \$48,000**

Moved: Commissioner Coyle to rescind a vote taken at the June 26, 2013 meeting regarding a bid waiver not approved unanimously regarding insurance advising services to Gallagher Benefit Services. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a bid waiver to Gallagher Benefit Services for \$48,000 for insurance advising services from July 1, 2013 to June 30, 2014 exercising the renewal option as voted at the June 27, 2012 Board of Commissioners meeting as recommended by the Benefits Team. Commissioner Coyle seconded the motion, voted all in favor.

- **Lien Release**

Moved: Commissioner Tombarello to release a lien placed on real property pursuant to RSA 166:20 as money due to Rockingham County has been paid as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes**

Moved: Commissioner Tombarello to approve the minutes of the June 12 and 19, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**

Commissioner Tombarello reported an issue with a recent inmate trustee violating protocol.

Discussion ensued regarding county complex security and the outstanding plan to be submitted to the Board for review and consideration.

- **Line Item Transfer: Engineering and Maintenance, \$50,000**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$50,000 for engineering and maintenance services fuel. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request, Engineering and Maintenance**

Moved: Commissioner Coyle to amend a vote taken at the June 26, 2013 Board of Commissioners meeting for benefits to continue on the unpaid leave period regarding personnel policy and procedure chapter 14-8. Commissioner Tombarello seconded the motion, voted all in favor.

- **Termination, Long Term Care Services**

Moved: Commissioner Tombarello to amend a vote taken at the June 19, 2013 Board of Commissioners meeting to include that the county portion of benefits to continue for July 2013 only for an employee termination effective July 3, 2013. Commissioner Coyle seconded the motion. Motion passed 2-1.

- **Line Item Transfer: General Government, \$25,000**

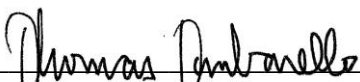
Moved: Commissioner Tombarello to approve a line item transfer totaling \$25,000 for the general government audit line. Commissioner Coyle seconded the motion, voted all in favor.

III. Adjourn

Commissioner Coyle moved to adjourn at 6:40 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: _____


Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

July 10, 2013 – 2:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin Coyle, Vice Chair
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities

Major Darin Melanson, Deputy Sheriff
Register of Deeds Cathy Stacey
Treasurer Edward Buck
Theresa Young, Finance Director

I. Call to Order

Commissioner Pratt called the meeting to order at 2:30 p.m.

II. Reports:

Bond for Capital Projects and Lease Refunding Signatures

The Board of Commissioners and Treasurer signed bond related documents as presented and recommended by bond counsel.

RFP Award: Paper Products, Corrections and Long Term Care Services

Moved: Commissioner Coyle to award the paper products proposal from July 1, 2013 to December 31, 2013 in Long Term Care Services to Central Paper Products Company and Geriatric Medical Supply for an amount not to exceed \$40,000 as recommended by the Long Term Care Services Director and in corrections to Central Paper Products Company for an amount not to exceed \$12,000 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Coyle to approve accounts payable warrants T130244, T130245, T130362, T130469, T130519, T130539, T130547, T130551, T130565, 130584, T130585, T130590, T130602, T130610, T130609, T130607, T130612, T130613 totaling \$310,814.51, general ledgers GL13346, GL13347, GL13349-GL13352, GL13354 totaling \$42,044.49, payroll warrants 0621MC, 0627SD, 0703SD, totaling \$9,030.82, accounts payable wire payments T130583, T130605, T130608, T130611, T130614, T130615, T130617, totaling \$849,695.46, for a grand total of \$1,211,585.28. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes – June 26, 2013 and July 2, 2013**

Moved: Commissioner Coyle to approve the minutes of the June 26, 2013 and July 2, 2013 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James M. Reams

• **Candia Regional District Court Agreement**

The Commissioners discussed expenses, revenues, and personnel in the proposed regional contract. It was agreed to discuss this at the next meeting with the County Attorney.

- **Position Posting: Legal Assistant I and II**

Moved: Commissioner Coyle to approve the posting of legal assistant I. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve the posting of legal assistant II. Commissioner Pratt seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Change Order: Corolla Contracting, \$9,910**

Moved: Commissioner Coyle to approve a change order to Corolla Contracting for an additional \$9,910 to the jail roof replacement rfp award bringing the total project to \$296,210 as recommended by the Director of Facilities, Planning, and Information Technology.

Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **2013 Justice Assistance Grant Public Hearing**

Commissioner Pratt opened the public hearing and Major Melanson read the following:

PROGRAM NARRATIVE

The 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) funds (CFDA #16.738) for Rockingham County are \$31,093. The County of Rockingham did not submit the level of violent crime data to qualify for a direct award from BJA, but is in the disparate category. The JAG legislation requires that Rockingham County remain a partner with local jurisdictions receiving funds. This joint application includes two local jurisdictions: Derry and Portsmouth, New Hampshire. Authorized representatives have agreed to a 5% grant administrative fee.

Rockingham County is the administrator for the 2013 JAG grant. Each entity will be allocated the following:

Programs:

Town of Derry: \$ 19,580

City of Portsmouth: \$ 9,959

Subtotal: \$ 29,539

Administration Fee:

Rockingham County: \$ 1,554

Total: \$ 31,093

As previously stated, Rockingham County, through its Board of Commissioners, has agreed to act as the Fiscal Agent for the purposes of the 2013 JAG process and Major Darin Melanson of Rockingham County Sheriff's Office will complete the on-line grant application and perform all administrative duties throughout the grant period of 10/01/2013 through 09/30/2017. The grant application is due by 8:00 p.m. (Eastern Time) on July 9, 2013.

The Edward Byrne Memorial Justice Assistance Grant (JAG) funds will be utilized to support a broad range of activities to prevent and control crime and enhance officer safety. The two units of local government in the jurisdiction will utilize the funds for local initiatives that include training, and purchasing equipment/supplies within the purpose area of Law Enforcement Programs.

ROCKINGHAM COUNTY, NH- ADMINISTRATIVE FEE ALLOCATION

Rockingham County is the fiscal agent for the 2013 JAG grant. In that capacity, the county will process reimbursement payments to agencies, solicit updates from all agencies and prepare quarterly progress and financial reports, track, inventory, and monitor equipment purchases, and perform annual audits to ensure compliance with grant requirements.

Funding:

Total JAG Allocation: \$31,093

ORGANIZATIONAL CAPABILITIES

Rockingham County will drawdown the funds on a reimbursable basis only. Funds will not be drawn down in advance of expenditures.

Procedures have been established regarding how funds for the sub-grantees will be dispersed. Each agency will receive funds on a reimbursable basis only. The agencies will submit reimbursement requests to Rockingham County which will include copies of invoices paid and proof of payment (front and back check copies) for all expenditures. Rockingham County will then verify that the expenditures are in compliance with the agency program(s) and grant guidelines. After the reimbursement request has been approved, Rockingham County finance office will process the reimbursement payment to the agency.

The Town of Derry and City of Portsmouth will submit to Rockingham County on a quarterly basis, performance measure statistical information to be summarized for the required quarterly progress reports.

Rockingham County will also summarize all costs associated with administering the grant each quarter and will apply those expenditures to the grant account.

Commissioner Pratt stated to the public that a complete grant application is available for public review.

Commissioner Pratt asked the public for comments.

Theresa Young asked about the memorandum of understanding status for legal review. Major Melanson noted that the memorandum of understanding is within the grant application.

Commissioner Coyle asked about funding for other towns. Major Melanson explained the process on the town level for funding requests. Discussion ensued.

Commissioner Pratt closed the public hearing.

- **Grant Application Approval: 2013 Justice Assistance Grant (JAG), \$31,093**

Moved: Commissioner Coyle to approve the submission of a grant application to United States Department of Justice, Office of Justice Programs, for a 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$31,093 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded the motion. Motion failed to pass 1-1.

- **Interlocal Memorandum of Understanding between Rockingham County and the Town of Derry and City of Portsmouth RE: 2013 Justice Assistance Grant**

Moved: Commissioner Coyle to approve an Interlocal Memorandum of Understanding between Rockingham County and the Town of Derry and City of Portsmouth for the 2013 Edward Byrne Memorial Justice Assistance Grant program award as recommended by the High Sheriff. Commissioner Pratt seconded the motion. Motion failed to pass 1-1.

III. Old Business

- **2013 Earned Time Consideration**

Cathy Stacey noted that she was present to participate in the earned time payout options. Commissioner Coyle asked for an update on the matter. Theresa Young noted the earned time payout policies of prior year's explaining the weeks and discretionary language. Theresa Young requested consideration to submit proper language that addresses issues raised from prior years. Discussion ensued regarding earned time balances in relation to the earned time payout.

IV. Commissioners Non-Public Session

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a payroll change notice for a corrections employee were Commissioner Pratt, Commissioner Coyle, Steve Church, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Pratt, Commissioner Coyle, Steve Church, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections business office operations were Commissioner Pratt, Commissioner Coyle, Steve Church, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filing updates were Commissioner Pratt, Commissioner Coyle, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Appointment with Rockingham Nutrition and Meals on Wheels Program**

The Board of Commissioners asked for details to justify the increase in funding for 2013. Debbie Perou presented details of funding from the past, current to future. Discussion ensued about operations, budget reductions, and funding initiatives.

The Board of Commissioners asked Debbie Perou for town funding amounts for last three years, a written plan for next year to towns explaining the approach, plan, and goals, and current staff salaries of all personnel.

- **Personnel non public session**

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss an employee disciplinary matter in engineering and maintenance. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Jude Gates, Paul Allen, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Termination, Engineering and Maintenance Services**

Moved: Commissioner Coyle to accept the recommendation of the Director of Facilities, Planning, and Information Technology as outlined in her letter of June 26, 2013 regarding a maintenance employee, effective July 24, 2013. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Copy Policy Reaffirmation Approval**

Moved: Commissioner Coyle to reaffirm the Resident and Family Copy Charge Policy in long term care as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Downgrade, Title Change, and Job Description Approval**

Moved: Commissioner Coyle to approve the downgrade and title change of one (1) part time Ward Aide in assisted living, Position XPT-02WA, from Grade 2 to Grade 1, title of Dietary Aide I – Assisted Living; further to approve the job description of Dietary Aide – Assisted Living effective July 14, 2013 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Posting Approval: Assisted Living Director and Food Service Supervisor**

Moved: Commissioner Coyle to approve the postings of Assisted Living Director and Food Service Supervisor. Commissioner Pratt seconded the motion, voted all in favor.

At 5:48 p.m., Commissioner Pratt declared a recess to consult with legal counsel.

At 7:00 p.m. Commissioner Pratt reconvened the meeting.

- **Exception Request, Engineering and Maintenance**

Moved: Commissioner Coyle to approve an exception to personnel policy and procedure chapter 14-8 for an engineering and maintenance services employee from July 11, 2013 through July 24, 2013 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Coyle to approve an exception request for administrative leave with pay to continue from July 13, 2013 through July 26, 2013 with employer portion of benefits to continue as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

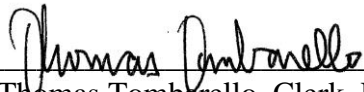
- **Payroll Change Notice, from Human Services to Corrections**

Moved: Commissioner Coyle to approve a payroll change notice for Dawn Barnes transferring from human services to jail human services effective January 2, 2013 with details as outlined. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjourn

Commissioner Coyle moved to adjourn at 7:22 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

July 17, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director
Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent
Major Darin Melanson, Deputy Sheriff

Also Present:

Chief Dubois, Portsmouth Police

I. Call to Order

Commissioner Pratt called the meeting to order at 3:37 p.m.

II. New Business

• **Commissioner Tombarello Request:**

- **Sheriff - Grant Application Approval: 2013 Justice Assistance Grant (JAG), \$31,093**

Discussion ensued regarding the motion that failed to pass at the July 10, 2013 meeting. Discussion ensued regarding Robert's Rule of Order regarding reconsideration, rescind, and renewal of motions.

Discussion ensued regarding past grant award projects. Commissioner Coyle expressed concern with the project in the Town of Derry noting the technological enhancements were already completed less than two years ago. Discussion ensued regarding technology updates. Commissioner Coyle said if the two entities could be separated into two different grants that he would support the City of Portsmouth.

Portsmouth Police Chief Dubois submitted a letter of support regarding the 2013 Justice Assistance Grant. Discussion ensued regarding the scope of the Portsmouth Police Department project.

Moved: Commissioner Coyle to reconsider the vote taken at the July 10, 2013 Board of Commissioners meeting regarding 2013 Justice Assistance Grant (JAG) application approval in the amount of \$31,093. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve the submission of a grant application to United States Department of Justice, Office of Justice Programs, for a 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$31,093 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded the motion. Motion passed 2-1.

- **Sheriff - Interlocal Memorandum of Understanding between Rockingham County and the Town of Derry and City of Portsmouth RE: 2013 Justice Assistance Grant**

Moved: Commissioner Coyle to reconsider the vote taken at the July 10, 2013 Board of Commissioners meeting regarding Interlocal Memorandum of Understanding between Rockingham County and the Town of Derry and City of Portsmouth RE: 2013 Justice Assistance Grant. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve an Interlocal Memorandum of Understanding between Rockingham County and the Town of Derry and City of Portsmouth for the 2013 Edward Byrne Memorial Justice Assistance Grant program award as recommended by the High Sheriff. Commissioner Coyle seconded the motion. Motion passed 2-1.

- **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,462,862.31 for the period ending July 14, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Accounts Payable Warrant Approval**

Moved: Commissioner Coyle to approve the human services bill accounts payable warrant totaling \$1,347,082.31. Commissioner Tombarello seconded the motion, voted all in favor.

- **Payroll Change Notice, Human Resources**

Moved: Commissioner Coyle to approve a payroll change notice to continue the Interim Human Resources Director from July 28, 2013 to August 25, 2013. Commissioner Tombarello seconded the motion.

Commissioner Tombarello inquired about the timeline of renewal. Commissioner Coyle said this process would continue in monthly intervals as needed.

Motion passed 2-1.

- **Position Posting Approval: Shift Technician, Engineering and Maintenance**

Moved: Commissioner Coyle to approve the posting of shift technician in engineering and maintenance services. Commissioner Tombarello seconded the motion, voted all in favor.

- **Outstanding Annual Evaluations**

Theresa Young asked the Commissioners for clarification that all prior and current year evaluations must be complete before paying the \$500 one-time payment. Theresa Young suggested missed year evaluations be combined into one evaluation form. Discussion ensued regarding personnel practices and proper practices. The Commissioners agreed to combine prior year evaluation forms with the current evaluation.

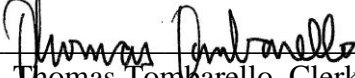
- **Gallagher Benefit Services: Insurance Consultant Update**

John Scholl, Maria DeMayo, and Kayly Hill of Gallagher Benefit Services presented the Commissioners with a presentation addressing the five year strategic plan, 2014 renewal, open enrollment, voluntary benefits, compliance updates, assessment, and a benefits portal. Discussion ensued. It was agreed to meet again August 28, 2013 for another status update.

III. Adjourn

Commissioner Tombarello moved to adjourn at 5:30 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

July 24, 2013 – 2:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director

Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities
County Attorney James Reams
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 2:32 p.m.

II. Reports:

RFP Openings – Engineering and Maintenance Services

• Security Camera Upgrade

Commissioner Tombarello opened a proposal received from Honeywell Building Solutions.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• Design/Build HVAC Equipment

Commissioner Tombarello opened proposals received from Thermodynamics and Palmer and Sicard.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards – Engineering and Maintenance Services

• Wireless Upgrade

Discussion ensued about the vendor proposals and the varying total cost. Jude Gates said the vendor recommended is the lowest price for the equipment before including the management software cost. Jude Gates noted the lowest total priced vendor did not meet the specifications due to the software not being quoted.

Moved: Commissioner Tombarello to award the wireless upgrade proposal to Carousel Industries for an amount not to exceed \$70,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion.

Motion passed all in favor with Commissioner Coyle abstained from the vote due to not being the lowest priced vendor overall.

- **Mold Abatement and Restoration**

Moved: Commissioner Tombarello to award the mold abatement and restoration proposal to Synergy One Solutions for \$9,189 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Network Switches**

Moved: Commissioner Tombarello to award the network switches proposal to Microworks for an amount not to exceed \$34,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion.

Jude Gates noted some vendors that submitted quotes did not meet the specifications of the proposal.

Motion passed all in favor.

- **Network Cabling**

Moved: Commissioner Tombarello to award the network cabling proposal to Arcomm Communications for an amount not to exceed \$100,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130363, T130520, T130553, T130554, T130555, T130557, T130572, T130591, T130592, T130603, T130634, T130620, T130622, T130623, T130625, T130627-T130632, T130648, T130649, T130672, T130673, T130626 totaling \$477,305.75, general ledgers GL13388, GL13391, GL13392, totaling \$13,896.02, payroll warrants 0711SD, 0718SD, totaling \$7,731.47, accounts payable wire payment T130650 totaling \$10,802.51, for a grand total of \$509,735.75. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes –July 10, 2013**

Moved: Commissioner Coyle to approve the minutes of the July 10, 2013 Board of Commissioners meeting. Commissioner Pratt seconded the motion. Motion passed all in favor with Commissioner Tombarello abstaining from the vote.

