



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Mitchell Building, County Complex,
Commissioner Tombarello's Office - Brentwood, New Hampshire,
January 1, 2014 – 9:00 a.m.

Present:

Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer

Excused Absence:

Commissioner Katharin K. Pratt, Chair

I. Call to Order

Commissioner Coyle called the meeting to order at 9:07 a.m.

II. New Business

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,219,325.66 for the period ending December 29, 2013. Commissioner Tombarello seconded the motion, voted all in favor.

III. Adjourn

Commissioner Tombarello moved to adjourn at 9:09 a.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 3, 2014 – 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
David Consentino, Assistant Superintendent
Jayne Jackson, Corrections Office Supervisor

I. Call to Order

Commissioner Pratt called the meeting to order at 3:35 p.m.

II. Reports:

Commissioner Pratt declared a recess at 3:36 p.m. for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 4:50 p.m.

Commissioners Office – Katharin K. Pratt, Chair

- **2014 Budget Review**
 - ✓ **Department of Corrections**

Theresa Young presented a general overview and summary of the proposed corrections budget. Steve Church noted he is actively negotiating renewals for female housing of prisoners. Discussion ensued regarding potential increases.

Commissioner Coyle questioned the overtime and salary lines. Discussion ensued regarding the methodology of funding for positions and overtime costs. It was agreed to fund overtime at \$300,000 and reduce the salary line accordingly.

Commissioner Pratt expressed concern with the overall increases in the budget year after year.

Commissioner Pratt asked about the electronic monitoring program overall savings. Theresa Young presented a cost benefit analysis showing the program expenses and cost savings. Commissioner Tombarello questioned the average participants. Discussion ensued regarding the participation levels.

Discussion ensued regarding the salary balance left over at the end of the year. Commissioner Coyle suggested zero funding two corrections officers' positions including benefits. The Board concurred to the recommendation.

Commissioner Coyle questioned the contracted services total for 2013. Jayne Jackson noted the lag billing for November and December has not been paid. Commissioner Coyle recommended reducing the total contracted services to \$1.8 million. The Board concurred.

Commissioner Coyle questioned the budget request for inmates at other facilities. Commissioner Coyle recommended reducing the increase by \$180,000. The Board concurred.

The electronic monitoring program start time was discussed and it was noted the funding was based on twelve months. Commissioner Coyle recommending reducing the program funding to

\$65,000. The Board concurred. Discussion ensued regarding the funding of positions for the program.

Dave Consentino explained the need of two replacement vehicles.

Commissioner Tombarello questioned the uniform budget and the inmate testing supplies. Discussion ensued regarding the testing supplies and increased demand with programs. It was agreed to reduce uniform budget by \$11,000.

Discussion ensued regarding Prison Rape Elimination Act (PREA) compliance.

Commissioner Pratt asked for the final electronic monitoring program documentation in advance of the budget deadline.

✓ **Categorical Assistance**

Theresa Young presented the categorical assistance budget. Discussion ensued regarding the billing method.

• **2014 Open Enrollment Exceptions**

Moved: Commissioner Coyle to approve an exception to the 2014 open enrollment deadline for the three remaining retirees with the understanding this is a one-time special consideration as recommended by the Benefits Administrator. A penalty will be assessed of \$20.00 per month. Commissioner Pratt seconded the motion. Motion passed 2-1.

• **Letter from Rep. Birdsell**

The Commissioners reviewed a letter from the Salary Subcommittee Chair Representative Birdsell regarding exceptions that were granted in December. It was agreed that Commissioner Pratt and Theresa Young would call the Representative to answer her questions.

• **Exception Request, Finance**

Moved: Commissioner Coyle to approve an exception request to Personnel Policy and Procedure Chapter 9-3B as recommended by the Finance Officer. Commissioner Tombarello seconded the motion, voted all in favor.

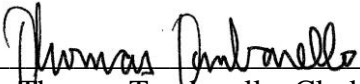
• **Exception Request, Finance**

Moved: Commissioner Coyle 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 Officer. Commissioner Tombarello seconded the motion, voted all in favor.

III. Adjourn

Commissioner Tombarello moved to adjourn at 7:17 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 6, 2014 – 4:15 p.m.

Present:

Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Interim County Attorney James Boffetti
Brynda Poggi, CA Office Manager

Excused Absence:

Commissioner Katharin K. Pratt, Chair

Guests: Judge Nadeau and Joan Bishop

I. Call to Order

Commissioner Coyle called the meeting to order at 4:23 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

- **2014 Budget Review**
 - ✓ **County Attorney**

Judge Nadeau and Joan Bishop presented a proposal to continue drug court services in Rockingham County. Discussion ensued regarding the grant program and the other funding sources. Judge Nadeau explained that other funding sources have not been established however she has reached out to charitable organizations for a statewide drug initiatives concept. Commissioner Coyle asked about where the funding does if this was approved. It was explained that Rockingham County would pay Seacoast Mental Health directly for the services.

Commissioner Coyle questioned half funding or no funding. Judge Nadeau said some of the participants would not be able to continue without full funding. Judge Nadeau said if additional funds were out there that she would have already reached out to those organizations. Judge Nadeau

Joan Bishop explained that the Strafford County Drug Court costs more per participant and Rockingham County would be charged more than funding one in the county. Discussion ensued regarding transportation and the additional needs to build up the Strafford County drug court staffing. Discussion ensued regarding the program structure in Strafford including community corrections.

Judge Nadeau noted costs are lower in Rockingham as Corrections Commissioner Wrenn provides a probation officer to the court at no cost.

Commissioner Coyle asked Interim County Attorney Boffetti where the funding is best placed in the budget. Interim Boffetti said the best budget is Corrections but is willing to host the expense if needed.

Commissioner Coyle said no decision would not be made today without input from Commissioner Pratt. Further, Commissioner Coyle said he would like to talk with the Corrections Superintendent in detail since the expense would be added in the Corrections budget.

Commissioner Coyle asked about the assistant county attorney staff expense line. Interim Boffetti said all staff is needed and cannot be reduced. Discussion ensued.

Discussion ensued regarding the travel expense line. Interim Boffetti noted that travel is now being captured in the new budgets with towns.

Commissioner Coyle asked about the status of district court contracts. Interim Boffetti said he spoke with the town police chiefs and the amounts seemed reasonable. Theresa Young noted that an adjustment is needed in the travel line to district court expenses. Theresa Young also noted the postage expenses need to be adjusted as well. Discussion ensued regarding technology enhancements to alleviate postage costs.

Discussion ensued regarding district court billing and revenues received.

Commissioner Coyle questioned the conference reduction proposed for 2014. Interim Boffetti said that the reduction is reasonable and cited the staff protocols in the Attorney General's Office. Discussion ensued.

✓ **Commissioners**

The Commissioners reviewed the Commissioners proposed budget for 2014. It was agreed to propose operational expenses at 2013 levels.

✓ **General Government**

Commissioner Coyle asked for a \$25,000 in tax anticipation note fees. Discussion ensued regarding the energy management lease and funding to the capital fund.

Commissioner Coyle suggested level funding for legal and labor relations.

Commissioner Coyle questioned the audit study lines. Discussion ensued regarding expenses paid from that line and pending assessments.

The contingent grant line was reviewed. Theresa Young indicated she would update the numbers to reflect actual Justice Assistance Grants.

Discussion ensued regarding sources to pay the bond annual premium.

✓ **Finance and Human Resources**

Theresa Young noted amounts for 2014 are not properly reflected pending results of the assessment. Commissioner Coyle recommended the same bottom line.

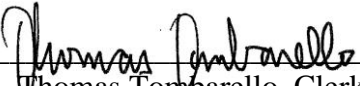
• **Payroll Change Notice, Human Resources**

Moved: Commissioner Coyle to approve a payroll change notice for the Interim Human Resources Director from December 30, 2013 through February 2, 2014. Commissioner Tombarello seconded the motion, voted all in favor.

III. Adjourn

Commissioner Tombarello 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
Commissioners Conference Room
County Complex - Brentwood, New Hampshire,
January 7, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
High Sheriff Michael Downing
Major Darin Melanson, Deputy Sheriff
Lt. Kevin Walsh, Deputy Sheriff
Martha Breen, Sheriff's Office Manager

Katherin Mann, Sheriff's Executive Asst.
Kathy Nikitas, Deputy Finance Officer
Steve Woods, Long Term Care Director
Jude Gates, Director of Facilities
Theresa Young, Finance Officer

Also Present:

Representative Cali-Pitts.

I. Call to Order

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

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Tombarello to approve and sign 2013 accounts payable warrants T130953, T130938, T130939, T131002, T131039, T131040, T131041, T131042, T131044, T131106, T131115, T131116, T131119 totaling \$286,496.05, general ledgers 13708, 13709, 13713, 13714, 13715, 13716, 13717 totaling \$38,238.04, payroll warrants 1227MS, 1230MS, 1226SD totaling \$41,907.01, accounts payable wire payments T131107, T131108, T131110 totaling \$1,428,078.94, for a grand total of \$1,794,720.04. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve and sign 2014 accounts payable auto payments T140027 and T140028 totaling 187,046.04, accounts payable wire payment T140001 totaling \$5,973.33 for a grand total of \$193,019.37. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of minutes: December 30, 2013, January 1, 2014**

Moved: Commissioner Tombarello to approve and sign the minutes of the December 30, 2013 and January 1, 2014 Board of Commissioners meetings. Commissioner Coyle seconded the motion. Commissioner Coyle seconded the motion. Motion passed all in favor with Commissioner Pratt abstaining as she was absent at those meetings.

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

• **Change Order: Arcomm Communications, \$2,125**

Moved: Commissioner Tombarello to approve a change order to Arcomm Communications for an additional \$2,125 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

• **Bid Waiver: Honeywell, \$49,524**

Moved: Commissioner Tombarello to approve a bid waiver to Honeywell Building Solutions for \$49,524 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Surplus Vehicle Request**

Moved: Commissioner Tombarello to declare one 2006 Aerotech Bus surplus and to be disposed of accordingly via bidding. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Position Posting Approval: Laundry Aide II**

Moved: Commissioner Tombarello to approve the posting of Laundry Aide II in Long Term Care Services. Commissioner Coyle seconded the motion, voted all in favor.

- **New Hampshire Department of Health and Human Services Medicaid Transportation Enrollment Form Approval**

Moved: Commissioner Tombarello to approve the submission of an enrollment form to the New Hampshire Department of Health and Human Services for medical transportation reimbursement 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

- **Bid Waiver Amendment: Mainstay Technologies, County Attorney**

Moved: Commissioner Coyle to amend a bid waiver approved at the December 23, 2013 Board of Commissioners meeting increasing the total from \$32,544.58 to \$36,862.28 due to an administrative error. Commissioner Tombarello seconded the motion, voted all in favor.

- **2014 Budget Review: Sheriff**

Theresa Young presented a revised budget spreadsheet reflecting changes in overtime, outside detail, and grants for 2014. Commissioner Pratt asked about the December 2013 grants. Sheriff Downing explained the status of the grant applications. Theresa Young noted the grants are reflected in the departmental budget. Sheriff Downing presented the budget highlighting the transportation increases. Discussion ensued regarding the status of grant applications.

Commissioner Pratt asked if the vehicles purchased will result in the same number of vehicles being surplus. The Sheriff indicated he would trade in the vehicles with the purchase of the new vehicles. Sheriff Downing noted that the new van would require new accessories as the van was redesigned.

Discussion ensued regarding the reimbursement of building expenses for the dispatch project. It was agreed to verify with the Director of Facilities to ensure it was not double booked as an expense.

Commissioner Coyle asked about the reduction in revenues. Sheriff Downing noted that a legislative change allows certain small claim court items to be mailed versus served by the Sheriff. Commissioner Coyle noted the revenues received year to date in 2013 versus the 2014 projection. Commissioner Coyle said that the salary line should be reduced to reflect the lower revenues and less work. Sheriff Downing said the in hand process takes more time and effort to serve. Sheriff Downing noted if deputies are not serving papers that they are doing transports.

Discussion ensued regarding other revenue shortfalls. Commissioner Coyle questioned the outside detail rates. Sheriff Downing noted the deputy receives \$39 per hour and the remainder covers the county cost. It was noted that the county rate is above midpoint in comparison to

other agencies. Discussion ensued regarding reimbursements and the special rate for the Deerfield Fair.

Commissioner Coyle questioned the status of dispatch fees per town. Discussion ensued. Lt. Walsh noted some towns have indicated they have budgeted funds for fees.

Discussion ensued regarding the grant that was filed through the Town of Epping. Theresa Young noted the Commissioners need to approve a Memorandum of Understanding with the County and the Town of Epping. Theresa Young noted that the grant application must be approved as well noted a similar process done with Justice Assistance Grants between the county and towns. Discussion ensued regarding grant requirements along with reporting requirements for both the county and town.

Commissioner Tombarello noted the trend in civil process at his employer in Massachusetts.

Sheriff Downing said he would review civil revenue again as requested by Commissioner Coyle.

Pitts asked if the civil salary line was reduced if staff would be laid off. Discussion ensued regarding the options for revenue and expense reductions.

- **2014 Budget Review: Non County Specials**

The Commissioners reviewed funding to the applications of non county specials. It was agreed to increase funding to A Safe Place and Sexual Assault Support Services.

- **Rockingham County Drug Court Funding Request**

Discussion on grant funding sources, county contribution, and over program results.

IV. Commissioners Non-Public Session

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss a sheriff's office grievance filed with the Board. Commissioner Tombarello seconded the motion, voted all in favor.

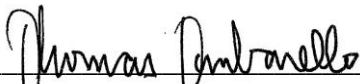
Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Chris Maxwell.

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 Coyle, motion passed all in favor.

V. Adjourn

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 8, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Jayne Jackson, Corrections Office Supervisor
Theresa Young, Finance Officer
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities
Frank Stoughton, IT Manager
Major Darin Melanson, Deputy Sheriff
Martha Breen, Sheriff's Office Supervisor

High Sheriff Mike Downing
Brynda Poggi, C. Attny. Office Administrator
Fred Borman, UNH Cooperative Extension
Janice Demers, Fiscal Services Director
Steve Woods, Long Term Care Director
Register of Deeds Cathy Stacey (via telephone)
Dave Consentino, Assistant Superintendent

Excused:

Commissioner Thomas Tombarello, Clerk

I. Call to Order

Commissioner Pratt called the meeting to order at 4:02 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• 2014 Budget Review

Commissioner Coyle asked for additional revenues in the Registry of Deeds. Cathy Stacey expressed concern based on current trends. Discussion ensued.

Commissioner Coyle asked the Sheriff for revenue reconsideration. Sheriff Downing noted that revenue is up and the total provided is based on an average. Discussion ensued regarding civil and other revenue projections. Commissioner Coyle suggested reducing civil revenue to reflect actual projections. The Commissioners agreed to reduce civil revenue to \$520,000 from \$541,000. The Sheriff concurred to the amendment.