- **New Hampshire Association of Counties Legislative Updates**

- ✓ **2013 County Government Awards Committee Nomination Approval**

Moved: Commissioner Tombarello to nominate Register of Deeds Cathy Stacey to the 2013 County Government Awards Committee. Commissioner Coyle seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**

- ✓ **Commissioner Pratt: County Attorney, Delegation, Finance/Treasurer, Human Resources, Register of Deeds**

Commissioner Pratt noted the upcoming Dispatch Study Commission meeting called by the Delegation Chair and the highlights of the last executive committee meeting.

✓ **Commissioner Coyle: Human Services, Long Term Care Services**

Commissioner Coyle noted under new business the Long Term Care Services Director is requesting lien settlement.

✓ **Commissioner Tombarello: Corrections, Engineering and Maintenance Services, Sheriff**

Commissioner Tombarello provided an update to complex security planning. He referred to a recent meeting with Primex, Jude Gates, and Steve Woods to address building security and that another meeting is scheduled next week.

Corrections – Stephen A. Church, Superintendent

Steve Church noted mental health issues affecting corrections and County Attorney Reams also provided additional information regarding mental health issues.

• **Inmate Administrative Transfers Approval**

Moved: Commissioner Tombarello to approve the inmate administrative transfers report dated July 9, 2013 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion.

Discussion ensued about the transfer necessity.

Motion passed all in favor.

• **Position Posting Approval: Assistant Superintendent**

Moved: Commissioner Tombarello to approve the posting of Assistant Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

• **Personnel Exception Request: Approved payroll practices, separate checks**

Moved: Commissioner Tombarello to approve an exception to approved payroll practices for separate checks for a retiring corrections employee as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney – James M. Reams

• **Candia Regional District Court Agreement**

County Attorney Reams noted that before the district court agreement is approved the attorney position must be approved by both the Commissioners and the Delegation. Commissioner Coyle noted the proposal presented will be losing the county money and did not see the benefit. Discussion ensued about revenues, expenses, and the case load for the attorney. Commissioner Coyle recommended increasing the cost to the towns to break even. Theresa Young noted Kathy Nikitas is working on the expense calculations.

Commissioner Pratt asked the County Attorney to follow up on removing self-edit right functions for county attorney staff. County Attorney Reams expressed concern with the request. Discussion ensued.

Moved: Commissioner Tombarello to direct the county attorney to eliminate all assistant county attorney's self-edit functions in Workforce. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney Reams asked for consideration to post an Assistant County Attorney II position due to a recent resignation. Discussion ensued regarding pay scales, benefits, and promotions.

Moved: Commissioner Tombarello to approve the posting of an Assistant County Attorney II position subject to the resignation of the incumbent. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Gallagher Benefit Services Client Coverage Acknowledgment and Compensation Disclosure Statement Approval**

Moved: Commissioner Tombarello to approve the Client Coverage Acknowledgement and Compensation Disclosure Statement for 2013 from Gallagher Benefit Services and authorize the Chair to sign the agreement as recommended by the Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Write Off for June 30, 2013 Approval**

Moved: Commissioner Tombarello to approve 2013 long term care write offs in the amount of \$68,359.64 as recommended by the Long Term Care Services Director and Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Workers Compensation Coordination Services**

Theresa Young reported a solution is in place for workers compensation coordinator services noting the hours, location, wage, and reporting clarification. Commissioner Coyle asked about a backup plan. Theresa Young noted a succession plan is under review with the third party administrator and that the current coordinator will continue services in the interim.

Long Term Care Services – Steven E. Woods, Director

- **Donation Approval**

Moved: Commissioner Tombarello to approve the donation of one generator valued at \$500 from Brentwood Power Equipment Center for an EFFORTS Raffle as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Lien on Real Property Approval**

Moved: Commissioner Tombarello to place a lien on real property pursuant to RSA 166:20 for money owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Nursing Supervisor**

Commissioner Pratt asked about the status of the weekender program. Steve Woods noted that due to weekend coverage the program continues. Discussion ensued regarding the compensation of the weekender plan and the five year plan to eliminate the program. Commissioner Pratt asked this posting be deferred one week for further discussion and analysis.

The Commissioners asked for an action plan regarding adult day care program deliverables.

Sheriff – Michael W. Downing, High Sheriff

- **Personnel Exception Request: Approved payroll practices, separate checks**

Moved: Commissioner Tombarello to approve an exception to approval payroll practices for separate checks for a retiring sheriffs employee as recommended by the High Sheriff.

Commissioner Coyle seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e,g). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filing updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss regrade requests in the county attorney's office were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, County Attorney Reams, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss corrections business office operations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filing updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Nancy Lang, Theresa Young, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal filing updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss alternative staffing models were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

Commissioner Tombarello left the meeting.

- **Non public session re: security**

Those present for NHRSA 91A:3II (g) to discuss security of inmates at the facility were Commissioner Pratt, Commissioner Coyle, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Regrade Request, County Attorney**

Moved: Commissioner Coyle to approve a regrade request for an Assistant County Attorney II position dated July 2, 2013 contingent on sufficient revenue to cover costs as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Coyle to approve an exception request to personnel policy and procedure chapter 14-8 for a corrections employee from July 27, 2013 to August 9, 2013 with the employer portion of benefits to continue. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Posting: Office Supervisor, Corrections**

Moved: Commissioner Coyle to approve the posting of Office Supervisor in Corrections. Commissioner Pratt seconded the motion, voted all in favor.

- **Settlement Offer, Workers Compensation**

Moved: Commissioner Coyle to approve a settlement offer as outlined and recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Coyle moved to adjourn at 6:00 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: Thomas Tombarello
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

July 31, 2013 – 11:00 a.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director
Steve Woods, Long Term Care Director
Leslie Fabian, Director of Nursing

I. Call to Order

Commissioner Pratt called the meeting to order at 11:04 a.m. Commissioner Coyle was present via telephone.

II. New Business

• **Gallagher Benefit Services Update RE: Assessment**

Rebecca Starr of Gallagher Benefit Services provided the Commissioners with a status update of the Human Resources and Finance assessment via telephone. Discussion ensued about the deliverables and timeline.

The Commissioners discussed the status update received, qualifications of the team members, a potential performance guarantee, and the project timeline.

Scott Hamilton, Division Manager, via a subsequent conference call, provided an update and discussion ensued regarding the scope of services and the transition of staff. It was agreed that communications need to improve and the contract should be modified to meet the needs of Rockingham County. Scott Hamilton proposed a performance guarantee explaining the county would pay the bill once the assessment is satisfactorily completed. It was agreed the Commissioners would draft a letter of requested information and a revised contract to Scott Hamilton.

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,408,316.58 for the period ending July 28, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Position Posting Follow Up: Nursing Supervisor –Weekender**

Steve Woods followed up on the necessity of the weekender supervisor position explaining the staffing structure for the weekend. Leslie Fabian highlighted the staffing changes made over the past years and the current needs of the facility. The Commissioners asked for a revised weekender policy addressing benefits to streamline modifications made earlier this year.

• **2013 Nursing Per Diem Rate Plan**

Moved: Commissioner Tombarello to amend the 2013 nursing per diem rates plan increasing the hours not to exceed 34 hours per week through September 30, 2013 as recommended by the

Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Downgrade and Posting Approval: Recreational Aide I**

Moved: Commissioner Tombarello to permanently downgrade Recreation Aide II position (UFT-03A2) to Recreation Aide I effective August 11, 2013 and to post the position. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Payroll Administrator**

Moved: Commissioner Tombarello to approve the posting of Payroll Administrator in the Finance Office. Commissioner Coyle seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss activities department operations and a personnel severance agreement were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss finance office operations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Severance Agreement, Long Term Care Services**

Moved: Commissioner Tombarello to permanently eliminate position UFT-01ARTD effective August 1, 2013 and further to approve a severance agreement dated July 31, 2013 for an employee in the activities department as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt declared a recess at 1:12 p.m. Commissioner Pratt reconvened the meeting at 1:47 p.m.

- **Personnel Non Public Session, Corrections**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). to discuss an employee disciplinary matter in corrections. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Keith Nelson, Bill Cahill, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Personnel Non Public Session, Corrections**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). to discuss an employee disciplinary matter in corrections. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Chris Maxwell.

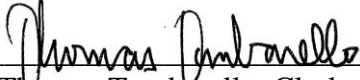
There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

Commissioner Pratt declared a recess to consult to legal counsel at 2:49 p.m. Commissioner Pratt reconvened the meeting at 3:30 p.m.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 3:30 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

August 7, 2013 – 12:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Director
Steve Church, Corrections Superintendent

Steve Woods, Long Term Care Director
Diane Gill, Human Services Director
Jude Gates, Director of Facilities
Major Darin Melanson, Deputy Sheriff
Register of Deeds Cathy Stacey

I. Call to Order

Commissioner Pratt called the meeting to order at 12:35 p.m. Commissioner Coyle attended the meeting via telephone.

II. Reports:

RFP Openings – Engineering and Maintenance Services

• **Fire Sprinkler Testing**

Commissioner Tombarello opened proposals received from Superior Fire Protection, Tri State Fire Protection, and Sprinkler Systems Inc.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Tub/Shower Upgrade**

Commissioner Tombarello opened a proposal received from Cadieux Flooring Inc.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards – Engineering and Maintenance Services

• **Security Camera Upgrade**

Moved: Commissioner Tombarello to award the security camera upgrade proposal to Honeywell Building Solutions for \$569,028 and authorize the Chair to sign the agreement pending legal review as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130640, T130677, T130652, T130653, T130562, T130560, T130364, T130593, T130594, T130604, T130692, T130475, T130685, T130686, T130687, T130689, T130693, T130697, T130698, T130699, T130700, T130703, T130704, T130705, T130707, T130708, T130694, T130691 totaling \$935,662.99, general ledger entries GL13405, GL13398 totaling \$4,574.67, payroll warrants 0725SD, 0801SD totaling \$26,136.72, accounts payable wire payments T130696,

T130680, T130676, T130683, T130702, T130706 totaling \$1,161,309.27, for a grand total of \$1,524,324.98. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes – July 17, 24, 31, 2013**

Moved: Commissioner Tombarello to approve the minutes of the July 17, 24, and 31, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

- **New Hampshire Association of Counties Legislative Updates**

Diane Gill reported that at the last New Hampshire Association of Counties Executive Committee meeting appointments were made to various committees. Discussion ensued about the upcoming salary survey conducted by the association. Theresa Young reported that the association is seeking photos for the upcoming annual conference and tradeshow hosted by Grafton County. Steve Woods noted progress is being made with the New Hampshire hospitals for managed care applications but no meaningful communications have been received by Rockingham County from any of the three managed care companies.

- **Commissioner Liaison Updates**

- ✓ **Commissioner Pratt: County Attorney, Delegation, Finance/Treasurer, Human Resources, Register of Deeds**

Commissioner Pratt noted the County Attorney is working on the Assistant County Attorney salary structure and promotion policy and anticipates a written draft by next week.

Commissioner Pratt noted the Dispatch Study Commission is in the very beginning stages.

- **Corrections – Stephen A. Church, Superintendent**

Steve Church noted the new jail management program is underway noting the new enhancements for efficiencies.

Commissioner Pratt asked about the Office Supervisor posting. Discussion ensued regarding the posting status and the outstanding items.

- **Finance – Theresa M. Young, Director**

Theresa Young noted the tax anticipation note award is proposed for September 10th.

Theresa Young updated the Commissioners on risk management and its successful implementation with Primex will reduce rates for 2014 with our initiatives.

Commissioner Tombarello noted that county complex security continues with planning and brainstorming. Discussion ensued regarding current initiatives. Commissioner Pratt inquired about the card reader expansion. Jude Gates explained that our card reader program could be expanded without outside proprietary issues. Commissioner Pratt asked for the Board of Commissioners to meet to discuss jurisdiction as it relates to arresting powers. Major Melanson reported that the pool of special deputies is minimal and the pool is being used to offset overtime in the department. Discussion ensued regarding outfitting special deputies from training, certification, to equipment needs.

Human Services – Diane D. Gill, Director

- **State Bill Update**

Diane Gill presented the Commissioners with a narrative regarding issues with the new bill format, accuracy of billing, liability issues, and the action plan. Steve Woods noted the nursing home affiliate is meeting with the state next week regarding billing issues. Discussion ensued regarding the billing frequency for billing accuracies.

Long Term Care Services – Steven E. Woods, Director

- **Amendment to Weekender Policy Approval**

Moved: Commissioner Tombarello to amend the Weekender Policy effective August 7, 2013 for all new hires and September 22, 2013 for all current employees as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Title Changes and Job Description Approval**

Moved: Commissioner Tombarello to change the titles of all Recreation Aide I and Recreation Aide II's to Activity Aide I and Activity Aide II and approve the revised job description effective August 11, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Weekender**

Moved: Commissioner Tombarello to approve the posting of Nursing Supervisor Weekender. Commissioner Coyle seconded the motion, voted all in favor.

- **Lien Release Approval**

Moved: Commissioner Tombarello to release a lien placed on real property as money owed to Rockingham County has been paid as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Personnel Exception Request: New employee open enrollment deadline**

Moved: Commissioner Tombarello to approve an exception request to the open enrollment deadline for a newly hired sheriff's office employee as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Discussion ensued regarding scheduling and paperwork.

Motion passed all in favor with Commissioner Coyle abstaining from the vote.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel severance agreement relative to position elimination of position HFT-01HSD for a human services employee were

Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Separation Agreement and General Release, Long Term Care Services**

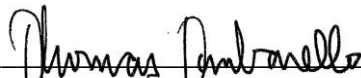
Moved: Commissioner Tombarello to eliminate position HFT-01HSD effective August 13, 2013 and further to approve a separation agreement and general release for an employee in the human services department. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt updated the Commissioners on her dispatch working group meetings with the local chiefs.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 2:40 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

August 14, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Kathy Nikitas, Senior Financial Analyst
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:36 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,569,557.40 for the period ending August 11, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

• **Adult Medical Day Care Program Update**

Steve Woods reported the census goal for August 1st was not met and is projecting a \$50,000 loss by year end. Discussion ensued about the loss this year versus last year. Discussion ensued regarding the status of the program and ways to minimize the loss.

• **Personnel Non Public Session, Corrections**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). to discuss staffing in the adult medical day care program. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Kathy Nikitas, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

Commissioner Pratt declared a recess to consult with legal counsel.
Commissioner Pratt reconvened the meeting.

Commissioner Tombarello left the meeting at 5:18 p.m.

• **Dispatch Study Commission**

Commissioner Pratt updated Commissioner Coyle on the latest meeting of the dispatch study commission and her working group meetings with the local chiefs.

• **June State Bill Payment**

Kathy Nikitas followed up from the last meeting regarding the pending payment for the June state bill. Discussion ensued regarding possible bill inaccuracies versus the minimal amount to reach the cap and the fact that payment is now past due.

- **Payroll Change Notices, Human Services**

Moved: Commissioner Coyle to approve payroll change notices for the former Human Services Director for waiver of annual evaluations for 2011, 2012, and 2013. Commissioner Pratt seconded the motion, voted all in favor.

- **Alternative Programs, Corrections**

Discussion ensued about jail overcrowding, the proposed pre-trial electronic monitoring program, and staffing requests.

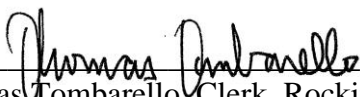
- **Dispatch Grant Funding, Sheriff**

Discussion ensued regarding the status of the grant for the dispatch project.

III. Adjourn

Commissioner Coyle moved to adjourn at 6:40 p.m. Commissioner Pratt seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

August 21, 2013 – 1:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Steve Church, Corrections Superintendent
Lt. Kevin Walsh, Deputy Sheriff

Register of Deeds Cathy Stacey
Major Darin Melanson, Deputy Sheriff
Kathy Nikitas, Senior Financial Analyst
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 1:04 p.m.

II. Reports:

RFP Awards – Engineering and Maintenance Services

• **Fire Sprinkler Testing**

Moved: Commissioner Coyle to award the fire sprinkler system testing proposal to Sprinkler Systems Inspection Corporation for \$6,130 and rates for any additional work as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated August 14, 2013. Commissioner Pratt seconded the motion, voted all in favor.

• **Tub/Shower Upgrade**

Moved: Commissioner Coyle to award the tub/shower upgrade to Cadieux Flooring in the amount of \$26,544 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

RFP Openings

• **KIP 7100 Series System, Register of Deeds**

Commissioner Coyle opened proposals received from Fidlar Technologies, Cameron Office Products, Konica Minolta Business Solutions, Conway Office Solutions, and Donnegan Systems Inc.

Moved: Commissioner Coyle to authorize the Register of Deeds to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

• **Replacement Nurses Station, Engineering and Maintenance Services**

Commissioner Coyle opened a proposal received from Advanced Custom Cabinets.

Moved: Commissioner Coyle to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Coyle to approve and sign accounts payable warrants T130595, T130596, T130655, T130660, T130661, T130662, T130663, T130678, T130721, T130733, T130734, T130719, T130732, T130731, T130758, T130759, T130713, T130720 totaling \$641,547.85, payroll warrants 0808SD, 0815SD, 0816MS totaling \$55,903.54, accounts payable wire payment T130736 totaling \$7,395.09 for a grand total of \$704,846.48. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes – August 7 and 14, 2013**

Moved: Commissioner Coyle to approve the minutes of the August 7 and 14, 2013 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Stephen A. Church, Superintendent

Steve Church provided an update on applications received for the Office Supervisor position. Commissioner Coyle asked that the process move along to the interview phase. Kathy Nikitas noted that the Finance Director requested the position be advertised elsewhere besides the website.