Sheriff Downing confirmed that the December grant applications submitted were not awarded. Discussion ensued regarding the grant applied for midyear. The Commissioners indicated grants not awarded by now would be placed in the grant line.

Commissioner Coyle asked the Corrections Superintendent to provide his input on drug court funding. Steve Church expressed concern with the current structure and recommended reviewing other counties setup to ensure the county needs are met. Commissioner Pratt noted her conversation with the Strafford County Administrator who indicated he would report back with a tuition rate. Discussion ensued regarding different models and a pending conversation with Strafford County.

Discussion ensued on the population targeted for the new electronic monitoring program. Commissioner Pratt asked for the final program to be submitted to the Board before approval of the budget.

Dave Consentino presented a proposal to the Commissioners requesting consideration for an x-ray machine as the next level of security measures at the jail. Discussion ensued regarding the parameters and eligibility requirements.

Moved: Commissioner Coyle to authorize the submission of an application to the State of New Hampshire Department of Administrative Services for a surplus x-ray machine for use in the jail as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Coyle asked about the additional expenses reflected in the maintenance budget. Jude Gates explained the timeframe with the new biomass project and the specific allocations. Discussion ensued.

Jude Gates reported that the dispatch relocation quote was previously provided and no additional expenses are located in the departmental budget. Theresa Young noted those expenses could be taken from the capital fund as it is an approved project.

Theresa Young noted she followed up with the Sheriff's Office regarding towns willing to pay fees and no response was received.

Discussion ensued regarding proshare revenues. Discussion ensued regarding Medicare Managed Care programs.

Commissioner Coyle questioned various budget expenses for 2013 versus the 2014 budget proposal. Discussion ensued.

The Commissioners agreed to research outsourcing jail meals as a service contract. Discussion ensued regarding alternative models. Commissioner Coyle recommended reducing the dietary staff line by \$50,000. Commissioner Coyle recommended reducing dietary provisions by \$25,000.

Commissioner Coyle questioned the retirement line in nursing. Theresa Young noted that retirement totals are based on number of staff and differs if per diems fill full time slots. Discussion ensued regarding staff patterns, covered hours, and the cost benefit analysis of full time with benefits versus per diems.

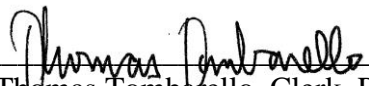
Commissioner Coyle questioned the recreational therapy service contract. Janice Demers explained the increase reflects an increased census in skilled care. Discussion ensued regarding the lower census and results.

Discussion ensued regarding assisted living facility initiatives.

III. Adjourn

Commissioner Tombarello moved to adjourn at 6:52 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 9, 2014 – 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 Woods, Long Term Care Director
Janice Demers, Fiscal Services Director

I. Call to Order

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

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **2014 Budget Review**

The Commissioners reviewed the 2014 budget submission for Long Term Care Services.

It was agreed to contribute \$66,000 for drug court assistance and notate the new line in general government. Discussion ensued regarding the program, alternative funding sources, and alternative program models.

Theresa Young highlighted the contingent grant line noting the revenues and expenses of community development block grants, previously approved sheriff's grants, and grant applications not yet awarded.

The Commissioners reviewed the human resources budget noting the additional funding for training and the staff salary reduction reflecting the position transfer to finance in October.

Theresa Young updated the Commissioners on the body of work from the pay and classification consultant.

Theresa Young presented the Commissioners with detailed information on fund balance, the compensated absences fund and policy, along with the health fund plan.

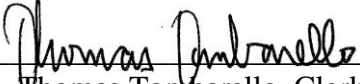
The Commissioners reviewed the outstanding items on the Finance Officer's open list memorandum.

Commissioner Pratt asked the Board to consider a revenue and expense line to address alcohol fine money received. Discussion ensued.

III. Adjourn

Commissioner Tombarello moved to adjourn at 6:18 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 13, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk (via telephone)
Theresa Young, Finance Officer

I. Call to Order

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

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• 2014 Budget Approval

Theresa Young noted the final budget edits and highlighted revisions. Theresa Young distributed a memorandum outlining issues addressed in the 2014 budget.

Discussion ensued regarding budget backup documentation.

Commissioner Pratt asked that district court contracts are charged accordingly to reflect administrative support. Discussion ensued.

Theresa Young noted an additional expense of \$5,000 in the maintenance budget to reflect the new trade name of the Rockingham County Rehabilitation and Nursing Center. The Commissioners agreed to discuss this further before spending the funds.

Theresa Young presented a GASB 54 fund balance statement based with data as of December 31, 2013.

Commissioner Pratt asked for a revenue line to reflect municipal dispatch fees collected from the towns. The Commissioners concurred.

Commissioner Pratt asked for an appropriation line to reflect alcohol fees distributed to municipalities. Commissioner Coyle disagreed with the funding. Discussion ensued regarding the pending questions and legal opinion. Theresa Young recommended placing the line in the County Attorney's Office. Commissioner Tombarello and Commissioner Pratt recommended funding at \$5,000 in both expense and revenue. Commissioner Coyle disagreed with placing in the County Attorney's line as the County Attorney does not have the authority to spend the money. Commissioner Tombarello and Commissioner Pratt agreed to place it in general government.

Commissioner Coyle asked for an additional \$40,000 from fund balance to reduce the tax increase. Theresa Young recommended decreasing expenses and recommended health insurance benefits reduction in part time licensed nursing assistant positions.

Moved: Commissioner Coyle in accordance with New Hampshire RSA 24:21-b, proposes \$78,513,624 in appropriations and \$200,001 in reserves and encumbrances for use of the County during 2014. That \$44,785,155 is proposed to be raised in county taxes, that \$29,150,468 is proposed as an estimate of revenues from other sources, and that \$4,378,000 is proposed as fund balance for a total of \$78,513,624 in resources. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Tombarello that \$2,804,172 be committed from fund balance and to be transferred to the health fund. Commissioner Coyle seconded the motion, voted all in favor.

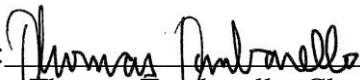
Moved: Commissioner Coyle that \$1,958,818 be committed from fund balance and to be transferred to compensated absences fund. Commissioner Tombarello seconded the motion, voted all in favor.

The Commissioners worked on the budget letter to the towns and elected officials for inclusion with the budget distribution.

III. Adjourn

Commissioner Tombarello 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
Commissioners Conference Room
County Complex - Brentwood, New Hampshire,
January 15, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair	Steve Church, Corrections Superintendent
Commissioner Kevin L. Coyle, Vice Chair	Interim County Attorney Jim Boffetti
Commissioner Thomas Tombarello, Clerk	Jude Gates, Director of Facilities
Theresa Young, Finance Officer	Steve Woods, Long Term Care Director
	Kathy Nikitas, Deputy Finance Officer

I. Call to Order

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

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,194,411.04 for the period ending January 12, 2014. Commissioner Coyle seconded the motion, voted all in favor.

• **Line Item Transfers Approval**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$21,000 for the county attorney. Commissioner Coyle seconded the motion.

Discussion ensued about left over staff salary lines.

Motion passed all in favor.

Moved: Commissioner Tombarello to approve a line item transfer totaling \$3,800 for the county attorney. Commissioner Coyle seconded the motion.

Commissioner Tombarello questioned the 2014 conference and training budget. Discussion ensued regarding 2013 conference and training budgeted and the 2014 initiative.

Commissioner Coyle stated his opposition to the line item transfer request.

It was agreed further information was required before the transfer would be voted. It was agreed to bring this to tomorrow's meeting for consideration.

No vote was taken.

Moved: Commissioner Tombarello to approve a line item transfer totaling \$10,000 for the Register of Deeds. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a line item transfer totaling \$32,410 for engineering and maintenance. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a line item transfer totaling \$1,500 for corrections. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a line item transfer totaling \$14,500 in long term care. Commissioner Coyle seconded the motion.

Steve Woods presented further information on the request. Discussion ensued.

Motion passed all in favor.

- **Position Posting Approval: Victim Witness Advocate**

Moved: Commissioner Coyle to approve the posting of Victim Witness Advocate. Commissioner Tombarello seconded the motion, voted all in favor.

Interim County Attorney Boffetti inquired about the status of the regrade request. Theresa Young said she was waiting for a revised job description to the consultant. Discussion ensued.

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 Pratt, Commissioner Coyle, Commissioner Tombarello, Jim 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.

- **Minutes Approval**

Moved: Commissioner Tombarello to approve the minutes of the January 3, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve the minutes of the January 6, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion. Motion passed all in favor with Commissioner Pratt abstaining from the vote due to absence from the meeting.

- **Human Resources Staffing**

Discussion ensued regarding temporary staffing needs in the Human Resources office.

- **2014 Delegation Subcommittee Meetings**

Discussion ensued regarding subcommittee schedules and representation.

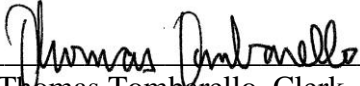
- **Strafford County Drug Court Program**

Commissioner Pratt updated the Board on her conversation with the Strafford County Commissioner Chair regarding the drug court model in Strafford County.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 6:27 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 16, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Register of Deeds Cathy Ann Stacey
Theresa Young, Finance Officer

I. Call to Order

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

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

- **Appointment: Matrix Consulting Group, Update on Finance and Human Resources Assessment**

Commissioner Pratt announced that the consultant was not available to meet at this scheduled time period as he is still meeting with staff. Cathy Stacey wanted to listen to the assessment update. Cathy Stacey noted a recent frivolous lawsuit concerning Deeds and pending legislation to cover the issues.

Commissioner Pratt declared a recess at 3:45 p.m. for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 3:51 p.m.

III. Commissioners Non-Public Session

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

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Jim Boffetti, Elizabeth Bailey, Chris Cole, Brian Quirk, 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.

- **Non Public Session Minutes**

Moved: Commissioner Tombarello to seal the non-public session minutes of January 16, 2014 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.

Commissioner Pratt declared a recess at 4:16 p.m. for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 4:34 p.m.

IV. 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 Pratt, Commissioner Coyle, Commissioner Tombarello, Jim Boffetti, Elizabeth Bailey, Chris Cole, Attorney General Foster, Jane Young, Anne Edwards, Richard Head, 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.

- **Non Public Session Minutes**

Moved: Commissioner Tombarello to seal the non-public session minutes of January 16, 2014 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.

Commissioner Pratt declared a recess at 5:30 p.m. for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 6:18 p.m.

- **Resignation, County Attorney**

Moved: Commissioner Coyle to accept Ms. Longo's resignation with the understanding it releases the county and provides her accrued balances. Commissioner Tombarello seconded the motion, voted all in favor.

- **Administrative Leave with Pay, County Attorney**

Moved: Commissioner Tombarello to continue administrative leave with pay through January 17, 2014 for two county attorney employees. Commissioner Coyle seconded the motion, voted all in favor.

- **Line Item Transfer, County Attorney**

Moved: Commissioner Tombarello to approve a line item transfer totaling \$3,800 for the county attorney. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt declared a recess at 6:28 p.m. for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 6:41 p.m.

- **Appointment: Matrix Consulting Group, Update on Finance and Human Resources Assessment**

Alan Pennington of Matrix Consulting Group updated the Commissioners on the current status of the finance and human resources assessment. He noted that further discussions with staff are needed specifically the new finance staff handling payroll functions.

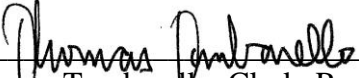
Alan Pennington said once all information is compiled that he would be working on developing a recommendation on technology, staffing, processes, procedures, and future planning.

It was agreed to meet again to discuss the preliminary draft recommendations in March upon completion.

V. Adjourn

Commissioner Tombarello moved to adjourn at 7:07 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 21, 2014 – 3:30 p.m.

Present: Steve Church, Corrections Superintendent
Commissioner Katharin K. Pratt, Chair Jude Gates, Director of Facilities
Commissioner Kevin L. Coyle, Vice Chair Major Darin Melanson, Deputy Sheriff
Commissioner Thomas Tombarello, Clerk Kathy Nikitas, Deputy Finance Officer

I. Call to Order

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

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Tombarello to amend previously approved accounts payable dates of November 14, 2013 and December 26, 2013 as outlined and recommended in the Finance Officer's email dated January 18, 2014. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve and sign 2013 accounts payable warrants T130940, T131069, T131070, T131072, T130954, T131003, T130941, T131046, T131047, T131124, T131125, T131126, T131127, T131128, T131129, T131130, T131023 totaling \$297,352.07, accounts payable wire payment T131121 totaling \$1,415,439.00, for a grand total of \$1,712,791.07. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve and sign 2014 accounts payable warrants T140029, T140040, T140050, T140003, T140018 totaling \$45,447.92, payroll warrants 0109SD, 0102SD, 11714, 0116SD totaling \$16,479.93, accounts payable wire payment T140063 totaling \$17,350.42, for a grand total of \$83,840.51. Commissioner Coyle seconded the motion, voted all in favor.

Kathy Nikitas requested the Board's consideration to amend a line item transfer for the county attorney's office approved January 16, 2014. It was agreed to meet Thursday to consider the revised line item transfer request.

• Commissioner Liaison Updates

The Commissioners discussed recent budget subcommittee meetings attended.

Corrections – Stephen A. Church, Superintendent

• Inmate Administrative Transfer Approval

Moved: Commissioner Tombarello to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated January 21, 2014. Commissioner Coyle seconded the motion, voted all in favor.

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

- **Position Posting Approval: Information Technology/Telecommunications Manager**

Moved: Commissioner Tombarello to approve the posting of Information Technology/Telecommunications Manager. Commissioner Coyle seconded the motion.

Commissioner Pratt asked for a meeting to discuss a broad overview of what has been done and what could be done in the future. Commissioner Coyle suggested permission to post and then amend the job description as necessary. It was agreed to post the position and not hire at this time.

Motion passed all in favor.

Sheriff – Michael W. Downing, High Sheriff

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

Moved: Commissioner Tombarello to approve a Federal Equitable Sharing Agreement and Certification for fiscal year ending December 31, 2013 in the Sheriff's Office and authorize the Chair to sign the document as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Commissioner Coyle expressed concern with forfeiture funds with the County Attorney and asked for clarification how the fund is used. Major Melanson outlined the use of the account and noted he signs checks only upon approval from committee citing the procedures. Discussion ensued regarding revenues and expenses.

Commissioner Pratt asked if the document was reviewed by the Finance Office. Kathy Nikitas said that the Finance Officer did review the document before the meeting.

Commissioner Coyle noted the process in Londonderry and suggested that the Sheriff's Office forwards the request to Finance for check issuance. Major Melanson noted the journals and accountability. Commissioner Coyle expressed concern with the process in place.

Discussion ensued regarding polling other entities to their processing procedures. It was agreed to review the process for future processing.

Motion passed all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Harvard Pilgrim Health Care Participating Provider Agreement, Amendment, and Addendum Approval**

Moved: Commissioner Tombarello to approve a participating provider agreement, amendment, and addendum with Harvard Pilgrim Health Care and authorize the Chair to sign all necessary document pending legal review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion.