- **Administrative Transfer Approval**

Moved: Commissioner Coyle to approve an administrative transfer pursuant to RSA 30B:21 dated August 8, 2013 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Surplus Equipment Approval**

Moved: Commissioner Coyle to declare equipment outlined in the Superintendent's memorandum dated August 5, 2013 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Memorandum of Understanding Approval: Delta Dental, Plan Materials Electronically (Go Green)**

Moved: Commissioner Coyle to approve a Memorandum of Understanding with Northeast Delta Dental for electronic plan materials and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Lien Approval**

Moved: Commissioner Coyle to place three liens on real property pursuant to RSA 166:20 for money owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Steve Woods asked the Board's consideration regarding serving beer and wine for an open house. The Commissioners agreed to serve beer and wine as long as it is donated.

Commissioner Pratt asked that regulations relative to serving alcohol be reviewed to ensure the county complies with any legal requirements.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Award Approval: New Hampshire Department of Safety, Emergency Management Performance Grant, Computer Equipment, \$4,692**

Moved: Commissioner Coyle to approve a grant award from the New Hampshire Department of Safety, Emergency Management Performance Grant, for dispatch and mobile command unit computer equipment in the amount of \$4,692. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Department of Safety, Emergency Management Performance Grant, Dispatch Furnishings, \$41,115**

Moved: Commissioner Coyle to approve a grant award from the New Hampshire Department of Safety, Emergency Management Performance Grant, for dispatch equipment and console furniture in the amount of \$41,115 contingent upon grant award approval of an Assistance to Firefighters Grant from FEMA to Rockingham County and successful resolution of equipment upgrade charges to municipalities. Further, no expenses or grant drawdowns will occur without all contingencies in place. Commissioner Pratt seconded the motion.

Commissioner Pratt asked about the matching funds outlined in the Sheriff's memorandum. Lt. Walsh said the matching funds would be paid from the bond. Commissioner Pratt asked about the ergonomics listed in the project noting concerns from the towns in the dispatch user group meetings.

Motion passed all in favor.

- **Surplus Equipment Approval**

Moved: Commissioner Coyle to declare equipment outlined in the High Sheriff's memorandum dated August 15, 2013 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a corrections employee were Commissioner Pratt, Commissioner Coyle, Steve Church, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence were Commissioner Pratt, Commissioner Coyle, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss adult day care employees were Commissioner Pratt, Commissioner Coyle, Steve Woods, Kathy Nikitas, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Adult Medical Day Care Proposal, Long Term Care Services**

Moved: Commissioner Coyle to table the recommendation of the Long Term Care Services Director regarding the Adult Day Care Program for thirty days pending review of additional potential admissions and to report back at the September 18, 2013 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Coyle to approve an exception request to Personnel Policy and Procedure Chapter 14-8 for a corrections employee from August 10, 2013 to August 31, 2013. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Pratt declared a recess at 2:03 p.m. for a non meeting with legal counsel.

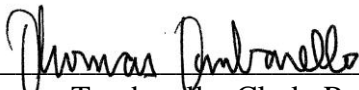
Commissioner Pratt reconvened the meeting at 3:45 p.m.

Commissioner Pratt presented scenarios and the concept for a one time contribution for the dispatch project from the municipalities at the dispatch user group meetings. Commissioner Coyle was opposed of the one-time fee concept. The Commissioners discussed a concept for consideration to have the municipalities paying half of the project balance after all grant funding. The use of the contingent grant line for writing the dispatch project grant was discussed.

IV. Adjourn

Commissioner Pratt moved to adjourn at 4:46 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

August 28, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Treasurer Edward Buck

Theresa Young, Finance Director
High Sheriff Michael Downing
Major Darin Melanson, Deputy Sheriff
Lt. Kevin Walsh, Deputy Sheriff
Steve Church, Corrections Superintendent

I. Call to Order

Commissioner Pratt called the meeting to order at 3:34 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,215,071.52 for the period ending of August 25, 2013. Commissioner Pratt seconded the motion, voted all in favor.

• **Accept Bids: \$6.5 million Tax Anticipation Note**

Moved: Commissioner Coyle that we, the Board of Commissioners of Rockingham County, New Hampshire, hereby award the \$6,500,000 General Obligation Tax Anticipation Notes (“TAN”) dated September 13, 2013 (the “Notes”) to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated August 21, 2013, relating to the Notes. Specifically we award the TAN to TD Securities at a coupon rate of 1.00% and a net interest rate of 0.2577% after premium. Commissioner Pratt seconded the motion, voted all in favor.

• **Leave Without Pay Approval, Long Term Care Services**

Moved: Commissioner Coyle to approve a leave without pay request for a nursing home employee through October 19, 2013 with 100% of benefits to be paid by the employee for the months of September and October 2013. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Tombarello arrived at 3:40 p.m.

• **Dispatch User Group Follow Up Discussion**

Commissioner Pratt highlighted the previous meetings of the dispatch user fee group and presented a spreadsheet of fees proposed by the municipalities. Commissioner Pratt noted the Sheriff’s Office may be seeking the use of the contingent grant fund for a grant writer for the project. Commissioner Pratt noted the discussions of the last Delegation Dispatch Study Commission meeting. Commissioner Pratt asked for resolution on the fees proposal as the user group is ready to begin the process of soliciting the fire and police departments.

Moved: Commissioner Coyle to accept the 2014 dispatch infrastructure upgrade plan as presented by the dispatch fees user group contingent on 2014 budget funding, grant funding, and the plan including 50% of the non-grant funded project costs to be paid by the county and 50%

by the dispatch user towns not to exceed \$75,000 each (collectively). Commissioner Tombarello seconded the motion, voted all in favor.

Commissioner Pratt declared a recess for a non meeting with legal counsel at 3:58 p.m. Commissioner Pratt reconvened the meeting at 4:48 p.m.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an employee disciplinary matter in corrections were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss finance and human resources employees were Commissioner Pratt, Commissioner Coyle, and Commissioner Tombarello.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Payroll Change Notice Approval, Human Resources**

Moved: Commissioner Tombarello to approve a payroll change notice for the Interim Human Resources Director through October 20, 2013. Commissioner Coyle seconded the motion, voted all in favor.

- **Personnel Non Public Session Minutes**

Moved: Commissioner Tombarello to seal the non-public session minutes of August 28, 2013 to protect the integrity of the employee. Commissioner Coyle seconded the motion, voted all in favor.

- **Termination, Corrections**

Moved: Commissioner Tombarello to accept the recommendation of the Corrections Superintendent as outlined in his letter of May 30, 2013 regarding a corrections employee, effective August 31, 2013. Commissioner Coyle seconded the motion, voted all in favor.

- **Office Supervisor Position, Corrections**

Steve Church noted the numbers of applications received for the office supervisor position. Steve Church said he is prepared to fill the position based on applications received. Commissioner Pratt asked about the collaborative effort with the finance office on the screening, interviewing, supervisory, and hiring process for the office supervisor position. Commissioner Coyle directed Steve Church and Theresa Young to come back to the Board of Commissioners with a cooperative plan for supervision of that position.

- **Personnel Non Public Session, Corrections**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). to discuss office supervisor applicants and corrections personnel. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt,

Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Exception Request, Corrections**

Moved: Commissioner Coyle to waive the hiring process pursuant to Personnel Policy and Procedure Chapter 9-7B for the office supervisor position in corrections. Commissioner Tombarello seconded the motion. Motion passed 2-1.

- **Personnel Non Public Session**

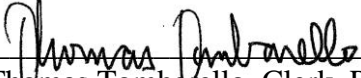
Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). to discuss human resources and finance personnel. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

IV. Adjourn

Commissioner Coyle moved to adjourn at 5:48 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

September 3, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Theresa Young, Finance Director
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities
Lt. Kevin Walsh, Deputy Sheriff

I. Call to Order

Commissioner Pratt called the meeting to order at 3:30 p.m.

II. Reports:

RFP Openings – Engineering and Maintenance Services

• **Elevator Maintenance and Inspections**

Commissioner Tombarello opened proposals received from Embree Elevator, NH Elevator, Otis Elevator, and Stanley Elevator.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Grease Trap and Lift Station Service**

No proposals received.

RFP Awards

• **KIP 7100 Series System, Register of Deeds**

Moved: Commissioner Tombarello to award the KIP 7100 Series System to Cameron Office Supply in the amount of \$13,295 Service Contract Option 2 as recommended by the Register of Deeds. Commissioner Coyle seconded the motion, voted all in favor.

• **Replacement Nurses Station, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the replacement nurses station to Advanced Custom Cabinets for \$14,362 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

• **Design/Build HVAC Systems, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the design and build HVAC system in the jail to Thermo Dynamics Incorporated for an amount not to exceed \$1,400,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130365, T130366, T130597, T130598, T130667, T130668, T130669, T130671, T130679, T130735,

T130762, T130763, T130782, T130765, T130766, T130786, T130792, T130780, T130781 totaling \$347,057.26, general ledgers GL13428, GL13429, GL13430, GL13431, totaling \$28,939.96, payroll warrants 0822SD, 0829SD totaling \$10,519.28, accounts payable wire payments T130778, T130779, T130793, T130795 totaling \$1,968,472.84, for a grand total of \$2,354,989.34. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes – August 21 and 28, 2013**

Moved: Commissioner Coyle to approve the minutes of the August 21 and 28, 2013 Board of Commissioners meetings. Commissioner Pratt seconded the motion. Commissioner Tombarello abstained due to absence at the August 21, 2013 meeting. Motion passed all in favor.

- **New Hampshire Association of Counties Legislative Updates**

Discussion ensued about sentencing recommendations by the County Attorney. Commissioner Coyle suggested a meeting with the County Attorney, Commissioners, and Corrections Superintendent on the budget implications to the county. Steve Church provided information on the impending sentence providing examples on the timing and costs.

Sheriff – Michael W. Downing, High Sheriff

- **Contingent Grant Approval**

Moved: Commissioner Tombarello to approve the use of the contingent grant line to use the services of Granting Opportunities LLC to research and write the FEMA Assistance to Firefighters Grant Program for the dispatch upgrade not to exceed \$3,000 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Rockingham County Motor Vehicle Policy Approval**

Commissioner Tombarello expressed concern with disciplinary actions against a deputy sheriff for not wearing a seatbelt in specific safety instances. Discussion ensued and it was agreed to have Commissioner Tombarello speak with Primex about the concern.

- **Rockingham County Slips, Trips, and Falls Prevention Policy Approval**

Moved: Commissioner Tombarello to approve the Rockingham County Slips, Trips, and Falls Prevention Policy effective immediately as recommended by the Finance Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Munis Action Plan Approval**

Theresa Young noted the action plan is in draft and that the review is still underway.

Theresa Young provided an update on the July state bill and recommended releasing the payment pending further discussions and a further collaboration with other New Hampshire counties.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss position elimination of TFT-01PTA and separation agreement for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss the office supervisor candidates and business office operations in corrections were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss the hiring of an assistant county attorney in the county attorney's office were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, County Attorney Reams, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request to personnel policies for a finance department employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

Commissioner Pratt declared a recess to consult with legal counsel at 4:50 p.m.

Commissioner Pratt reconvened the meeting at 6:21 p.m.

- **Hiring ACA Approval, County Attorney**

Moved: Commissioner Tombarello to approve the hiring of Assistant County Attorney Moed as recommended by the County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

- **Separation Agreement and General Release, Long Term Care Services**

Moved: Commissioner Tombarello to eliminate position TFT-01PTA effective September 6, 2013 and further to approve a separation agreement and general release for an employee in the physical therapy department of long term care. Commissioner Coyle seconded the motion, voted all in favor.

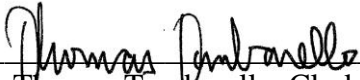
- **Exception Request, Finance**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 8-4 for a finance office employee. Commissioner Coyle seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Coyle moved to adjourn at 6:26 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

September 11, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Theresa Young, Finance Director
Steve Church, Corrections Superintendent

I. Call to Order

Commissioner Pratt called the meeting to order at 4:55 p.m. Commissioner Tombarello attended the meeting via telephone.

II. New Business

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,447,433.23 for the period ending September 8, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

• **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, and Chris Maxwell.

• **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss finance and human resources personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

• **Exception Request, Human Resources**

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 9-3 to hire for the position of Assistant Director of Human Resources at Grade 37, Step 2 effective September 23, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

• **Exception Request, Human Resources**

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 6-4 to Step 8 of Grade 35 during the assessment study process for the Senior HR Generalist effective September 23, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Position Posting, Finance**

Moved: Commissioner Coyle to approve the posting of Associate Accounting Analyst in the Finance Department. Commissioner Tombarello seconded the motion, voted all in favor.

- **Exception Request, Finance**

Moved: Commissioner Coyle to approve exceptions to Personnel Policy and Procedure Chapters 11-3 and 6-9 for a finance office employee effective September 23, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Exception Request, Finance**

Moved: Commissioner Coyle to approve exceptions to Personnel Policy and Procedure Chapters 11-3 and 6-9 for a finance office employee effective September 23, 2013. Further to retitle position Senior Financial Analyst Supervisor to Senior Accounting Systems Analyst effective September 23, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Exception Request, Finance**

Moved: Commissioner Coyle to approve exceptions to Personnel Policy and Procedure Chapters 9-3B, 11-2, and 6-7 for a finance office employee effective September 23, 2013. Further, to retitle position Accounting Manager to Deputy Finance Officer. Commissioner Tombarello seconded the motion, voted all in favor.

- **Position Title Change, Finance**

Moved: Commissioner Coyle to retitle position Finance Director to Finance Officer effective September 23, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Exception Request, Finance**

Moved: Commissioner Coyle to transfer position HR Generalist from Human Resources to the Finance Department. Further, to retitle position HR Generalist to Finance Office Executive Assistant. Further, to approve exceptions to Personnel Policy and Procedure Chapters 9-3B, 11-2, and 6-7 at Grade 34 Step 5 for a finance office employee all effective September 23, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Position Title Change, Finance**

Moved: Commissioner Coyle to retitle position Administrative Assistant Senior to Accountant (Payroll Clerk) effective September 23, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Position Posting, Finance**

Moved: Commissioner Coyle to approve the posting of Accountant in the Finance Office. Commissioner Tombarello seconded the motion, voted all in favor.

- **Position Posting, Finance**

Moved: Commissioner Coyle to approve the posting of Payroll Manager in the Finance Office. Commissioner Tombarello seconded the motion, voted all in favor.

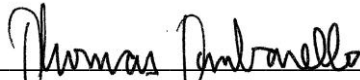
- **2014 Budget Planning**

Discussion ensued on 2014 budget planning.

IV. Adjourn

Commissioner Coyle moved to adjourn at 5:47 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

September 17, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Theresa Young, Finance Director
Steve Woods, Long Term Care Director
Major Darin Melanson, Deputy Sheriff

I. Call to Order

Commissioner Pratt called the meeting to order at 3:30 p.m.

II. Reports:

• **2014 Dental, Short Term Disability, and Voluntary Benefits**

Maria DeMayo and Kayly Hill of Gallagher Benefit Services via telephone presented the Commissioners with the results of the market surveyed for voluntary benefits. Discussion ensued regarding the services and associated costs to the employees.

Maria DeMayo recommended the county continue with the current vendor for short term disability. Discussion ensued.

Commissioner Coyle arrived at 3:40 p.m.

Discussion ensued regarding dental plans and it was recommended to continue with Northeast Delta Dental. Discussion ensued regarding the increase to the administration fee. The Board of Commissioners agreed to Delta Dental for dental insurance with the understanding that the administration fee would be negotiated for a lower rate.

Sheriff – Michael W. Downing, High Sheriff

• **Grant Application Approval: New Hampshire Department of Safety, Part III of Radio Interoperability, \$3,537.84**

Moved: Commissioner Tombarello to approve submission of a grant application to the New Hampshire Department of Safety for Part III of the Radio Interoperability Grant in the amount of \$3,537.84 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

• **Informational: New Hampshire Emergency Management Performance Grants, Environmental and Historic Preservation Clearance**

No action required.

• **Exception Request Approval: Personnel Policy and Procedure Chapter 6-15, Overtime**

Discussion ensued regarding the employees to be covered by the exception presented.

Moved: Commissioner Tombarello to approve an exception request to personnel policy and procedure chapter 6-15 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

RFP Openings – Engineering and Maintenance Services

- **Fuel Contract**

Commissioner Tombarello opened proposals received from Buxton Oil, Eastern Oil, Sprague Energy, Hanscoms Truck Stop, Palmer Gas, and Irving Oil.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Grease Trap and Lift Station Service**

Commissioner Tombarello opened a proposal received from Stewart's Septic Services.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Award – Engineering and Maintenance Services

- **Elevator Maintenance and Inspections**

Moved: Commissioner Tombarello to award the elevator maintenance and inspections award to Embree Elevator for \$725.00 per month from October 1, 2013 to September 30, 2014 with rates for additional services as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated September 5, 2013. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130599, T130767, T130768, T130741, T130744, T130742, T130743, T130367, T130783, T130787, T130808, T130822, T130824, T130810, T130814, T130813 totaling \$458,348.41, general ledger entries GL13441-GL13446 totaling \$1,699.50, payroll warrants 0905SD, 0912SD totaling \$19,070.89, accounts payable wire payments T130817, T130819, T130820 totaling \$21,388.80, for a grand total of \$500,507.60. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes – September 3, 2013 and September 11, 2013**

Moved: Commissioner Tombarello to approve the minutes of the September 3 and 11, 2013 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**

Discussion ensued regarding the electronic monitoring program noting additional information is needed regarding budget funding.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Revised 2013 Telephone Allocation Approval**

Moved: Commissioner Tombarello to approve the revised 2013 telephone allocation as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Director

- **Rockingham County Motor Vehicle Policy Approval**

It was agreed to discuss this next week awaiting a response from Primex to Sheriff's Office suggested exceptions.