Commissioner Pratt requested we have contracts with all insurers. Steve Woods highlighted the pending contracts and approved contracts in place.

Motion passed all in favor.

- **Position Posting Approval: (2) Recreational Aide I**

Moved: Commissioner Tombarello to approve the posting of two Recreational Aide I positions. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request Approval: Personnel Policy Chapter 6-3**

Moved: Commissioner Tombarello to approve an exception to Personnel Policy and Procedure Chapter 6-3 for an assisted living employee as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **University System of New Hampshire Health Center Contract**

Moved: Commissioner Tombarello to approve a Health Center Contract with the University System of New Hampshire 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.

- **Lien Release on Real Property**

Moved: Commissioner Tombarello to release a lien on property due to Rockingham County being pending payment and authorize the Chair to sign the agreement as. Commissioner Coyle seconded the motion, voted all in favor.

III. New Business

Steve Woods provided an update on the interim human resources body of work needed and the current status of interviews.

Commissioner Coyle asked about denials of vacation time and vacation accruals for corrections officers. Discussion ensued. Commissioner Pratt asked for regular updates from all departments, quarterly submissions, reporting unused time and the reasons for denying time off.

Kathy Nikitas noted at an upcoming meeting she may be requesting consideration for an extension to the 3rd party administration services of workers compensation. Discussion ensued.

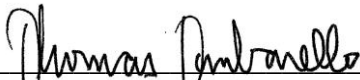
Commissioner Pratt asked for feedback and suggestions regarding presenting the budget at Thursday's public hearing. Discussion ensued.

The Commissioners directed that all Rockingham County Commissioner meeting agenda's be placed on the county website at least 24 hours in advance of a meeting.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 5:32 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, 2014 – 5:00 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

Also Present: Georgia Millot

I. Call to Order

Commissioner Pratt called the meeting to order at 6:00 p.m.

II. Reports:

Commissioners Office - Katharin K. Pratt, Chair

• **Human Resources Interim Services**

Steve Woods highlighted the interview process for interim services.

Commissioner Coyle asked about the interim services and work history. Discussion ensued.

The Board agreed to hire Georgia Millot for temporary human resources interim director services.

• **Line Item Transfer Amendment, County Attorney**

Moved: Commissioner Tombarello to approve the revised line item transfer for the county attorney. Commissioner Coyle seconded the motion, voted all in favor.

• **Regrade Request, County Attorney**

Moved: Commissioner Tombarello to recommend the regrade from Victim Witness Advocate to Director of Victim Witness Advocates. Commissioner Coyle seconded the motion, voted all in favor.

• **Position Name/Downgrade Request, Corrections**

Moved: Commissioner Tombarello to approve the downgrade and title change to Electronic Monitoring Coordinator, part time position. Commissioner Coyle seconded the motion, voted all in favor.

• **Additional Position Request, Corrections**

Moved: Commissioner Tombarello to approve additional position of Electronic Monitoring Coordinator, full time position. Commissioner Coyle seconded the motion, voted all in favor.

- **Accounts Payable Warrant, Finance**

Moved: Commissioner Tombarello to approve accounts payable warrant T140065 for OptumHealth, January 2014 Stop Loss Administration fees in the amount of \$23,993.77. Commissioner Coyle seconded the motion, voted all in favor.

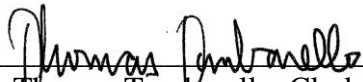
Commissioner Pratt declared a recess at 6:49 p.m. to attend the Commissioners Proposed 2014 Budget Public Hearing and Executive Committee Meeting in the Hilton Auditorium.

Commissioner Pratt reconvened the meeting at 9:28 p.m.

III. Adjourn

Commissioner Tombarello moved to adjourn at 9:32 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 29, 2014 – 4:30 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
Steve Church, Corrections Superintendent
Interim County Attorney James Boffetti

I. Call to Order

Commissioner Pratt called the meeting to order at 4:33 p.m.

Commissioner Pratt declared a recess for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 5:05 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Agreement, County Attorney**

Moved: Commissioner Coyle to approve an Agreement between Thomas Reid and Rockingham County as presented by legal counsel. Commissioner Tombarello seconded the motion, voted all in favor.

• **Credit Card, County Attorney**

A memorandum was reviewed from the County Attorney's office regarding the outstanding balance on the credit card. It was agreed that the budget discussions in December include medical examiner jackets and credit card fees with the proposed 2014 Commissioners budget submission. Theresa Young noted the 2013 expenses would be accrued and paid for with 2013 funds.

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,178,008.20 for the period ending January 26, 2014. Commissioner Coyle seconded the motion, voted all in favor.

• **Accounts Payable Approval**

Moved: Commissioner Tombarello to approve a revision to the AP list for 1/23/14 AP run for 2013 expenses (originally approved 1/21/14) for a net reduction in grand total approved (original grand total was \$1,712,791.07; revised grand total is \$297,352.04) due to two changes: 1) T131003 (County Attorney) was incorrectly listed as \$4699.75 but the actual total of the warrant was \$4699.72; and 2) T131121 (Categorical Assistance, \$1,415,439) should have instead been

included on the 2014 AP list with corrected warrant number of T140064. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve a revision to the AP list for 1/23/14 AP run for 2014 expenses (originally approved 1/21/14) for a net increase in grand total approved (original grand total was \$83,840.51; revised grand total is \$1,498,177.11) due to three changes: 1) T140029 (E&MS, \$3459.84) was on the approved list but was not included in the total that was approved; 2) T140064 (Categorical Assistance, \$1,415,439) was included on the 2013 AP list as T131121 but should have been included on the 2014 list; and 3) PR warrant 0109SD was inadvertently included twice in the totals approved. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve and sign 2013 accounts payable warrants T130942, T130955, T131048, T131071, T131074, T131075, T131076, T131122, T131123, T131132, T131133, T131136, T131135, T131137, T131138, T131139, T131140 totaling \$273,907.48; accounts payable auto payment T130100 totaling \$1,580.28; for a grand total of \$275,487.76. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve and sign 2014 accounts payable warrants T140030, T140041, T140089, T140090, T140091, T140092, T140091, T140066, T140067, T140068, T140069, T140002, T140080, T140081, T140082, T140083, T140084, T140059 totaling \$1,328,560.39; accounts payable auto payments T140068, T140069, T140002, T140080, T140081, T140082, T140083, T140084 totaling \$103,605.34; payroll warrants 0123SD, 0121MC totaling \$5,205.12; accounts payable wire payment T140058 totaling \$29,357.01; for a grand total of \$1,363,122.52. Commissioner Coyle seconded the motion, voted all in favor.

- **Minutes Approval: January 7, 8, 9, 13, 15, 16, 21, 23, 2014**

Moved: Commissioner Tombarello to approve the minutes of the January 7, 8, 9, 13, 15, 16, 21, and 23, 2014 Board of Commissioners meetings. Commissioner Coyle seconded the motion.

Motion passed all in favor. Commissioner Tombarello abstained from the vote due to absence at the January 8, 2014 meeting.

- **Contingent Grant Usage, Corrections**

Moved: Commissioner Tombarello to approve AP T140104 and to authorize the department of corrections to use the grant line for \$1,300 in delivery fees of a surplus x-ray scanner for a matching value of over \$159,000. Commissioner Coyle seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**

The Commissioners provided liaison updates from the subcommittee meetings attended.

- **Human Resources Interim Director Appointment**

Moved: Commissioner Tombarello to approve the appointment of Georgia Millot effective January 24, 2014 as Interim HR Director and to be paid \$2,400 biweekly. Commissioner Coyle seconded the motion, voted all in favor.

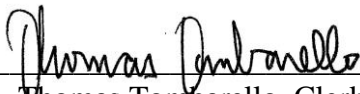
- **Northern New England Benefit Trust (NNEBT) Ancillary Benefits Clarification**

Moved: Commissioner Tombarello that the Board of Commissioners ratifies the Board's position in its counsel's January 6, 2014 letter to representatives of Teamsters Local 633 concerning ancillary benefits, specifically: Without waiving the fact that Rockingham County has never agreed to pay for any ancillary benefits associated with the NNEBT Plan, and with the express denial of any alleged past practice, in a gesture of good faith and to avoid the expense of litigation associated with a ULP, the County will resume the previous County percentage of payment of the ancillary benefit premium associated with the current NNEBT Plan and make retroactive payments to bargaining unit members for this County percentage of ancillary benefit premium payments from late 2013. To the extent that the County enters into any collective bargaining agreement with any bargaining unit whereby the County agrees to pay only the County's percentage of health insurance and dental insurance premiums under the NNEBT Plan and not the County percentage of associated ancillary benefits premiums, the terms of any such collective bargaining agreement shall control and supersede any other previous agreement, understanding and/or past practice. Commissioner Coyle seconded the motion, voted all in favor.

III. Adjourn

Commissioner Tombarello moved to adjourn at 7:10 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 4, 2014 – 3:30 p.m.

Present:

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

Jude Gates, Director of Facilities
Steve Church, Corrections Superintendent
Major Darin Melanson, Deputy Sheriff
Also Present: Rip Holden

I. Call to Order

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

II. Reports:

RFP Opening and Award: Surplus Vehicle, Engineering and Maintenance Services

Commissioner Tombarello opened proposals for the surplus vehicle from:

Gas Motors, \$2,632.12
Jon's Route 114 Auto, \$1,888
Robert Villella, \$1,500
Roger Koski, \$783

Moved: Commissioner Tombarello to open proposals for one (1) 2006 Eldorado Aerotech Bus and award to highest bidder Gas Motors for \$2,632.12 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

RFP Awards

• **Prime Care Medical Supplies, Long Term Care Services**

Moved: Commissioner Tombarello to award the prime vendor for medical supplies proposal to Geriatric Medical Supply from February 1, 2014 to January 30, 2015 for an amount not to exceed \$282,000 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

• **Paper Products, Corrections**

Moved: Commissioner Tombarello to award the paper products proposal to Central Paper Products from January 1, 2014 to June 30, 2014 for an amount not to exceed \$12,000 as recommended by the Corrections Superintendent. 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 T140004, T140031, T140042, T140043, T140094, T140103, T140111, T140112, T140051, T140086, T140087, T140106, T140107, T140108, T140109 totaling \$318,902.88; accounts payable auto payments T140002, T140027, T140028, T140068, T140069, T140080, T140081, T140082, T140083, T140084, T140085, T140086 totaling \$125,182.38; payroll warrant 0130SD totaling

\$22,984.38; accounts payable wire payment T140110 totaling \$10,762.41; for a grand total of \$477,832.05. Commissioner Coyle seconded the motion, voted all in favor.

Corrections – Stephen A. Church, Superintendent

• **Hillsborough County Female Prisoner Housing Agreement**

Moved: Commissioner Tombarello to approve a female prisoner housing agreement with Hillsborough County from March 14, 2014 to March 14, 2015 with a per diem rate of \$57.50 and signatures pending legal review as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion.

Commissioner Coyle noted his opposition due to complaints regarding female prisoner complaints. Discussion ensued.

Motion passed 2-1.

• **Stafford County Female Prisoner Housing Agreement**

Moved: Commissioner Tombarello to approve an intergovernmental service agreement with Stafford County from January 17, 2014 to January 17, 2015 with a per diem rate of \$57.50 and signatures pending legal review as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

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

• **Change Order: Cadieux Flooring, \$3,315.00**

Moved: Commissioner Tombarello to authorize a change order to Cadieux Flooring for an additional \$3,315 bringing the project total not to exceed \$31,315 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

• **Position Posting Approval: Nursing Supervisor**

Moved: Commissioner Tombarello to approve the posting of Nursing Supervisor. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

• **Surplus Equipment Request Approval**

Moved: Commissioner Tombarello to declare equipment outlined and recommended in the High Sheriff's memorandum dated January 22, 2014 surplus and to be disposed of accordingly. Commissioner Coyle seconded the motion, voted all in favor.

III. New Business

Commissioner Pratt asked the Finance Officer if funds have been received from the alcohol fine funds from the court. Theresa Young noted no funds have been received at this time. Discussion ensued regarding like expenses and what was proposed for the 2014 budget.

Commissioner Pratt declared a non meeting to consult with legal counsel at 4:21 p.m.

Commissioner Pratt reconvened the meeting at 5:35 p.m.

- **Contract Ratification: Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire for supervisory employees of the Rockingham County Department of Corrections**

Moved: Commissioner Tombarello to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire for supervisory employees of the Rockingham County Department of Corrections effective July 1, 2013 through December 31, 2016 contingent on approved appropriations as recommended by legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

- **Contract Ratification: Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire for employees of the Rockingham County Department of Engineering and Maintenance Services**

Moved: Commissioner Tombarello to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire for employees of the Rockingham County Department of Engineering and Maintenance Services effective July 1, 2013 through December 31, 2016 contingent on approved appropriations as recommended by legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

- **Contract Ratification: Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire for legal assistant and paralegal employees of the Rockingham County Attorney's Office**

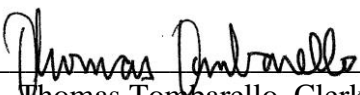
Moved: Commissioner Tombarello to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire for legal assistant and paralegal employees of the Rockingham County Attorney's Office effective July 1, 2013 through December 31, 2016 contingent on approved appropriations as recommended by legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Tombarello left the meeting at 5:47 p.m.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 5:59 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 12, 2014 – 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 Woods, Long Term Care Director
Georgia Millot, Interim HR Director
Attorney Elizabeth Bailey

I. Call to Order

Commissioner Pratt called the meeting to order at 4:10 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,237,709.64 for the period ending February 9, 2014. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt declared a recess for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 6:40 p.m.

III. New Business

Steve Woods announced that the Ernest P. Barka Assisted Living Facility again received a deficiency free survey by the State of New Hampshire Department of Health and Human Services.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 7:05 p.m. Commissioner Coyle seconded the motion, voted all in favor.

Minutes taken by Julie Hoyt.

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,

February 19, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Georgia Millot, Interim HR Director

Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director
Theresa Young, Finance Officer
Steve Church, Corrections Superintendent

I. Call to Order

Commissioner Pratt called the meeting to order at 3:40 p.m. Commissioner Coyle participated via telephone.

II. Reports:

RFP Openings

• **Task Force Offender Services, Corrections**

Commissioner Tombarello opened a proposal received from David Cantagallo.

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.

• **Skilled Rehabilitation Services, Long Term Care Services**

Commissioner Tombarello opened proposals received from:

Synertx Rehabilitation
Therapy Resources Management
Rehab Care Inc.
Paragon Rehabilitation
Rehab Choice
Select Rehabilitation

Health PRO Rehabilitation
Aegis Therapies
Arete Rehabilitation
Landview Therapy Services
Genesis Rehabilitation
Select Medical Rehab

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.

• **Pharmacy Services, Long Term Care Services**

Commissioner Tombarello opened proposals received from OmniCare, Preferred Pharmacy Services, Health Direct, Division of Kinney Drugs, PharMerica, and Partners Pharmacy.