- **Bond Counsel RFP Award Amendment**

Moved: Commissioner Tombarello to amend an RFP Award for Bond Counsel Services at the March 20, 2013 Board of Commissioners meeting to Preti Flaherty for an additional \$1,500, bringing the award total to \$6,500 with expenses as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Business Associate Agreement Amendments Approval**

Moved: Commissioner Tombarello to approve amendments to the Business Associate Agreements for HITECH Act compliance and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director as HIPAA Privacy Officer along with legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

- **Nursing Stipend Policy Approval**

Discussion ensued about the need for a separate policy to address emergency needs when the associate and assistant directors cover as nursing supervisors.

Moved: Commissioner Tombarello to approve the Associate & Assistant Director of Nursing Stipend Pay Policy effective August 11, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Downgrade Approval**

Moved: Commissioner Tombarello to downgrade an open Licensed Nursing Assistant II position to a Licensed Nursing Assistant I position in Long Term Care effective September 22, 2013 as recommended by the Long Term Care Services Director and amended by the Board of Commissioners. Commissioner Coyle seconded the motion, voted all in favor.

- **Assisted Living Rate Methodology Change Approval**

Moved: Commissioner Tombarello to accept the rate methodology change implemented by the State of New Hampshire Department of Health and Human Services for the assisted living facility effective October 1, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Discussion ensued regarding the low census in the nursing home.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Leslie Fabian, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss an exception request for a nursing home employee were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Leslie Fabian, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss adult medical day care personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Leslie Fabian, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **2014 Budget Planning**

Theresa Young presented a draft summary of expenses and revenues for 2013 noting the changes in the deficit and fund balance for the purpose of planning for the 2014 budget. Discussion ensued on staffing patterns, expanded electronic monitoring, overtime in corrections,

It was agreed to send out invitations to submit proposals for operational assessment services in the Department of Corrections. Commissioner Coyle left the meeting.

- **Position Downgrade, Long Term Care Services**

Moved: Commissioner Tombarello to downgrade Chief Physical Therapy Aide/Administrative Assistant Grade 56 to Grade 52. Further, to retitle the position from Chief Physical Therapy Aide/Administrative Assistant to Licensed Nursing Assistant II effective September 22, 2013 with the pay rate to remain unchanged through the October 20, 2013 payroll as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Tombarello to approve exceptions to personnel policy and procedure chapters 11-3 and 6-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Position Downgrade and Retitle, Long Term Care Services**

Moved: Commissioner Tombarello to downgrade Licensed Nursing Assistant III Grade 54 to Grade 51. Further, to retitle the position from Licensed Nursing Assistant III to Central Supply Assistant effective September 22, 2013 with the pay rate to remain unchanged through the October 20, 2013 payroll as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Job Description Approval, Long Term Care Services**

Moved: Commissioner Tombarello to approve the job description of Central Supply Assistant. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Tombarello to approve exceptions to personnel policy and procedure chapters 11-3 and 6-3 for a nursing home employee as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay, Corrections**

Moved: Commissioner Tombarello to approve a leave without pay request with county portion of all employee benefits will continue for a corrections department employee as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Leave Without Pay, Long Term Care Services**

Moved: Commissioner Tombarello to amend a vote taken at the August 28, 2013 Board of Commissioners meeting removing the 100% of benefits to be paid by the employee for October 2013 for an employee on an approved leave without pay request as the employee has returned. Commissioner Pratt seconded the motion, voted all in favor.

- **Personnel Non Public Session**

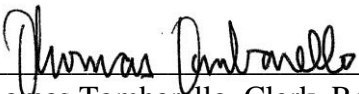
Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss finance office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

IV. Adjourn

Commissioner Pratt moved to adjourn at 7:05 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

September 25, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Steve Church, Corrections Superintendent

I. Call to Order

Commissioner Pratt called the meeting to order at 4:36 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,406,426.63 for the period ending September 22, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes –September 17, 2013**

Moved: Commissioner Tombarello to approve the minutes of the September 17, 2013 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

• **RFP Award: Matrix Consulting Group for Finance and Human Resources Assessment**

Moved: Commissioner Tombarello to reject an RFP Award from the June 12, 2013 Board of Commissioners meeting to Gallagher Benefit Services for the Finance and Human Resources Assessment due to terms and conditions not being met. Further, to award the assessment to Matrix Consulting Group for an amount not to exceed \$36,900 with a contract to be signed once recommended by Primex and legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

Corrections – Stephen A. Church, Superintendent

• **Personnel Exception Requests: PPP 6-3 – Hire above step 6**

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 6-3 for an employment candidate to Assistant Superintendent as recommended by the Corrections Superintendent. Commissioner Tombarello seconded the motion.

Discussion ensued regarding the promotion rate requested by the Corrections Superintendent.

Motion passed 2-1.

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 6-3 for an employment candidate to Office Supervisor at Step 8 of Grade 35. Commissioner Tombarello seconded the motion.

Discussion ensued regarding the promotion rate requested by the Corrections Superintendent.

Motion passed 2-1.

Finance – Theresa M. Young, Director

- **Open Enrollment Period Approval**

Moved: Commissioner Tombarello to approve a special NNEBT eligible 2014 plan year Open Enrollment period for October 1, 2013 through October 31, 2013 for health and dental benefit selections only. Further, the regular Open Enrollment period for the 2014 plan year will be November 8, 2013 through November 22, 2013. Commissioner Coyle seconded the motion, voted all in favor.

- **Health Insurance Buy-Out Approval**

Moved: Commissioner Tombarello to approve the proposed health Buy-Out option for the 2014 plan year at a full time rate of \$100 per month, prorated for part time employees. Commissioner Coyle seconded the motion.

Commissioner Coyle expressed concern with the amount offered and suggested an annual amount of \$1,500. Theresa Young recommended reviewing that option pending overall health scenarios.

Motion passed all in favor.

- **Dental Insurance Plan Approval**

Moved: Commissioner Tombarello to approve Northeast Delta Dental to serve as the Administrator and network of the self insured dental insurance plan for the 2014 calendar year using Finance Scenario 4 and authorize the Chair to sign all related documents. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Coyle agreed to join the Wellness executive meeting for planning the 2014 wellness program.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence and updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss adult medical day care personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

IV. Adjourn

Commissioner Pratt moved to adjourn at 6:05 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: Thomas Tombarello
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

October 1, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Woods, Long Term Care Director

Jude Gates, Director of Facilities
Major Consentino, Assistant Superintendent
County Attorney James Reams
Martha Breen, Sheriff's Office Manager
Leslie Fabian, Director of Nursing

I. Call to Order

Commissioner Pratt called the meeting to order at 3:53 p.m.

II. Reports:

RFP Openings

• **Chaplain, Corrections**

Commissioner Tombarello opened a proposal received from Rev. Kent Threlfall.

Moved: Commissioner Tombarello to authorize the Corrections Superintendent to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Fire Alarm System Testing and Inspection, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Honeywell Building Solutions, Norris Inc., and Tri State Fire Protection Systems.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Generator Testing and Inspection, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Gemini Electric, Scherbon Consolidated, and Power Products.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **UPS Battery Backup, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Micro Works Computer Center and Mainstay Technologies.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards – Engineering and Maintenance Services

- **Fuel Contract**

Moved: Commissioner Tombarello to award the fuel contracts from October 1, 2013 to September 30, 2014 for #2 oil to Hanscom's Truck Stop for a cost of Rack plus \$.20 per gallon with a cap of \$3.28 per gallon; liquid propane gas to Palmer Gas & Oil Co., Inc. for a fixed cost of \$1.69 per gallon; gasoline to Hanscom's Truck Stop for a cost of Rack plus \$.04 per gallon, and diesel fuel to Irving Energy for a cost of Rack plus \$.09 plus environment fees as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Grease Trap and Lift Station Service**

Moved: Commissioner Tombarello to award grease trap and lift station service to Stewart's Septic Services for \$530 per grease trap/yellow grease service and \$375 per lift station pump out from October 1, 2013 to September 30, 2014 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130368, T130748, T130750, T130752, T130753, T130756, T130769, T130770, T130784, T130788, T130843, T130844, T130845, T130846, T130829, T130869 totaling \$405,744.09, general ledgers GL13432, GL13479, GL13480, GL13481 totaling \$95,857.58, payroll warrants 0919SD, 0926SD totaling \$21,415.73, accounts payable wire payments T130831, T130838, T130839, T130840, T130841, T130842, T130870 totaling \$947,410.47, for a grand total of \$1,470,427.87. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes – September 25, 2013**

Moved: Commissioner Tombarello to approve the minutes of the September 25, 2013 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

Corrections – Stephen A. Church, Superintendent

- **Inmate Administrative Transfers Approval**

Moved: Commissioner Tombarello to approve an inmate administrative transfer pursuant to RSA 30B:21 as outlined and recommended by the Superintendent dated September 13, 2013. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Conference and Training Directive Exception Requests**

County Attorney Reams presented three exceptions to the conference and training directive for out of state travel. The first request is for two employees to attend training in Boston noting the only costs incurred would be mileage and a meal.

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for two county attorney employees to attend training in Boston. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney Reams presented the second request for training in Alabama. It was noted one county attorney employee would accompany a Child Advocacy Center team and the estimated cost would be a maximum of \$2,500, which would be reimbursed through a grant.

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for a county attorney employee to attend training in Alabama. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney Reams presented the third request for his attendance at the National District Attorney Association meeting in Texas. It was noted the association meeting participation results in local trainings.

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for the county attorney to attend the National District Attorney Association meeting in Texas. Commissioner Coyle seconded the motion.

Commissioner Coyle expressed concern with the County Attorney attending three association meetings in the same year. Motion passed 2-1.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

• **Cross Connection Control Plan Approval**

Moved: Commissioner Tombarello to approve the Cross Connection Control Plan as required by the New Hampshire Department of Environmental Services and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

• **Rockingham County Motor Vehicle Policy Approval**

Moved: Commissioner Tombarello to approve the Rockingham County Motor Vehicle Policy effective immediately as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

• **Munis Action Plan and Bid Waiver Approval**

Moved: Commissioner Tombarello to approve the Munis Action Plan and associated bid waiver to Tyler Technologies for up to \$15,000 as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

• **Updated HIPAA Policies**

Moved: Commissioner Tombarello to approve updated Rockingham County Long Term Care Services Notice of Privacy Practices and Rockingham County Long Term Care Services Response and Breach Notification as recommended by legal counsel along with the HIPAA Privacy Officer. Commissioner Coyle seconded the motion, voted all in favor.

• **Lien Release Approval**

Moved: Commissioner Tombarello to release a lien placed on real property as money owed to Rockingham County was satisfied as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Facility Name Change Approval: Rockingham County Rehabilitation and Nursing Center**

Moved: Commissioner Tombarello to affirm the recommendation of the Long Term Care Services Director to rename Rockingham County Nursing Home to Rockingham County Rehabilitation and Nursing Center effective October 1, 2013. Commissioner Coyle seconded the motion, voted all in favor.

- **Renewal Health Care License, New Hampshire Department of Health and Human Services**

Moved: Commissioner Tombarello to approve the annual license for residential health care license to the New Hampshire Department of Health and Human Services as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss position elimination of WFT-01AND and associated separation agreement and general release were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Leslie Fabian, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss adult medical day care personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Leslie Fabian, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

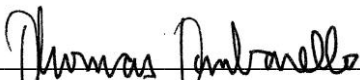
- **Position Elimination and Separation Agreement, Long Term Care Services**

Moved: Commissioner Coyle to permanently eliminate position WFT-01AND effective October 4, 2013 and further to approve a separation agreement dated October 1, 2013 for an employee in the nursing department as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Pratt moved to adjourn at 5:35 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

October 8, 2013 – 2:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Steve Woods, Long Term Care Director
Chuck Nickerson, Senior Accounting Systems Analyst
Maria DeMayo, Gallagher Benefit Services
Alan Pennington, Matrix Consulting Group

I. Call to Order

Commissioner Pratt called the meeting to order at 2:33 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

- **Appointment with Matrix Consulting Group RE: Finance and Human Resources Assessment**

Alan Pennington of Matrix Consulting Group briefed the Commissioners on the current status of the assessment along with the deliverable process. Discussion ensued and it was agreed to another status update at the midpoint of the assessment.

- **Appointment with Gallagher Benefit Services RE: 2014 Health Insurance**

Maria DeMayo of Gallagher Benefit Services provided an overview of the 2014 medical proposals noting the self insured and fully insured options. Discussion ensued regarding health insurance trends, future planning, and the effects of the affordable care act. It was agreed the next meeting would be scheduled for October 23, 2013 to review the medical scenarios and other benefits.

III. New Business

Steve Woods reported that the Finance office is working on the profit and loss analysis for long term care services. It was agreed the 2014 private pay rate increases would be addressed at the next meeting along with the financial analysis.

The Commissioners discussed the current status of the adult medical day care program. Steve Woods highlighted the latest census information.

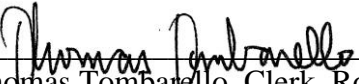
Commissioner Tombarello briefed the Commissioners on the status of complex security noting that a request for proposal to security companies was sent with a return date in November.

Theresa Young asked that the Commissioners consider budget planning and parameters for 2014 noting a letter to division directors and elected officials needs to be distributed soon. Discussion ensued.

IV. Adjourn

Commissioner Coyle moved to adjourn at 5:20 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

October 9, 2013 – 3:30 p.m.

Present:
Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Steve Church, Corrections Superintendent
Theresa Young, Finance Officer
Jude Gates, Director of Facilities
Major Darin Melanson, Deputy Sheriff

I. Call to Order

Commissioner Pratt called the meeting to order at 3:30 p.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,395,308.47 for the period ending October 6, 2013.

• **Line Item Transfer Approvals**

Moved: Commissioner Tombarello to approve a line item transfer for engineering and maintenance services. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a line item transfer for general government. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve two line item transfers for the sheriff. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a line item transfer for corrections. Commissioner Coyle seconded the motion.

Commissioner Coyle asked about the lack of staffing for corrections officers. Steve Church expressed difficulty keeping employees after the five year mark and hiring new officers due to the starting pay. Discussion ensued regarding overtime expenses, trends, and other entities.

Commissioner Pratt noted her opposition due to the recent theft of overtime, lack of resolution to the problem, and the \$233,000 transfer approved in July with the assurance from the Superintendent that it would cover overtime needs for the rest of the year.

Commissioner Coyle asked about the classification blocks and if the inmates could be transferred to other facilities. Discussion ensued about the block classification and per inmate costs at other counties.

Motion passed 2-1.

• **Corrections: Position Postings – Corporals (2) and Lieutenant**

Moved: Commissioner Tombarello to approve the postings of two Corporals and one Lieutenant in Corrections. Commissioner Coyle seconded the motion, voted all in favor.

- **Corrections Operations**

Commissioner Coyle asked about the overtime process in place and what has changed to ensure overtime fraud does not occur. Steve Church noted that the shift supervisor present must approve the overtime request and supervisors must be approved by the Lieutenant. Steve Church said that time is being reviewed and entered in the time and attendance system by the employees. Theresa Young discussed the process for editing timesheets and internal control concerns that are being worked out.

Commissioner Coyle asked for a status update monthly in person at the meeting with both parties on internal controls and office operations.

Commissioner Pratt asked about verification of supervisors approving overtime appropriately. Theresa Young suggested routine random audits of overtime requests. Steve Church noted that overtime is reviewed from multiple sources from logs to scheduling to Workforce.

Commissioner Coyle questioned the timeline from the start of the investigation to the findings. Steve Church said he continued to pay overtime pending the outcome of the investigation. It was agreed for the Superintendent to review the internal investigation and report back on the timeline.

Commissioner Coyle noted concern from the County Attorney and Sheriff regarding the trustee issue in the East Kingston Police Department. Steve Church said the trustee was returned by the East Kingston Police and it was county correctional officers noticed the inmate was under the influence. The staff conducted a urine analysis and shortly thereafter a further search to recover items smuggled to the facility. Commissioner Coyle asked how the items coming into the facility could be minimized. Discussion ensued regarding the search process upon return to the facility.

Commissioner Coyle suggested that the Superintendent accommodate a plan to house all work release inmate to one block and not be mixed with the general population. Discussion ensued and it was agreed to report back.

Discussion ensued regarding complex security. Commissioner Tombarello provided a liaison update on security and a plan should be fully completed by December 1, 2013.

Commissioner Coyle asked about the protocol regarding contraband found in the facility. Steve Church said that all contraband is logged and provided to the Sheriff's office for an investigation. Steve Church noted that other arresting entities such as the state police may take the contraband for their investigations.