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 T140005, T140044, T140045, T140052, T140074, T140095, T140096, T140100, T140101, T140056, T140119, T140129, T140133, totaling \$280,105.68; general ledger GL13786 totaling \$1,245.47; accounts payable auto payments T140002, T140086, T140087, T140127, T140128 totaling \$328,520.68; payroll warrants 0130SD, 0131MS, 0206SD, 0213SD totaling \$33,345.76; accounts payable wire payments T140130, T140132, T140135, T140136 totaling \$322,591.11; for a grand total of \$959,722.71. Commissioner Coyle seconded the motion, voted all in favor.

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

Steve Church gave an update on a Senate Bill heard this week regarding consecutive sentences and probation violations.

County Attorney – James Boffetti, Interim

- **Plaistow Prosecution Services Agreement Approval**

Commissioner Coyle arrived at 3:55 p.m.

Discussion ensued regarding the status of all contracts and expenses associated with the proposed contracts. Theresa Young suggested the addition of a non appropriations clause and no automatic renewal periods. Commissioner Pratt expressed concern with the contract listing the Rockingham County Attorney's Office and should be Rockingham County as the contracting authority. Discussion ensued. The Commissioners agreed to modify the contract accordingly and resubmit accordingly.

Moved: Commissioner Coyle to approve an Agreement for Prosecution Services at Plaistow Court subject to contract modifications presented at the 2/19 Board of Commissioners Meeting from January 1, 2014 to December 31, 2014 in the annual amount of \$34,706 for Plaistow, \$24,294 for Kingston, \$15,040 for Newton, \$16,196 for Atkinson, \$16,196 for Hampstead, and \$9,255 for Danville as recommended by the Interim County Attorney. Commissioner Tombarello seconded the motion, voted all in favor.

- **Exeter Prosecution Services Agreement Approval**

Moved: Commissioner Tombarello to approve an Agreement for Prosecution Services subject to contract modifications presented at the 2/19 Board of Commissioners Meeting from January 1, 2014 to December 31, 2014 in the annual amount of \$75,297.65 for Exeter and \$18,135.35 for Hampton Falls as recommended by the Interim County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

Human Resources – Georgia Millot, Interim Director

- **Revised Job Description Approval: Nursing Supervisor: Restorative**

Moved: Commissioner Tombarello to approve the revised job description of Nursing Supervisor: Restorative in Long Term Care Services as recommended by the Interim Human Resources Director. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Bid Waiver: Tri-State Laundry Systems, \$9,284**

Commissioner Coyle asked for additional quotes before he would consider the bid waiver.

- **2014 Licensed Nursing Assistant II and III Position Downgrade Approval**

Moved: Commissioner Tombarello to permanently downgrade all (1) Licensed Nursing Assistant II and III position to (1) Licensed Nursing Assistant I position as they become vacant for 2014 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Physician Services Agreement Amendment Approval**

Moved: Commissioner Tombarello to approve an amendment to the Physician Services Agreement with Lamprey Health Care and Dr. James from January 1, 2014 to March 31, 2014 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Curaspan Health Group Subscription Agreement Amendment Approval**

Moved: Commissioner Tombarello to approve a Subscription Agreement and Amendment with Curaspan Health Group from January 6, 2014 to July 31, 2014 and authorize the Chair to sign the document pending legal review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

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

Moved: Commissioner Tombarello to amend the completion terms in the grant award acceptance from New Hampshire Department of Safety, Emergency Management Performance Grant, Dispatch Furnishings, in the amount of \$41,115 at the June 12, 2013 Board of Commissioners meeting and authorize the Chair to sign the amendment as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Personnel Exception Request: Chapter 6-4**

Major Melanson presented the exception request and confirmed that no additional funds will be requested and absorbed within the current 2014 budget proposal.

Moved: Commissioner Tombarello to approve an exception to Personnel Policy and Procedure Chapter 6-4 for a Sheriff's office employee as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

At 4:52 p.m. Commissioner Pratt declared a recess for a non meeting with legal counsel.

At 5:25 p.m. Commissioner Pratt reconvened the meeting.

III. New Business

- **Contract Ratification: Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire Rockingham County Dispatchers**

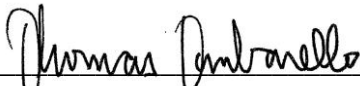
Moved: Commissioner Tombarello to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire Rockingham County Dispatchers effective July 1, 2013 through December 31, 2016 contingent on approved

appropriations as recommended by legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 6:48 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,
February 21, 2014 – 10:30 a.m.

Present:

Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Kathy Nikitas, Deputy Finance Officer
Steve Woods, Long Term Care Director

Excused Absence:

Commissioner Katharin K. Pratt, Chair

I. Call to Order

Commissioner Coyle called the meeting to order at 12:30 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

- **Contract Ratification: Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire Rockingham County Deputy Sheriff's**

Moved: Commissioner Tombarello to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire Rockingham County Dispatchers effective July 1, 2013 through December 31, 2016 contingent on approved appropriations as recommended by legal counsel. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Bid Waiver: Tri-State Laundry Systems, \$9,284**

Commissioner Coyle noted all three Commissioners are required to approve a bid waiver and deferred the item to the next meeting.

III. Adjourn

Commissioner Tombarello moved to adjourn at 12:34 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,
February 25, 2014 – 1:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk (via telephone)
Attorney Chris Cole and Attorney Elizabeth Bailey
Jane Young and Richard Head, Attorney General Staff

I. Call to Order

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

Commissioner Pratt declared a recess for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 1:22 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Legal non public session**

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (c) and (e) to discuss legal updates and filings in the county attorney's office. Commissioner Tombarello seconded the motion, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Chris Cole, Elizabeth Bailey, Jane Young, Richard Head, 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.

• **Non Public Session Minutes**

Moved: Commissioner Coyle to seal the non-public session minutes of February 25, 2014 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 Tombarello seconded the motion, voted all in favor.

At 2:36 p.m. Commissioner Coyle declared a non meeting to consult with legal counsel.

At 3:15 p.m. Commissioner Pratt reconvened the meeting.

- **Legal non public session**

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (c) and (e) to discuss legal updates and filings in the county attorney's office. Commissioner Tombarello seconded the motion, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Chris Cole, 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.

- **Non Public Session Minutes**

Moved: Commissioner Coyle to seal the non-public session minutes of February 25, 2014 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 and would render the proposed action ineffective. Commissioner Tombarello seconded the motion, voted all in favor.

At 3:23 p.m. Commissioner Pratt declared a recess for a non meeting to consult with legal counsel.

At 3:39 p.m. Commissioner Pratt reconvened the meeting.

Long Term Care Services – Steven E. Woods, Director

- **Bid Waiver: Tri-State Laundry Systems, \$9,284**

Moved: Commissioner Coyle to approve an emergency bid waiver to Tri-State Laundry Systems for \$9,284 and to notify the Long Term Care Services Subcommittee Chair of the need for a budget adjustment within the department lines as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded the motion, voted all in favor.

Finance – Theresa Young, Officer

- **2014 Compensated Absences Fund Policy and Internal Services Fund Policy**

Moved: Commissioner Coyle to approve the 2014 Compensated Absences Fund Policy and Internal Services Fund Policy as outlined and recommended by the Finance Officer. Commissioner Tombarello seconded the motion, voted all in favor.

- **Use of Compensated Absences Fund, County Attorney**

Moved: Commissioner Coyle to approve the use of the compensated absences fund for Reid and Longo end of employment payouts as recommended by the Finance Officer. Commissioner Tombarello seconded the motion, voted all in favor.