Theresa Young noted with the passage of House Bill 342 that timecards for elected officials along with all employees must be completed and report weekly to the New Hampshire Retirement System. Discussion ensued regarding timesheet submissions by the Sheriff's office to the Finance office. Theresa Young noted that the Sheriff's administration and dispatch staff could be submitting the documentation now and that a modification would be needed for deputies.

III. Commissioners Non-Public Session

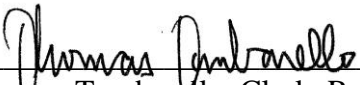
Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss corrections personnel. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

IV. Adjourn

Commissioner Coyle moved to adjourn at 6:10 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

October 15, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities

Tom Reid, Deputy County Attorney
Brynda Poggi, Attorney Office Manager
Kathy Nikitas, Deputy Finance Officer
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:33 p.m.

Commissioner Coyle arrived at 3:42 p.m.

II. Reports:

RFP Openings

- **Corrections Management, Operations, Staffing, Organizational Structure, Programs & Systems Assessment**

Commissioner Pratt opened proposals received from Matrix Consulting, Management Advisory Group, and Dhillon Management Services.

Moved: Commissioner Coyle to authorize the Commissioners to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Body Wash Products, Long Term Care Services**

Commissioner Pratt opened proposals received from Geriatric Medical, Gulf South Medical Supply, and TransMed USA.

Moved: Commissioner Coyle to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Dietary Equipment Maintenance Service, Long Term Care Services**

No proposals were received. Steve Woods noted he would present a bid waiver at the next meeting for consideration.

- **Goodyear Tires, Engineering and Maintenance Services**

Commissioner Pratt opened a proposal received from Sullivan Tire.

Moved: Commissioner Coyle to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

RFP Awards

- **Fire Alarm System Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Coyle to award the fire alarm system testing and inspection proposal to Honeywell Building Solutions for a three contract totaling \$25,434 plus hourly labor as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated October 9, 2013. Commissioner Pratt seconded the motion, voted all in favor.

- **Generator Testing and Inspection, Engineering and Maintenance Services**

Moved: Commissioner Coyle to award the generator testing and inspection proposal to Power Up Generator Service Company for a one year contract in the amount of \$2,846 plus hourly labor as outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated October 9, 2013. Commissioner Pratt seconded the motion, voted all in favor.

- **UPS Battery Backup, Engineering and Maintenance Services**

Moved: Commissioner Coyle to award the UPS Battery Backup proposal to Micro Works for an amount not to exceed \$7,200 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130369, T130370, T130771, T130772, T130773, T130774, T130789, T130811, T130812, T130833, T130848, T130851, T130852, T130853, T130875, T130893, T130894, T130895, T130879, T130880 totaling \$607,067.22, general ledgers GL13553, GL13554, GL13555, GL13569, GL13570, GL13571, GL13572, GL13573 totaling \$73,446.22, payroll warrants 1003SD, 1010SD totaling \$38,102.07, accounts payable wire payments T130886, T130884, T130871, T130896, T130883 totaling \$853,637.29, for a grand total of \$1,572,252.80. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes – October 1, 2013**

Moved: Commissioner Coyle to approve the minutes of the October 1, 2013 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James M. Reams

- **Line Item Transfer**

Moved: Commissioner Coyle to approve a line item transfer totaling \$4,200 for the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Job Description Amendment and Job Posting Approval: Receptionist II – Manager**

Moved: Commissioner Coyle to approve the amended job description and approve the posting of Receptionist II – Manager as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Job Posting Approval: Dietary Aide II – Floater**

Moved: Commissioner Coyle to approve the posting of Dietary Aide II – Floater as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **2014 Private Pay Rate Increase**

Moved: Commissioner Coyle to approve the 2014 private pay rate increase proposal including amendments by the Board of Commissioners effective January 1, 2014 as outlined and recommended in the Long Term Care Services Director's memorandum dated October 9, 2013. Commissioner Pratt seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Conference and Training Directive Exception Request**

Moved: Commissioner Coyle to approve an exception to the conference and training directive for two employees to attend training in Massachusetts as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **Grant Application Approval: New Hampshire Highway Safety Agency, Operation Safe Commute Patrols, \$5,148**

Moved: Commissioner Coyle to approve the submission of a grant application to the New Hampshire Highway Safety Agency for Operation Safe Commute Patrols grant in the amount of \$5,148 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **No Trespass Orders**

Moved: Commissioner Coyle to issue a No Trespass Order for North Road locations as outlined in a letter to Ms. Andrews and Ms. Stevenson dated October 15, 2013 and authorize the Sheriff to communicate the order as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel termination in long term care were Commissioner Pratt, Commissioner Coyle, Steve Woods, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal correspondence and updates were Commissioner Pratt, Commissioner Coyle, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal internal investigations were Commissioner Pratt, Commissioner Coyle, Tom Reid, and Chris Maxwell.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal internal investigations were Commissioner Pratt, Commissioner Coyle, Tom Reid, Kathy Nikitas and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Termination, Long Term Care Services**

Moved: Commissioner Coyle to terminate a long term care services employee pursuant to Personnel Policies and Procedures Chapter 14-4A, Section 10, effective October 19, 2013. Commissioner Pratt seconded the motion, voted all in favor.

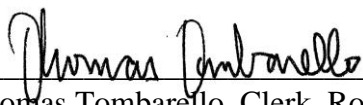
- **2014 Budget Planning**

The Commissioners discussed planning and directives for the 2014 budget. It was agreed to compile directives and meet with certain departments to discuss and communicate the Board's expectations.

IV. Adjourn

Commissioner Pratt moved to adjourn at 6:11 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

October 23, 2013 – 2:45 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Maria DeMayo, Gallagher Benefit Services
Kayly Hill, Gallagher Benefit Services
Steve Woods, Long Term Care Director

Theresa Young, Finance Officer
Chuck Nickerson, Sr. Acct. Systems Analyst
Major Darin Melanson, Deputy Sheriff
State Representative Jackie Cali Pitts
Steve Church, Corrections Superintendent
Lt. Hughes, Corrections

I. Call to Order

Commissioner Pratt called the meeting to order at 2:48 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,400,682.86 for the period ending October 20, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes: October 8, 9, and 15, 2013**

Moved: Commissioner Tombarello to approve the minutes of the October 8, 9, and 15, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

• **Appointment with Gallagher Benefit Services RE: 2014 Health Insurance**

Maria DeMayo and Kayly Hill from Gallagher Benefit Services presented a 2014 renewal report for Rockingham County. The renewal summary was presented along with medical history expenses and claim projections. Maria DeMayo provided additional details on self insured versus fully insured plans noting self insured is the best option to control costs. She also noted in the five year benchmarking strategy plan that self insured is one of the milestones.

• **Sheriff: Line Item Transfer, \$13,000**

Major Melanson provided information on rates paid to deputies for outside details. Discussion ensued regarding breaking even. Theresa Young noted this transfer is specifically due to New Hampshire Retirement System Group II eligible deputies performing outside details.

Moved: Commissioner Tombarello to approve a line item transfer in the sheriff's office totaling \$13,000. Commissioner Coyle seconded the motion, voted all in favor.

• **2014 Voluntary Benefits Approval**

Moved: Commissioner Tombarello to approve the 2014 voluntary benefits as presented in the Listing of Other Voluntary Benefits dated October 23, 2013 and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services. Specifically:

- a. Symetra Life continues to be offered for new enrollment
- b. Boston Mutual will be retained but is closed to new enrollment
- c. Reliance Standard continues to be offered for Long Term Disability

- d. Lincoln Financial Group will replace Unum for Critical Care
- e. Eyemed is a new offering for vision
- f. CBI continues to be offered for Flexible Spending Accounts and Cafeteria Plan 125 management

Gallagher Benefit Services will notify all remaining vendors' currently providing voluntary benefits that the County will be terminating the relationship. A notice to the employees will be provided as drafted by Gallagher Benefit Services. Commissioner Coyle seconded the motion, voted all in favor.

- **Revised 2014 Dental Insurance Plan Approval**

Moved: Commissioner Tombarello to amend a vote taken at the September 25, 2013 to award the self-insured dental contract to Northeast Delta Dental for the 2014 calendar year (Finance scenario 4) to reflect the lower administrative rate as presented in the Dental Summaries updated 10/22/13 that provide for a reduced administrative rate of \$4.70 per employee per month with a dental cost share of 75/25 for full time employees and a prorated share for part time employees. Additionally, to approve changing the dental deduction policy and procedure to mirror the non union health deduction policy and procedure so that premiums are deducted in the month prior to coverage month. Finally, to approve waiving the employees dental premiums of approximately \$7,500 due in December for January coverage for those employees enrolling with Delta Dental effective for January 1, 2014 and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services. Commissioner Coyle seconded the motion, voted all in favor.

- **2014 Short Term Disability Insurance Approval**

Moved: Commissioner Tombarello to approve Local Government Center as the fully insured Short Term Disability carrier at a rate of \$0.8264 (Finance scenario 1) for the calendar year 2014 with 100% of the cost covered for full time employees and prorated share for part time employees. Further, to authorize the chair to sign all related documents as recommended by Gallagher Benefit Services. Commissioner Coyle seconded the motion, voted all in favor.

- **2014 Open Enrollment Period**

Moved: Commissioner Tombarello to approve the Open Enrollment period for the 2014 plan year as November 8, 2013 through November 22, 2013 and further that voluntary training sessions to be conducted. Commissioner Coyle seconded the motion.

Discussion ensued regarding the timing for open enrollment and the changes to open enrollment sessions. Commissioner Coyle asked that a statement be included that no exceptions to the open enrollment period will be considered.

Motion passed all in favor.

- **2014 Health Insurance Plan Approval**

Moved: Commissioner Tombarello to approve Health Plans Incorporated as the self-insured Health plan provider (Finance scenario C2) using the Harvard Pilgrim network for the 2014 calendar year. Further, to authorize the chair to sign all related documents as recommended by Gallagher Benefit Services. Commissioner Coyle seconded the motion, voted all in favor.

Representative Pitts expressed concern with the lack of training to employees regarding changes to the benefits. Commissioner Pratt said that a form of training will be offered. Maria DeMayo

assured that training will be conducted. Theresa Young noted the major difference is that the information session will be voluntary and not mandatory sessions. Discussion ensued.

At 3:58 p.m., Commissioner Pratt recessed the meeting for a non meeting with legal counsel.

At 5:02 p.m., Commissioner Pratt reconvened the meeting.

- **RFP Award: Corrections Management, Operations, Staffing, Organizational Structure, Programs & Systems Assessment**

Moved: Commissioner Tombarello to award the Corrections Assessment to Matrix Consulting for an amount to be negotiated and reported back at the next meeting. Commissioner Coyle seconded the motion.

Commissioner Coyle supported Matrix Consulting based on a thorough proposal. Commissioner Tombarello was happy about the 12 week process. Commissioner Pratt expressed support in Matrix Consulting with their depth of knowledge and staffing.

Motion passed all in favor.

- **Commissioner Liaison Updates**

The Commissioners agreed to move the next regularly scheduled Board of Commissioners meeting to Wednesday, October 30, 2013 at 3:30 p.m. to accommodate staff attending the New Hampshire Association of Counties Annual Conference and Tradeshow in Whitefield.

The Commissioners agreed to the revised evaluation form with comment sections for each Commissioner.

Commissioner Coyle explained the auditors reached out to meet with the Board of Commissioners. Discussion ensued regarding the protocol for communications and associated comments. Discussion ensued regarding planning dates for the exit interview.

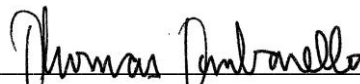
Commissioner Tombarello noted that the security services RFP was sent and a vendor has already toured the facility. Commissioner Pratt asked for the RFP that was distributed to the vendors.

Commissioner Tombarello said a former state representative who was recently an inmate expressed concerns during his visit regarding medical needs, wasted foods, and wrong prescription distribution. Commissioner Tombarello said he will be speaking with the Superintendent and report back.

III. Adjourn

Commissioner Pratt moved to adjourn at 5:33 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

October 30, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Corrections Officer Matthew Jordan
Steve Church, Corrections Superintendent

Jude Gates, Director of Facilities
County Attorney James Reams
Kathy Nikitas, Deputy Finance Officer
Steve Woods, Long Term Care Director
State Representative Jackie Cali Pitts

I. Call to Order

Commissioner Pratt called the meeting to order at 3:30 p.m.

II. Reports:

RFP Openings

• **Laundry Chemicals, Long Term Care Services**

Commissioner Tombarello opened proposals received from The O'Neil Company, Amsan, Swish USA, and Package Supply Corporation.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Gloves, Long Term Care Services**

Commissioner Tombarello opened proposals received from Trans Med USA, Gulf South Medical Supply, Geriatric Medical Surgical, Central Paper Products, and Medline Industries.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Briefs, Long Term Care Services**

Commissioner Tombarello opened proposals received from Trans Med USA, McKesson, Geriatric Medical Surgical, Central Paper Products.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Chimney Inspection, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Boston Chimney and Tower Company, Structural Preservation Specialists.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards

- **Goodyear Tires, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the Goodyear tires proposal to Sullivan Tire for an amount not to exceed \$19,234 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Body Wash, Long Term Care Services**

Moved: Commissioner Tombarello to award the body wash products proposal to Geriatric Medical Surgical from November 1, 2013 to October 31, 2014 for an amount not to exceed \$10,300 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Chaplain, Corrections**

Moved: Commissioner Tombarello to award the chaplain services to Rev. Kent Threlfall for thirty six months, up to \$29,016 in year one, up to \$30,300 in year two, and up to \$31,200 in year three as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion.

Commissioner Coyle questioned the budgeted amounts. Commissioner Tombarello questioned the insurance requirements. Discussion ensued regarding the bidding process and services.

Motion failed to pass 0-3.

Moved: Commissioner Tombarello to award the chaplain services to Rev. Kent Threlfall for one year, November 1, 2013 to October 31, 2014, up to \$29,016. Commissioner Coyle seconded the motion.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130371, T130775, T130776, T130790, T130834, T130835, T130854, T130856, T130859, T130860, T130861, T130887, T130924, T130925, T130926, T130927, T130928, T130930, T130930, T130931, T130945, T130946, totaling \$402,671.52, payroll warrants 1017sd, 1024sd, totaling \$11,367.00, accounts payable wire payments T130910, T130922, T130923, T130947, T130949, totaling \$1,690,223.65, for a grand total of \$2,104,262.17. Commissioner Coyle seconded the motion, voted all in favor.

Corrections – Stephen A. Church, Superintendent

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an inmate administrative transfer dated October 14, 2013 pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Bid Waiver: APRISS, \$18,963.47**

Moved: Commissioner Tombarello to approve a bid waiver to APRISS for victim notification services from January 1, 2014 to January 1, 2015 in the amount of \$18,963.47 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney – James M. Reams

County Attorney Reams provided the Commissioners with an update on a suit he was named in and that it will not be covered by Primex. County Attorney Reams indicated he would defend himself.

- **Exeter and Hampton Falls District Court Prosecution Services Agreement Approval**

Moved: Commissioner Tombarello to approve an Agreement for the Provision of District Prosecution Services between Rockingham County and the Towns of Exeter and Hampton Falls dated September 2013 for services from January 1, 2013 to December 31, 2013 with an annual payment not to exceed \$74,110 for Exeter and not to exceed \$17,851 for Hampton Falls as recommended by the County Attorney. Commissioner Coyle seconded the motion.

Commissioner Coyle questioned if the contract revenue will cover county costs. County Attorney Reams indicated Theresa Young provided an analysis and noted attorney hired cannot exceed step 3 to ensure costs are covered.

Discussion ensued on billing, payments, and agreements for prosecution services in place.

Motion passed all in favor.

- **Job Postings: ACA I and ACA II**

Moved: Commissioner Tombarello to approve the postings of Assistant County Attorney I and Assistant County Attorney II. Commissioner Coyle seconded the motion, voted all in favor.

- **Interpretation of Resolution 2-2013 Discussion**

County Attorney Reams asked for the Board of Commissioners interpretation on Resolution 2-2013 as it relates to promotions and the \$500 one time payment for a satisfactory annual evaluation. Discussion ensued about the spirit of the resolution and the specific circumstance in the County Attorney's Office.

Commissioners concurred to the resolution understanding from Finance and Human Resources.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Bid Waiver: Gallagher North America, \$11,000**

Moved: Commissioner Tombarello to approve a bid waiver to Gallagher North America for replacement fence controllers in the amount of \$11,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Health Care License Renewal: Assisted Living Facility**

Moved: Commissioner Tombarello to approve the New Hampshire Department of Health and Human Services renewal application of a health care license for the assisted living facility and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

III. New Business

- **Payroll Change Notice, Human Resources**

Moved: Commissioner Tombarello to approve a payroll change notice to continue the Interim Human Resources Director from October 21, 2013 to December 29, 2013. Commissioner Coyle seconded the motion, voted all in favor.

IV. Old Business

- **Meals on Wheels Information Submission Follow-up Discussion**

Commissioner Pratt explained that Rockingham Nutrition and Meals on Wheels Program has a new chair of the board and she will be reaching out to him for a discussion and to schedule a meeting. Discussion ensued on funding reductions and the reduction in meals served based on information received.

- **County Probation Plan Proposed by County Attorney, Sheriff, & Superintendent**

Commissioner Coyle asked that the discussion be placed on the next regularly scheduled meeting to ensure participation from all the parties involved.

V. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel disciplinary matter in corrections were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

At 5:19 p.m. Commissioner Pratt declared a recess for a non meeting with legal counsel.

At 6:06 p.m. Commissioner Pratt reconvened the meeting.

VI. Adjourn

Commissioner Tombarello moved to adjourn at 6:31 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: Thomas Tombarello
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

November 6, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Maria DeMayo, Gallagher Benefit Services
Theresa Young, Finance Officer

Steve Woods, Long Term Care Director
Steve Church, Corrections Superintendent
Elizabeth Bailey, Esq.
Also Present: Rip Holden

I. Call to Order

Commissioner Pratt called the meeting to order at 3:33 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,381,565.54 for the period ending November 3, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes – October 23 and 30, 2013**

Moved: Commissioner Tombarello to approve the minutes of the October 23, 2013 and October 30, 2013 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

• **2014 Outstanding Benefits Approval**

Maria DeMayo explained updates from the last meeting noting the Local Government Center rate increases along with the continued recommendation of changing to a self-insured plan.

Moved: Commissioner Tombarello to approve Health Plans Inc as the self-insured Health plan provider (Finance scenario C5) using the Harvard Pilgrim Network for the 2014 calendar year. Further, to authorize the chair to sign all related documents as recommended by Gallagher Benefit Services. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a 65 and over group retiree health insurance plan by The Hartford (Medicare Plan F) with Coventry First Health part D Prescription drug plan as well as all retiree billing administered through AMWINS and authorize the Chair to sign all necessary documents as recommended by Gallagher Benefit Services. It is noted that HPI proposal C5 does provide for a Medcomp plus Rx coverage as well as a PPO plan through HPI for retirees that are out of state. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to amend the vote taken on October 23, 2013 to award the self-insured dental contract to Northeast Delta Dental for the 2014 calendar year (Finance scenario 4) to reflect the lower administrative rate as presented in the Dental Summaries Updated 10/22/13 that provide for a reduced administrative rate of \$4.70 per employee per month with a

dental cost share of 75/25 for full time employees and a prorated cost share for part time employees. Additionally, to approve changing the dental deduction policy and procedure to mirror the non union health deduction policy and procedure so that premiums are deducted in the month prior to the coverage month. Finally, to approve waiving the employees' dental premiums of approximately \$7,500 due in December for December coverage and authorize the Chair to sign all documents as recommended by Gallagher Benefit Services. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt declared a recess at 4:04 p.m. for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 4:14 p.m.

- **Adult Medical Day Care Program**

Steve Woods asked for the Commissions direction on the program in light of the most recent study committee meeting. Discussion ensued regarding the program, the admissions, and marketing efforts.

Moved: Commissioner Coyle to end the Adult Medical Day Care Program effective December 31, 2013. Commissioner Pratt seconded the motion.

Commissioner Coyle expressed concern with the low census numbers and the goals not being met. Commissioner Coyle said other alternatives exist and that funds could be used for other programs.

Commissioner Tombarello said he could not support the closure as he has grown attached to the clients. Commissioner Coyle said he agrees a day care program is important however other programs exist in the area. Commissioner Tombarello asked if the Board would consider alternatives such as no transportation and less days per week.

Steve Woods said that the county would support the families in transitioning to other facilities. Steve Woods noted that the new admissions director is reaching out and marketing however the need is not there.

Discussion ensued.

Commissioner Pratt noted the Commissioners goals were supported in April by the Adult Medical Day Care Study Committee and the goals were not met. Commissioner Pratt said that the discharges do not result in all clients going to the county or other nursing homes.

Commissioner Pratt is not ready to vote as additional information is needed.

Moved: Commissioner Pratt to table the day care program closure vote. Commissioner Tombarello seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,c). Commissioner Coyle seconded the motion, voted all in favor by roll call vote.

- **Non public session re: personal reputation**

Those present for NHRSA 91A:3II (c) to discuss to discuss the county attorney and operations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Elizabeth Bailey, Joseph Foster, John Kacavas, Jane Young, Anne Edwards, Richard Head, Tom Flanagan, and Scott Bailey.

- **Non public session re: personal reputation**

Those present for NHRSA 91A:3II (c) to discuss to discuss the county attorney and operations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Elizabeth Bailey, Joseph Foster, John Kacavas, Jane Young, Anne Edwards, Richard Head, Tom Flanagan, Scott Bailey, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss county attorney staff and operations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Elizabeth Bailey, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Non Public Session Minutes**

Moved: Commissioner Tombarello to seal the non-public session minutes of November 6, 2013 pursuant to NH RSA 91-A:3 III as it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself. Commissioner Coyle seconded the motion, voted all in favor.

- **Lien Release, Human Services**

Moved: Commissioner Coyle to release a lien for human services as money owed to Rockingham County is satisfied as recommended by the Finance Officer. Commissioner Pratt seconded the motion, voted all in favor.

- **Settlement, Finance**

Moved: Commissioner Coyle to settle a legal claim up to \$40,000 as recommended by legal counsel and the Finance Officer. Commissioner Pratt seconded the motion, voted all in favor.

- **Exception Request, Finance**

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 6-3 for a candidate to a finance position as recommended by the Finance Officer.

- **RFP Award: Corrections Assessment**

Moved: Commissioner Coyle to amend a vote taken awarding the corrections assessment to Matrix Consulting Group specifying the amount not to exceed \$40,000. Commissioner Pratt seconded the motion, voted all in favor.

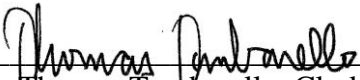
At 6:57 p.m. Commissioner Pratt declared a recess for a non meeting with legal counsel.

At 7:48 p.m. Commissioner Pratt reconvened the meeting.

IV. Adjourn

Commissioner Pratt moved to adjourn at 7:49 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

November 12, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair	Interim County Attorney James Boffetti
Commissioner Kevin L. Coyle, Vice Chair	Register of Deeds Cathy Stacey
Commissioner Thomas Tombarello, Clerk	Steve Woods, Long Term Care Director
Dave Consentino, Assistant Superintendent	Kathy Nikitas, Deputy Finance Officer
Major Darin Melanson, Deputy Sheriff	Also Present:
	Representative Cali Pitts

I. Call to Order

Commissioner Pratt called the meeting to order at 3:32 p.m.

II. Reports:

RFP Openings

• **Replacement Flooring, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Kingdom Contract Flooring, Cadieux Flooring, and Sprague Flooring.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Electricity Supplier, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Beacon Energy, UMG Inc, Glacial Energy, and Integrys.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Linen Products, Long Term Care Services**

Commissioner Tombarello opened proposals received from Star Linen, Charmtex, Star Silk, Harbor Linen, McKesson, and ATD American.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Soft Drink Products, Long Term Care Services**

Commissioner Tombarello opened a proposal received from Seacoast Coca Cola.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Bread Products, Long Term Care Services**

Commissioner Tombarello opened a proposal received from Bimbo Bakeries.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

- **Security Services, Long Term Care Services**

Commissioner Tombarello opened proposals received from Advanced Security Services and Madison Security Services.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards

- **Gloves, Long Term Care Services**

Moved: Commissioner Tombarello to award the gloves products proposal to Central Paper Products Company and Geriatric Medical Surgical Supply from November 1, 2013 to October 31, 2014 for an amount not to exceed \$48,000 total as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Briefs, Long Term Care Services**

Moved: Commissioner Tombarello to reject proposals received for brief products and resubmit a revised RFP as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130791, T130836, T130866, T130911, T130912, T130933, T130949, T130950, T130979, T130951, T130981, T130001, T130002, T130003, T130006, T130007, T130008, T130075, T130076, T130100, T130147, T130305, T130421, T130580 totaling \$528,356.86, general ledgers 13576, 13599, 13600, 13601 totaling \$21,493.73, payroll warrants 103113SD, 110713SD totaling \$11,061.72, accounts payable wire payments T130981, T130820, T130946, T130982 totaling \$455,774.97, for a grand total of \$1,016,687.28. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney – James Boffetti, Interim

- **Hiring Assistant County Attorney Approval**

Interim County Attorney Boffetti presented information on his recommendation to appoint Assistant County Attorney Warecki. Commissioner Coyle questioned the hiring at step 1. Attorney Boffetti noted step 1 is based on experience for this candidate.

Moved: Commissioner Tombarello to approve the hiring of Assistant County Attorney Warecki pursuant to RSA 7:33-f as recommended by the Interim County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

Attorney Boffetti said the investigation is ongoing and the office is fully operational.

Commissioner Coyle asked for an update to the State VAWA grant. Attorney Boffetti noted he worked with the Attorney General's Office and that the grant should be awarded.

Commissioner Coyle asked for an update on district court prosecution services. Kathy Nikitas said that checks were received Friday and have been deposited. Discussion ensued regarding the date of the checks and what is outstanding. Attorney Boffetti noted that he has requested the county treasurer receive the checks directly. Discussion ensued regarding the current process and operations in other departments.

Finance – Theresa M. Young, Officer

- **Lease Agreement Approval**

Moved: Commissioner Tombarello to approve a lease agreement with Gorham Savings Leasing Group LLC for a thirty-six month 2.75% capital lease at \$4,552.42 annually for a lease total of \$13,657.26 and authorize the Chair to sign all necessary documents pending legal review as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Position Title Change**

Moved: Commissioner Tombarello to change the title of Part Time Ward Aide in Assisted Living to Part Time Dietary Aide – Assisted Living effective December 1, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion.

Commissioner Pratt asked about the status of outstanding ward aide positions. Discussion ensued.

Motion passed all in favor.

- **Position Downgrade Request**

Moved: Commissioner Tombarello to permanently downgrade an open Licensed Nursing Assistant II position to a Licensed Nursing Assistant I position effective November 17, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Manchester Community College Affiliation Agreement Approval**

Moved: Commissioner Tombarello to approve an affiliation agreement with Manchester Community College and authorize the Chair to sign the agreement pending legal review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Steve Woods noted his plans to eliminate the uniform allowance program for 2014 effective December 31, 2013.

Sheriff – Michael W. Downing, High Sheriff

- **Bid Waiver**

Moved: Commissioner Tombarello to approve a bid waiver to Sig Sauer for a net cost of \$3,781 for the purchase and trade-in of 19 pistols as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Highway Safety Agency, Operation Safe Commute Patrols, \$5,148**

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Highway Safety Agency for Operation Safe Commute Patrols grant in the amount of \$5,148 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a,e). Commissioner Coyle seconded the motion, voted all in favor.

- **Non public session re: legal**

Those present for NHRSA 91A:3II (e) to discuss legal updates and correspondence were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss county attorney staff and operations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Kathy Nikitas, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss adult medical day care staff and operations were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Kathy Nikitas, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

At 4:59 p.m. Commissioner Pratt declared a recess for a non meeting with legal counsel.

At 6:40 p.m. Commissioner Pratt reconvened the meeting.

- **Grant Application Approval: New Hampshire Department of Justice, State Victim Assistance Grant, \$30,000**

Moved: Commissioner Coyle to approve the submission of a grant application to the New Hampshire Department of Justice for a State Victim Assistance Grant in the amount of \$30,000 and authorize the Chair to sign all necessary documents as recommended by the Interim County Attorney. Commissioner Tombarello seconded the motion, voted all in favor.

- **Motion to Appoint County Attorney James Boffetti as Interim County Attorney**

Moved: Commissioner Tombarello pursuant to NH RSA 661:9 III. to join a Motion to Appoint County Attorney James Boffetti as Interim County Attorney filed November 7, 2013 by New Hampshire Attorney General Foster. Commissioner Coyle seconded the motion, voted all in favor.

- **Legal Settlement**

Moved: Commissioner Tombarello to approve a settlement offer up to \$15,000 as recommended by legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

- **Rockingham County Adult Medical Day Care Program, Long Term Care Services**

Moved: Commissioner Coyle to close the Rockingham County Adult Medical Day Care Program effective December 31, 2013 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion.

Commissioner Tombarello said he is disappointed. Discussion ensued.

Motion passed 2-1.

- **Administrative Leave with Pay, County Attorney**

Moved: Commissioner Coyle to approve administrative leave with pay for two county attorney employees through January 12, 2014. Commissioner Tombarello seconded the motion.

Discussion ensued regarding the timeframe.

Motion passed all in favor.

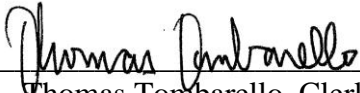
- **2014 Open Enrollment Period - Retirees**

Moved: Commissioner Tombarello to amend the open enrollment period to retirees for November 15, 2013 through December 2, 2013 as recommended by Gallagher Benefit Services. Commissioner Coyle seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 7:09 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

November 20, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Steve Church, Corrections Superintendent
Theresa Young, Finance Officer
Steve Woods, Long Term Care Director
Also Present: Representative Devine

I. Call to Order

Commissioner Pratt called the meeting to order at 3:44 p.m.

II. New Business

• **Appointment with Matrix Consulting Group RE: Corrections Assessment**

Richard Brady, President of Matrix Consulting Group, met with the Board of Commissioners to present the proposed outline to complete the assessment of the Department of Corrections. Discussion ensued regarding the timeline and the deliverables. It was agreed any recommendations with budgetary impacts but be reported to the Commissioners in advance of the Commissioners proposed 2014 budget submission.

• **Female Housing, Corrections**

Commissioner Coyle inquired about the female housing in Hillsborough County noting concerns with medical issues. Steve Church explained the working relationship and the need to use the services. Steve Church noted that written complaints are investigated and followed up accordingly. Commissioner Coyle noted consistent complaints about female prisoners' treatment from the public defenders. Discussion ensued regarding complaints and the chain of command to report and resolve issues. It was agreed for the Superintendent to research, summarize, and report back.

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,338,266.91 for the period ending November 17, 2013. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven Woods, Director

• **Legal non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss a legal settlement for money owed to Rockingham County.

Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

At 4:27 p.m. Commissioner Pratt declared a recess for a non meeting with legal counsel.

At 5:23 p.m. Commissioner Pratt reconvened the meeting.

- **Settlement, Long Term Care Services**

Moved: Commissioner Coyle to approve a revised settlement offer as outlined and recommended by legal counsel. Commissioner Tombarello seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**

The Commissioners discussed the recent request of the Delegation office requesting information on the adult medical day care program. Commissioner Pratt said she would review the information before disseminating the requested information.

Commissioner Tombarello gave an update on complex security noting the two proposals and the upcoming review of proposals and price negotiations.

Commissioner Coyle asked for an update on the town checks received for district court prosecution services. Theresa Young noted the analysis is ongoing and that overall funds are received.

Commissioner Coyle asked for an update from the Attorney General's office on the status of the investigation.

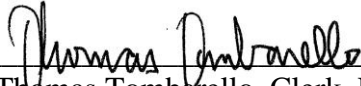
Discussion ensued regarding electronic monitoring initiatives for 2014.

Commissioner Coyle followed up on the most recent drug court budget request expressing concern with the cost versus participation. Commissioner Pratt suggested the request should be denied at this time. Discussion ensued.

III. Adjourn

Commissioner Pratt moved to adjourn at 6:26 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

November 26, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities

Chuck Nickerson, Sr. Acct. Systems Analyst
Cathy Stacey, Register of Deeds
Interim County Attorney James Boffetti
Kathy Nikitas, Deputy Finance Officer
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:37 p.m.

II. Reports:

Finance – Theresa M. Young, Officer

Theresa Young asked for the Commissioners consideration to discuss the financial statements for the year ended December 31, 2012. Theresa Young explained the audit process, producing the financial statements, and the 15 years of unqualified opinions. Theresa Young noted the request of the auditor to prepare the financial statements and does not recommend it is a county responsibility. Discussion ensued on the timeline of the audit for the year ended December 31, 2012 along with the side bar letter from the auditor.

RFP Openings

• **Waste Removal, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Waste Management and Casella.

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, and Information to review, evaluate the proposals, and return with a recommendation.

Commissioner Coyle seconded the motion, voted all in favor.

• **Dietary Heat on Demand Equipment, Long Term Care Services**

Commissioner Tombarello opened proposals received from Aladdin Temp Rite and Alternative Sales Corp.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Dietary Steamer Equipment, Long Term Care Services**

Commissioner Tombarello opened proposals received from Kittredge Foodservice Equipment, Direct Supply, and Alternative Sales Corp.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards

- **Replacement Flooring, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the replacement flooring proposal to Cadieux Flooring for an amount not to exceed \$28,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Electricity Supplier, Engineering and Maintenance Services**

Jude Gates requested the award be deferred an additional week to recheck the market for better rates.

- **Chimney Inspection and Cleaning, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the chimney proposal to Boston Chimney and Tower Company for \$5,526 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Linen Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the linen products proposal to Star Silk and Woolen, Star Linen and Supply, Harbor Linen, and Charm Tex from December 1, 2013 to November 30, 2014 for an amount to exceed \$13,000 total as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Soft Drink Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the soft drinks proposal to Seacoast Coca Cola from December 1, 2013 to November 30, 2014 not to exceed \$41,000 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Bread Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the bread products proposal to Bimbo Bakeries from December 1, 2013 to November 30, 2014 for an amount not to exceed \$123,000 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **New Hampshire Association of Counties Legislative Updates**

Cathy Stacey noted that at the upcoming December 6, 2013 meeting the New Hampshire Association of Counties should have a comprehensive legislative update.

County Attorney – James Boffetti, Interim

- **Conference and Training Directive Exception Request**

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for a county attorney employee to attend training in Massachusetts as recommended by the Interim County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

Interim County Attorney Boffetti noted he will be requesting hiring approval for a district court assistant county attorney. Discussion ensued on the candidate, hiring rate of pay, and revenues to cover the expenses. Discussion ensued on departmental responsibilities to pay and collect debts. Commissioner Coyle suggested that the finance office take over the billing and collection

efforts. Theresa Young said the county attorney billed for the year noting that deposits were not made timely however collections are behind. Discussion ensued on payment location and methods. Attorney Boffetti assured the Commissioners that checks are no longer being held and are now forwarded to the finance office the same day or the next business day.

Attorney Boffetti said that the district court contracts need review to ensure costs are covered and approved by the proper channels. Discussion ensued on the current staffing levels, administrative work, and caseloads. Commissioner Pratt suggested taking the time with the Interim County Attorney to review the operations and budget accordingly.

Attorney Boffetti asked for victim witness advocate services while one staff member is out on leave. He requested the Commissioners consideration for part time assistance as the advocate case load cannot be sustained. He has reached out to a potential candidate that is ready, willing, and able to work on a temporary basis. Theresa Young noted a transfer might be needed based on the hiring date as little funds exist in the victim witness advocate salary line. Discussion ensued. It was agreed that funds would be available for temporary assistance at 20 hours per week at \$20 per hour for the rest of the year. The Commissioners concurred to the temporary assistance.

Attorney Boffetti noted further discussions are needed for the county prerelease offender program proposed to move forward. Discussion ensued regarding a disconnect between judges, county departments, and the courts. Commissioner Coyle said he would be attending a meeting with the judges. Commissioner Pratt asked for a future meeting to discuss this in further detail.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

- **Amend RFP for Fire Sprinkler**

Moved: Commissioner Tombarello to amend a vote taken at the August 21, 2013 Board of Commissioners meeting changing the award for fire sprinkler testing and inspection to Sprinkler System Inspection Corporation from \$6,130 to \$7,330 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Surplus Equipment Request**

Moved: Commissioner Tombarello to declare equipment outlined and recommended in the Director of Facilities, Planning, and Information Technology's memorandum dated November 21, 2013 surplus and to be disposed of accordingly. Commissioner Coyle seconded the motion, voted all in favor.

- **Dam Repairs**

Moved: Commissioner Tombarello to authorize the Vice Chair to sign a New Hampshire Fish and Game Department permit to trap as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion. Motion passed 2-1 with Commissioner Pratt opposed.

Long Term Care Services – Steven E. Woods, Director

- **Contract Amendment Approval**

Moved: Commissioner Tombarello to approve a contract amendment agreement between Rockingham County and Rehab Choice and authorize the Chair to sign the amendment pending

legal review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Hospice Agreement Approval**

Moved: Commissioner Tombarello to approve a hospice services agreement with Compassionate Care Hospice of New Hampshire and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request to Personnel Policy and Procedure Chapter 6-3 Approval**

Moved: Commissioner Tombarello to approve an exception request to personnel policy and procedure chapter 6-3 for an employment candidate to a nursing home position as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Lien on Real Property Approval**

Moved: Commissioner Tombarello to place a lien on real property pursuant to RSA 166:20 for money owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Postings Approval**

Moved: Commissioner Tombarello to approve three position postings in the nursing home as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Coyle asked about the transition of the participants at the Adult Medical Day Care Program. Commissioner Tombarello said an informational meeting is scheduled for December 2, 2013 to plan for a press conference on December 10, 2013 of members of the Delegation. Commissioner Tombarello noted the study committee meeting scheduled was cancelled.

Register of Deeds – Cathy Ann Stacey

- **Surplus Equipment Request**

Moved: Commissioner Tombarello to approve equipment outlined and recommended in the Register of Deed's memorandum's dated November 8, 2013, November 15, 2013, and November 25, 2013 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

- **Invoice for the Initial 2013 Payment RE: TD Equipment Finance Capital Lease**

Moved: Commissioner Tombarello to approve that the accounting treatment of the invoice for the initial 2013 payment of the capital lease with TD Equipment Finance be as follows:

1. Debit 113*-57131, EMS Vehicle Lease, \$10,500.00;
2. Debit 151*-53502, Sheriff Nonexpendable Equipment, \$3,935.78;
3. Debit 151*-57155, Sheriff 2013 Vehicle Lease, \$42,074.03;
4. Credit 100*-20100, Accounts Payable, \$56,509.81.

Commissioner Coyle seconded the motion, voted all in favor.

At 5:29 p.m. Commissioner Pratt declared a recess for a non meeting with legal counsel.

At 6:18 p.m. Commissioner Pratt reconvened the meeting.

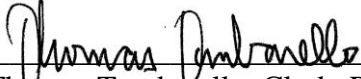
- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130913, T130914, T130915, T130916, T130934, T130837, T130947, T130958, T130960, T130963, T130964, T130966, T130952, T130998, T131005, T131006, T131007, T131008, T131009, T130996, T130997, T131013, totaling \$579,230.66, general ledgers 13640, 13641, 13642, 13643, 13644, 13645, 13653 totaling \$3,441.85, payroll warrants 1114SD, 1122SD totaling \$11,938.42, accounts payable wire payments T130985, T131004, T131010, T131014, totaling \$176,810.31, for a grand total of \$771,421.24. Commissioner Coyle seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 6:22 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

December 4, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Jude Gates, Director of Facilities
Steve Woods, Long Term Care Director
Theresa Young, Finance Officer

I. Call to Order

Commissioner Pratt called the meeting to order at 3:34 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,214,328.79 for the period ending December 1, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes – November 6, 12, 20, and 26, 2013**

Moved: Commissioner Coyle to approve the minutes of the November 6, 12, 20, and 26, 2013 Board of Commissioners meeting. Commissioner Tombarello seconded the motion, voted all in favor.

• **2014 Holiday Schedule Approval**

Moved: Commissioner Coyle to approve the 2014 Holiday Schedule as submitted. Commissioner Tombarello seconded the motion, voted all in favor.

County Attorney – James Boffetti, Interim

• **Hire Assistant County Attorney Pursuant to RSA 7:33f Approval**

Moved: Commissioner Coyle to approve the hiring of Assistant County Attorney Werner pursuant to New Hampshire RSA 7:33f as recommended by the Interim County Attorney. Commissioner Tombarello seconded the motion, voted all in favor.

Engineering & Maintenance – Jude A. Gates, Director of Facilities, Planning, & IT

• **RFP Award: Electricity Services**

Moved: Commissioner Tombarello to accept the recommendation of and award the electricity services to Integrys Energy Services as outlined and recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Jude Gates noted that the cost for dam repairs is unknown at the present time and will report back with firm numbers once quotes are finalized.

- **Commissioner Liaison Updates**

Commissioner Coyle proposed that the \$500 payment be released to Division Directors and Commissioners staff by waiving the eligibility policy.

Moved: Commissioner Coyle to release the \$500 payment to all division directors and Commissioners staff and waive the eligibility policy. Commissioner Tombarello seconded the motion, voted all in favor.

Commissioner Coyle presented a proposal to compensate staff in the finance office for the long hours and holiday's worked due to short staffing and a pending assessment. Discussion ensued regarding the outstanding assessment and the proposal.

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 6-4 to Step 12 of Grade 37 for the Deputy Finance Officer effective January 14, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 6-4 to Step 10 of Grade 36 for the Senior Accounting Systems Analyst effective January 14, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 6-4 to Step 12 of Grade 35 for the Payroll Administrator effective January 14, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 6-4 to Step 8 of Grade 36 for the Payroll Manager effective December 2, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Coyle to approve an increase of \$1.00 per hour for a payroll per diem employee effective January 14, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

Discussion ensued regarding pay plan adjustments and compensation for the 2014 budget.

Commissioner Pratt noted the Delegation Officers request to meet with the Board at the December 10, 2013 meeting. Commissioner Pratt said due to a full agenda that the next possible date would be at the December 18, 2013 meeting. Commissioner Tombarello expressed concern with rescheduling. Discussion ensued.

Commissioner Coyle noted a meeting with the Interim County Attorney tomorrow to discuss the proposed pretrial release program and will report back.

Commissioner Coyle said he would be attending an upcoming drug court session to observe the program.

The Commissioners agreed to begin the 2014 budget meeting sessions at next Tuesday's meeting with review of the Long Term Care submission.

Steve Woods highlighted the review and negotiation process with the vendors for complex security.

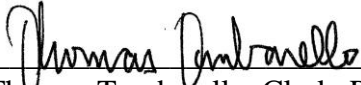
Moved: Commissioner Tombarello to award the complex security services proposal to Madison Security Group from December 4, 2013 to December 31, 2014 for an amount not exceed \$70,000 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion. Passed all in favor with Commissioner Tombarello abstained.

Commissioner Coyle asked for an update on the recent right to know requests filed by the Portsmouth Herald and Union Leader. Discussion ensued regarding the information requested and the next steps needed to fulfill the requests.

III. Adjourn

Commissioner Tombarello moved to adjourn at 7:30 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

December 10, 2013 – 2:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Register of Deeds Cathy Ann Stacey

Steve Church, Corrections Superintendent
Interim County Attorney James Boffetti
Lt. Kevin Walsh, Deputy Sheriff
Martha Breen, Sheriff's Office Manager
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 2:33 p.m.

II. Reports:

RFP Openings

• **Web Hosting and Public Online Access, Register of Deeds**

Commissioner Tombarello opened a proposal received from Fidlar Technologies.

Moved: Commissioner Tombarello to authorize the Register of Deeds to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Nutritional Supplements and Tube Feed Products, Long Term Care Services**

Commissioner Tombarello opened a proposal received from McKesson Medical Surgical.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Prime Vendor, Long Term Care Services**

Commissioner Tombarello opened proposals received from Geriatric Medical Surgical, Central Paper Products Company, Medline, and McKesson Medical Surgical.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

• **Paper Products, Long Term Care Services and Corrections**

Commissioner Tombarello opened proposals received from WB Mason, IMMI, Geriatric Medical Surgical, Interboro Packaging Corporation, and Central Paper Products Company.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director and Corrections Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Application Approval: New Hampshire Highway Safety Agency, Mobile Data Terminal Project, \$13,770.00 (50/50 match)**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Highway Safety Agency for a Mobile Data Terminal Project in the amount of \$13,770 (50/50 match) and authorize the Chair to sign the application as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Commissioner Coyle questioned the grant match and need for the equipment. Major Melanson noted the 50/50 match that is required and the benefits of the mobile equipment.

Motion passed all in favor.

- **Grant Application Approval: New Hampshire Highway Safety Agency, Traffic Radar Project, \$2,216.50 (50/50 match)**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Highway Safety Agency for a Traffic Radar Project in the amount of \$2,216.50 (50/50 match) and authorize the Chair to sign the application as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Major Melanson noted the 50/50 match.

Motion passed all in favor.

- **Grant Application Approval: New Hampshire Department of Safety, 2013 Homeland Security Grant, Rockingham County Simulcast Project, \$180,042.16**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Department of Safety for 2013 Homeland Security Grant funds for the Rockingham County Simulcast Project in the amount of \$180,042.16 and authorize the Chair to sign the application as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Major Melanson noted no match requirements accompany the grant. Discussion ensued regarding an up to amount however the specific amount is reflected in the grant.

Commissioner Pratt asked if this grant was for the dispatch upgrade project. It was explained this grant will replace other equipment to be updated as presented in the 10 year dispatch plan.

Motion passed all in favor.

- **Grant Application Approval: New Hampshire Department of Safety, 2013 Homeland Security Grant, Southeastern Rockingham County Communications Improvement Project, \$136,638.58**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Department of Safety for 2013 Homeland Security Grant funds for the Southeastern Rockingham County Communications Improvement Project in the amount of \$136,638.58 and authorize the Chair to sign the application as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Major Melanson noted no match requirements accompany the grant. It was explained this grant will replace other equipment to be updated as presented in the 10 year dispatch plan.

Motion passed all in favor.

Register of Deeds – Cathy Ann Stacey

- **Bid Waiver: GovConnection, \$8,177.45**

Moved: Commissioner Tombarello to approve an emergency bid waiver to GovConnection for \$8,177.45 and notify the Delegation Executive Committee Chair accordingly as recommended by the Register of Deeds. Commissioner Coyle seconded the motion, voted all in favor.

Cathy Stacey said she was voted to continue to serve on the Health Trust Board of Directors.

RFP Awards

- **Dietary Heat on Demand Equipment, Long Term Care Services**

Moved: Commissioner Tombarello to award the dietary heat on demand equipment proposal to Alladin Temp-Rite not to exceed \$7,644 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Dietary Steamer Equipment, Long Term Care Services**

Moved: Commissioner Tombarello to award the dietary steamer equipment proposal to Kittredge Foodservice Equipment not to exceed \$18,407 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Laundry Chemicals, Long Term Care Services**

Moved: Commissioner Tombarello to award the laundry chemicals proposal to Package Supply Company from December 1, 2013 to October 31, 2014 not to exceed \$16,000. Commissioner Coyle seconded the motion.

Commissioner Coyle questioned the note of the costs per gallon. Steve Woods noted the differences in submissions by gallons.

Motion passed all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130948, T131016, T130999, T131000, T130935, T130936, T131015, T130968, T130970, T130971, T130972, T130917, T130918, T131088, T131024, T131026, T131025, T131017, T131018, T131020, T131023, T131019, T131022, T131016, T130948, T130950, T130950, T131035, T131021 totaling \$408,921.04, general ledgers 13602, 13603 totaling \$40,375.40, payroll warrants 1127SD, 1205SD totaling \$23,871.07, accounts payable wire payments \$6,651.34, \$6,517,513.89, \$104,249.80, \$1,609,222.57, \$9,425.29, for a grand total of \$8,720,230.40. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of minutes**

Moved: Commissioner Tombarello to approve and sign the minutes of the December 4, 2013 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney – James Boffetti, Interim

- **Grant Award Approval: New Hampshire Department of Justice, State Victim Assistance Grant, \$30,000**

Moved: Commissioner Coyle to approve a grant award to the New Hampshire Department of Justice for a State Victim Assistance Grant in the amount of \$30,000 as recommended by the Interim County Attorney.

- **Pre Release Electronic Monitoring Program Discussion**

Interim County Attorney Boffetti highlighted the proposed program and action plan items including speaking with judges and to streamline the bail order with categories for simplicity. Interim County Attorney Boffetti said the jail is in the best position to recommend inmates to the program. He noted the Sheriff's office role would be to pick up offenders who violate the terms of release.

Discussion ensued regarding the type of offenders suited for the program and the responsibility should the release into the program not be successful.

Commissioner Coyle said that the Sheriff's office SCRIP program does not have the adequate census numbers for the program to continue. Steve Church said he has budgeted for the bracelets and drug testing and proposes an additional one and a half staff members. Major Melanson said the deputy managing the SCRIP program will be working in conjunction with the jail on this new program. Theresa Young asked where the savings would be reflected for the cost benefit analysis. Discussion ensued regarding potential savings.

Commissioner Pratt expressed concern that a cost benefit analysis has not been provided.

Commissioner Pratt also requested a final program proposal before the corrections budget review session.

Commissioner Tombarello said that a final decision needs to be made on which department is in charge of the program. Commissioner Coyle said that it would be a joint effort. Commissioner Coyle noted the jail should continue the drug testing as they are setup for those services. Lt. Walsh said when he ran the SCRIP program that he used the jail services for drug testing.

It was agreed to bring back the cost benefit analysis and that the proposal would reflect the joint efforts of the sheriff and the jail.

- **Drug Court Discussion**

Interim County Attorney Boffetti explained his recent visit to the drug court in session and recommends supporting services from September to December 2014 in the amount of \$70,000 to continue drug court through the end of the year. Interim County Attorney Boffetti said the number of graduates is not relevant as they are receiving treatment and not reoffending in the future. He noted the investment is minimal versus the bed space at the State Prison and Rockingham County Department of Corrections. He qualified the type of person in the program has a serious addiction and explained the process to reach success.

Commissioner Pratt wanted to know the funding plan sources to ensure sustainability. Interim County Attorney Boffetti said he is aware they are looking for county funding in its entirety.

Commissioner Pratt questioned if Rockingham County could use the Strafford County Drug Court. Discussion ensued about the concept of per diem rates paid to Strafford County. Discussion ensued on savings.

Commissioner Pratt asked for a status update on the Nelson and East Kingston cases. It was agreed that the Interim County Attorney would report back.

Commissioner Pratt asked about district court contracts. Interim County Attorney Boffetti said contracts are at various stages. Theresa Young clarified that the Finance Office is working with the County Attorney's Office to determine the costs needed for projections. Discussion ensued.

Commissioner Pratt declared a recess at 4:03 p.m. for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 4:17 p.m.

III. Commissioners Non-Public Session

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II b,c,e to discuss the county attorney, county attorney office operations, and legal filings. Commissioner Tombarello seconded the motion, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Elizabeth Bailey, Christopher Cole, Attorney General Joseph Foster, Jane Young, Anne Edwards, Richard Head, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Non Public Session Minutes**

Moved: Commissioner Tombarello to seal the non-public session minutes of December 10, 2013 pursuant to NH RSA 91-A:3 III as it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself. Commissioner Coyle seconded the motion, voted all in favor.

IV. Commissioners Non-Public Session

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II a to discuss an employee disciplinary matter in long term care services. Commissioner Tombarello seconded the motion, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Derryl Bartlett, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Termination, Long Term Care Services**

Moved: Commissioner Coyle to accept the recommendation of the Long Term Care Services Director as outlined in his letter of December 3, 2013 regarding a nursing home employee,

effective December 21, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

- **Personnel Non Public Session Minutes**

Moved: Commissioner Tombarello to seal the nonpublic minutes of the December 10, 2013 Board of Commissioners meeting to protect the integrity of the employee. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt declared a recess at 6:20 p.m. for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 6:55 p.m.

Long Term Care Services – Steven E. Woods, Director

- **Bid Waiver: Point Click Care, \$37,000**

Moved: Commissioner Tombarello to approve a bid waiver to Point Click Care Company for an amount not to exceed \$37,000 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Title Change Approval**

Moved: Commissioner Coyle to approve position title changes of all Assisted Living Ward Aide positions to Dietary Aide I – Assisted Living positions effective December 15, 2013 as recommended by the Long Term Care Services Director.

- **Position Status Change Approval**

Moved: Commissioner Coyle to approve changing part time Licensed Nursing Assistant position, WPT-05LNA2, to a full time Licensed Nursing Assistant position effective December 29, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

V. Old Business

Commissioner Tombarello expressed concern with the votes taken at the last meeting regarding step increases noting his affirmative vote would be opposed if he had more time for consideration. Commissioner Tombarello asked that proposals be brought forward in advance for consideration.

VI. New Business

- **2014 Budget Review: Long Term Care Services**

Theresa Young noted that the overview of 2013 to 2014 items will be presented next week. Theresa Young said the open list has been started and that additional items will be included. The Long Term Care Services budget summary was presented with highlights of the overall budget, deficit, and Medicare Managed Care strategies. Steve Woods explained the need of a position regarding case management. Commissioner Pratt asked about outsourcing the case management services. Discussion ensued.

Steve Woods recommended budgeting \$1.6million for Proshare revenues. Discussion ensued regarding estimations.

Steve Woods and Theresa Young discussed a draft staffing plan in dietary presented by the Food Service Director. Commissioner Pratt expressed concern regarding the late submission of this pending proposal.

Theresa Young recommended bringing back the compensated absences fund.

Steve Woods noted success of the skilled care program and the challenge regarding moving residents out of the skilled unit into the nursing home unit. Steve Woods proposed refurbishing a unit for extra beds to accommodate demands. Discussion ensued regarding projects and associated expenses.

Theresa Young presented the salary lines in long term care noting increases, decreases, and overall projections.

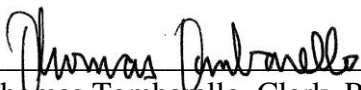
- **Meals on Wheels Additional Funding**

Commissioner Pratt highlighted her recent conversation with the Rockingham Nutrition Meals on Wheels Chair and it was agreed to fund a total of \$90,000 with no further increases for four years. Theresa Young asked that the Chair submit a letter confirming the proposal.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 8:30 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

December 12, 2013 – 5:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer

I. Call to Order

Commissioner Pratt called the meeting to order at 5:10 p.m.

II. New Business

• **Meals on Wheels Funding**

Commissioner Pratt highlighted her recent telephone conversation with Paul Hamblett, the new Chair of the Rockingham Nutrition and Meals on Wheels board of directors. Discussion ensued regarding the program, the increase in funding, and future year revenue sources.

Moved: Commissioner Tombarello to approve additional funding in the amount of \$5,000 bringing the funding total for 2013, 2014, 2015, and 2016 at \$90,000 per year as proposed and agreed upon by the Rockingham Nutrition and Meals on Wheels Program Board Chair and Rockingham County Commissioners in an email dated December 12, 2013. Commissioner Coyle seconded the motion, voted all in favor.

• **Right to Know Request – WMUR**

Discussion ensued regarding a recent right to know request filed by WMUR requesting details on County Attorney Reams travels. It was agreed to have legal counsel coordinate with the Attorney General's Office on the request.

• **Adult Medical Day Care Program**

Commissioner Pratt updated the Commissioners on her recent luncheon with Representative Major regarding tonight's executive committee meeting. Discussion ensued regarding the adult day care program action plan adopted by the Commissioners, affirmed by the adult medical day care study committee, and signed by the program director.

• **2014 Budget Review: General Government**

Theresa Young presented the general government budget providing a brief overview. Discussion ensued regarding legal and labor relations along an increase in funding to UNH Cooperative Extension. Discussion ensued regarding the budget line for the bond payment and the payment to the capital fund with energy management savings.

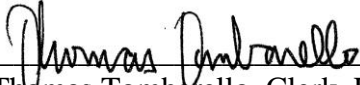
Commissioner Pratt declared a recess at 6:42 p.m. for the Commissioners to attend the Rockingham County Delegation Executive Committee meeting.

Commissioner Pratt reconvened the meeting at 8:40 p.m.

III. Adjourn

Commissioner Pratt moved to adjourn at 8:44 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

December 18, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk

Theresa Young, Finance Officer
Register of Deeds Cathy Stacey
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager

I. Call to Order

Commissioner Pratt called the meeting to order at 3:36 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Budget Review: Register of Deeds**

The Register of Deeds presented her 2014 budget proposal noting overall projected revenue decreases. Discussion ensued.

• **Appointment: Delegation Officers**

Commissioner Pratt explained that an invitation was sent to the Delegation Officers again inviting them to this meeting to discuss the Adult Medical Day Care Program. It was noted the Officers requested a meeting with the Board of Commissioners at their December 10th meeting but due to agenda items and appointments an alternative date of today was offered. The Delegation Officers neither accepted nor refused to meet today.

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,345,218.04 for the period ending December 15, 2013. Commissioner Pratt seconded the motion, voted all in favor.

• **Budget Review: Engineering & Maintenance Services and Information Technology**

Frank Stoughton presented the 2014 proposed budget for the Information Technology division of Engineering and Maintenance Services budget. Frank Stoughton explained the current technology of internet services at the complex and the increased demands with web based applications. He recommended focusing on fiber technology to stay ahead of demands. Discussion ensued on the costs and what is available in the area.

Commissioner Pratt inquired about alternative models regarding staffing versus technical support services in light of Frank Stoughton's pending retirement. Discussion ensued.

• **Budget Review: Projects and Capital Fund**

Theresa Young highlighted the approved projects and the funding details of the bond. Discussion ensued regarding remodeling a nursing home floor to a skilled care unit. It was agreed that a feasibility study would be needed to determine the cost of the project, timing, and extent of renovations.

Commissioner Pratt asked for a status update of the dispatch project grant. Commissioner Coyle noted that no information has been provided and asked for details at the next meeting. Commissioner Tombarello said he would check with the Sheriff.

Commissioner Pratt noted a letter received from the Portsmouth Police Department requesting a disbursement of the funds to be received from an alcohol fine. Commissioner Coyle said that he spoke with the Interim County Attorney about the fine and the Interim County Attorney will deposit the funds into the county general fund. Discussion ensued regarding the disbursement procedures in place and the use of the contingent grant fund.

III. Commissioners Non-Public Session

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss adult medical day care personnel issues in light of impending closure of the program. Commissioner Tombarello seconded the motion, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Theresa Young, Jude Gates, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

IV. New Business

- **Separation Agreement and General Release, Long Term Care Services**

Moved: Commissioner Pratt to eliminate positions PFT-01AMDD and PFT-01RN1 effective December 31, 2013 and further to approve a separation agreement and general release for two employees in the adult medical day care program. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt declared a recess at 5:45 p.m. for a non meeting with legal counsel.

At 6:32 p.m. Commissioner Pratt reconvened the meeting.

V. Adjourn

Commissioner Tombarello moved to adjourn at 6:35 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by: Thomas Tombarello
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

December 23, 2013 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair	High Sheriff Michael Downing
Commissioner Kevin L. Coyle, Vice Chair	Lt. Kevin Walsh, Deputy Sheriff
Commissioner Thomas Tombarello, Clerk	Kathy Nikitas, Deputy Finance Officer
Steve Woods, Long Term Care Director	Register of Deeds Cathy Stacey
Steve Church, Corrections Superintendent	Interim County Attorney James Boffetti

I. Call to Order

Commissioner Pratt called the meeting to order at 3:39 p.m.

II. Reports:

RFP Awards

• **Web Hosting and Public Online Access, Register of Deeds**

Moved: Commissioner Tombarello to award the web hosting and public online access proposal to Fidlar Technologies for \$60,000 for 2014 services with hourly rates as outlined and recommended by Register of Deeds in her email dated December 11, 2013. Commissioner Pratt seconded the motion, voted all in favor.

• **Nutritional Supplements and Tube Feed Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the nutritional supplements and tube feed products proposal to McKesson Medical Surgical Supply from January 1, 2014 to December 31, 2014 for an amount not to exceed \$24,000 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Paper Products, Long Term Care Services**

Moved: Commissioner Tombarello to award the paper products proposal from January 1, 2014 to June 30, 2014 to Central Paper Products Company and Geriatric Medical Surgical for an amount not to exceed \$50,000 total as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Waste Removal, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the waste removal services proposal from January 1, 2014 to December 31, 2014 to Casella Waste Systems Incorporated and Waste Management for an amount not to exceed \$66,000 total as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T130919, T130920, T130921, T130937, T130949, T130974, T130975, T130977, T131001, T131037, T131038, T131040, T131041, T131097, T131099, T131100, T131101, T131103, T131104,

T131106, T131107 totaling \$731,862.19, payroll warrants 121213SD, 121913SD totaling \$13,454.95, accounts payable wire payments T131096, T131112, T131103, T131108, T131109 totaling \$576,210.17, for a grand total of \$1,321,527.31. Commissioner Coyle seconded the motion, voted all in favor.

Corrections – Stephen A. Church, Superintendent

- **Inmate Administrative Transfer Report Approval**

Moved: Commissioner Tombarello to approve an inmate administrative transfer pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Sergeant**

Moved: Commissioner Tombarello to approve the posting of Sergeant. Commissioner Coyle seconded the motion, voted all in favor.

- **Bid Waiver: Siemens, \$15,831.21**

Steve Church noted Siemens is a sole source vendor for the testing supplies using their own equipment. Steve Church said the costs are low since the testing is conducted by in house personnel. Commissioner Pratt asked when these services were last sent out to bid. Steve Church said it has been a long time since the services were bid. Discussion ensued regarding the services in the contract.

It was agreed to send the services out for competitive bidding.

Commissioner Pratt announced that the Commissioners are meeting on New Year's Day for approval of payroll and asked the Superintendent to report back in two weeks for a contract extension for two months with Siemens.

County Attorney – James Boffetti, Interim

- **Bid Waiver: Mainstay Technologies, \$32,544.58**

Commissioner Pratt inquired about the budget funding in 2013 versus 2014. Interim County Attorney Boffetti agreed it would be a 2014 expense. High Sheriff Downing noted his approved request would allow services to commence in 2013. Discussion ensued regarding encumbering funds.

Moved: Commissioner Tombarello to approve a bid waiver to Mainstay Technologies in the amount of \$32,544.58 as recommended by the Interim County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

Interim County Attorney Boffetti explained a recent meeting with the Finance Officer and district court agreements is underway with charges that cover costs. Discussion ensued regarding contracts along with staffing level changes based on contracts.

Long Term Care Services – Steven E. Woods, Director

- **Position Downgrade Approvals**

Moved: Commissioner Tombarello to approve the downgrade of two (2) Licensed Nursing Assistant II positions in assisted living to Licensed Nursing Assistant I positions effective

December 29, 2013 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Housekeeping Aide II**

Moved: Commissioner Tombarello to approve the posting of Housekeeping Aide II position. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Bid Waiver: Mainstay Technologies, \$38,464.79**

Discussion ensued regarding the project total minus the \$11,355.00 that would be paid out of the 2014 budget.

High Sheriff Downing noted that the big dispatch project was submitted by the Epping Police Department on December 4, 2013 and a response could take a month or two. Commissioner Pratt asked for a longer discussion on the status of the grants. Sheriff Downing said that the 2014 budget proposal would increase to reflect grant applications. Discussion ensued.

Moved: Commissioner Tombarello to approve a bid waiver to Mainstay technologies in the amount of \$38,464.79 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

III. New Business

- **Line Item Transfers**

Commissioner Pratt asked about the status of line item transfer requests. Discussion ensued regarding the current procedures. It was agreed to send a directive reminding all divisions that lines cannot be overspent without a Delegation approved line item transfer.

- **2014 Open Enrollment Exceptions**

Discussion ensued regarding the open enrollment exceptions for both active employees and retirees based on a memorandum from the Finance Officer dated December 20, 2013.

Moved: Commissioner Coyle to approve an exception to the 2014 open enrollment deadline for a corrections officer as recommended by legal counsel and the Benefits Administrator. Commissioner Tombarello seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve an exception to the 2014 open enrollment deadline for retiree Richards' understanding this is a one-time special consideration as recommended by the Benefits Administrator and Benefits Administration Team. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt asked for follow up regarding COBRA rate eligibility for retirees. Discussion ensued regarding charging a percentage of the COBRA rate for individuals requesting exceptions. The Board asked for a report back on payments received from retirees for January 2014 and if checks were cashed. Kathy Nikitas said she would report back with the information.

Commissioner Pratt asked for a follow up meeting regarding the Long Term Care Services 2014 budget proposal regarding outstanding items upon further review.

IV. Commissioners Non-Public Session

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss legal correspondence. Commissioner Tombarello seconded the motion, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Kathy Nikitas, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Pratt moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Settlement, Finance**

Moved: Commissioner Tombarello to authorize Sheehan, Phinney, Bass, and Green to negotiate a settlement with the Estate of William F. Brown/Lundy regarding the lien placed by Rockingham County in 2005 with an authorized settlement range of \$4,160 to a minimum of \$3,000. Commissioner Coyle seconded the motion, voted all in favor.

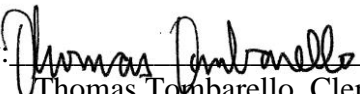
- **Employee Request, Corrections**

The Commissioners reviewed a letter received from a corrections employee dated December 13, 2013 requesting consideration of the \$500 payment. The Commissioners declined to act on the matter.

V. Adjourn

Commissioner Tombarello moved to adjourn at 6:00 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioner Conference Room, County Complex
Brentwood, New Hampshire

December 30, 2013 – 3:30 p.m.

Present:

Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Interim County Attorney James Boffetti

Excused Absence:

Commissioner Katharin K. Pratt, Chair

I. Call to Order

Commissioner Coyle called the meeting to order at 3:30p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

- **2014 Budget Submission Review**
✓ **County Attorney**

Theresa Young presented a district court report depicting the town costs billed, projected, and collected. Commissioner Coyle expressed concern with the lower revenues collected than actual expenses. Theresa Young noted that no payments were received from Nottingham. Discussion ensued regarding the process in place and best practices for the future.

Commissioner Coyle asked the Interim County Attorney to follow up with the towns that have not submitted payments. Interim County Attorney Boffetti said he would report back at Thursday's budget session.

Commissioner Coyle noted two contracts expire tomorrow and that renewed contracts need to be processed. Interim County Attorney Boffetti said the renewed contracts will be sent once updated budgets and salary projections are received. Theresa Young asked the Commissioners to confirm adding a salary projection that reflects raises. The Commissioners confirmed adding raises for projections.

III. Commissioners Non-Public Session

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss county attorney personnel. Commissioner Tombarello seconded the motion, voted all in favor.

Those present were Commissioner Coyle, Commissioner Tombarello, James Boffetti, Theresa Young, and Chris Maxwell.

There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

Commissioner Tombarello asked for an updated budget spreadsheet for the Sheriff's office to prepare for a Commissioner Liaison meeting with the High Sheriff.

It was agreed to meet on Wednesday, January 1, 2014 at 9:00 a.m. for approval of payroll.

- **Approval of Minutes: December 10, 12, 18, and 23, 2013 Meetings**

Moved: Commissioner Tombarello to approve the minutes of the December 10, 12, 18, and 23, 2013 Board of Commissioners meetings as amended. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven Woods, Director

- **Exception Request Approval: Personnel Policy and Procedure Chapter 6-10**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 6-10 for a nursing home employee as recommended by the Finance Officer and Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **2014 Budget Submission Review**

- ✓ **Treasurer**

The Commissioners reviewed the Treasurer's 2014 budget submission and no changes were made.

- ✓ **Delegation**

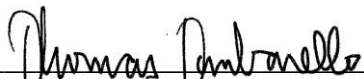
The Commissioners reviewed the Delegation 2014 budget submission. Discussion ensued regarding the audit line. Commissioner Coyle recommended reducing the audit line from \$7,000 to \$2,500 due to lack of usage over the years.

Moved: Commissioner Coyle to reduce the audit line of the Delegation budget to \$2,500 from \$7,000. Commissioner Tombarello seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 4:48 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken and typed by: B. Christopher Maxwell, Executive Assistant – Commissioners Office

Received by:  _____
Thomas Tombarello, Clerk, Rockingham County Commissioner