III. New Business

The Commissioners discussed the upcoming meeting schedule next week.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 3:49 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
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Commissioners Conference Room
County Complex - Brentwood, New Hampshire,
February 26, 2014 – 3:30 p.m.

Present:

Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Attorney Elizabeth Bailey
Georgia Millot, Interim HR Director
Rep. Norman Major, Delegation Chair
Rep. Kenneth Weyler, Delegation Executive Committee Vice Chair

Excused Absence:

Commissioner Katharin K. Pratt, Chair

I. Call to Order

Commissioner Coyle called the meeting to order at 3:30 p.m.

II. Reports:

Finance – Theresa M. Young, Officer

• **Compensated Absences Fund Usage Approval**

Theresa Young highlighted the compensated absences fund policy and internal services fund policy approved yesterday. Discussion ensued regarding union contract costs and the proposed 2014 executive committee budget.

• **Third Party Administrator, Workers Compensation, Comp SIGMA, Contract Extension**

Moved: Commissioner Tombarello to extend an RFP Award to Comp SIGMA for third party administrator services of workers compensation from February 28, 2014 to April 30, 2014 for an amount not to exceed \$6,000 in total monthly administration and case management fees as recommended by the Finance Officer. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,173,510.93 for the period ending February 23, 2014. Commissioner Coyle seconded the motion, voted all in favor.

• **Accounts Payable Warrant Approval**

Moved: Commissioner Tombarello to approve and sign accounts payable warrant T140161 totaling \$39,737.00. Commissioner Coyle seconded the motion, voted all in favor.

- **Appointment: Meeting with Delegation Chair RE: Union Contract Public Hearing Planning Meeting**

Attorney Elizabeth Bailey highlighted the presentation at Monday's public hearing for the five union contracts for ratification. Representative Major and Attorney Bailey discussed details and answered questions.

Representative Weyler expressed concern with the letter sent by the Commissioners noting lack of information on employees represented and the impact on the budget. Attorney Bailey explained her presentation details to address the number of employees in the union and overall costs.

Discussion ensued regarding anticipated questions along with the best method regarding information for presentation.

Commissioner Coyle explained that the Commissioners propose not asking for additional funds and instead to request line item transfers as needed.

Representative Major asked for an explanation on the cost items. Theresa Young highlighted each cost item per year. Discussion ensued.

Representative Weyler thanked the Commissioners for finding the funds within the budget through line item transfers as necessary. Commissioner Coyle noted that the Executive Committee should anticipate line item transfers later in 2014. Representative Weyler said that is the purpose of quarterly executive committee meetings.

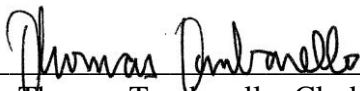
At 5:06 p.m. Commissioner Coyle declared a recess for a non meeting to consult with legal counsel.

At 5:12 p.m. Commissioner Coyle reconvened the meeting.

III. Adjourn

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, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
County Complex - Brentwood, New Hampshire,

March 4, 2014 – 3:30 p.m.

Present:

Commissioner Kevin Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities
Major Darin Melanson, Deputy Sheriff
Kathy Nikitas, Deputy Finance Officer
Steve Woods, Long Term Care Director

Excused Absence:

Commissioner Katharin K. Pratt, Chair

I. Call to Order

Commissioner Coyle called the meeting to order at 3:32 p.m.

II. Reports:

RFP Openings

• **Drug Testing System, Corrections**

Commissioner Tombarello opened a proposal received from Siemens.

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.

• **Physician and Medical Director Services, Long Term Care Services**

Commissioner Tombarello opened proposals received from Lamprey Health Care, Epping Family Health, and Core Physicians.

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

RFP Award

• **Task Force Offender Services, Corrections**

Moved: Commissioner Tombarello to award the task force offender services proposal to David Cantagallo from March 1, 2014 to February 28, 2016 for \$4,320 annually as recommended by the Corrections Superintendent. 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 T140032, T140046, T140047, T140048, T140049, T140053, T140121, T140150, T140151, T140152, T140153, T140155, T140111, T140160, T140172, T140174, T140175, T140177, T140179, T140180 totaling \$1,939,418.99; accounts payable auto payments T140002, T140027, T140028,

T140068, T140069, T140080, T140081, T140082, T140084, T140085, T140086, T140087, T140127, T140128 totaling \$156,798.33; payroll warrants 0220SD, 0227SD totaling \$13,385.65; accounts payable wire payments T140173, T140176 totaling \$115,379.13; for a grand total of \$2,224,982.10. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes: February 29, 2014, February 4, 12, 19, and 21, 2014**

Moved: Commissioner Tombarello to approve the minutes of the January 29, 2014, February 4, 12, 19, and 21, 2014 Board of Commissioners meetings. 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 pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

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

- **Change Order: Honeywell Building Solutions, \$5,588**

Moved: Commissioner Tombarello to approve a change order to Honeywell Building Solutions for an additional \$5,588 bringing the project total to \$574,616 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **IT/Telecommunications Manager Position Discussion**

Jude Gates requested this be deferred until Commissioner Pratt is present for her involvement.

Finance – Theresa M. Young, Officer

- **2013 Write Offs Approval**

Moved: Commissioner Tombarello to approve 2013 write offs in the amount of \$47,053.74 as recommended by the Finance Officer, Long Term Care Services Director, High Sheriff, and Register of Deeds. Commissioner Coyle seconded the motion, voted all in favor.

- **Categorical Assistance Payments to the State of New Hampshire**

Moved: Commissioner Tombarello to change the methodology for payment of Human Services Categorical Assistance liabilities to the State of New Hampshire starting with the November 2013 State Bill, pay the State based upon the one-twelfth (1/12) invoice sent to the county by the Department of Health and Human Services as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Surplus Equipment Approval**

Moved: Commissioner Tombarello to declare one (1) oxygen concentrator surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Seacoast School of Technology Affiliation Agreement Approval**

Moved: Commissioner Tombarello to approve an affiliation agreement with the Seacoast School of Technology from January 1, 2014 to June 1, 2014 and authorize the Vice Chair in the Chair's absence to sign the agreement with legal and risk review completed as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Granite State Health Plan Ancillary Services Provider Agreement Approval**

Moved: Commissioner Tombarello to approve an ancillary services provider agreement with Granite State Health Plan Inc. from March 4, 2014 for a two year term and authorize the Vice Chair in the Chair's absence to sign the agreement with legal and risk review completed as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Life Choice Hospice of New Hampshire/SolAmor Hospice Services Agreement Approval**

Moved: Commissioner Tombarello to approve a hospice services agreement with Life Choice Hospice of New Hampshire/SolAmor Hospice from February 7, 2014 for a one year term and authorize the Vice Chair in the Chair's absence to sign the agreement with legal and risk review completed as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Register of Deeds – Cathy Ann Stacey

- **Bank Fees Discussion**

Cathy Stacey noted that the transfer was late causing bank fees and the payment of checks for the county. Discussion ensued. Cathy Stacey requested a written statement for the file stating that the Register of Deeds was not responsible for the bank fees incurred or the late transfer. Commissioner Coyle concurred to the request and stated the Board will send a letter to the Register of Deeds stating that the Finance Office was late in sending a transfer.

Cathy Stacey reported a reduction in revenues and expressed concern with the trend. Commissioner Coyle asked if she wanted to request a lower revenue total to the Delegation at the 6:00 p.m. convention meeting. Cathy Stacey said she would not be reducing her revenues proposed for 2014.

Sheriff – Michael W. Downing, High Sheriff

- **Personnel Exception Request: Chapter 6-15, Overtime**

Major Melanson asked for the item to be deferred to the next meeting.

- **Conference and Training Directive Exception Request**

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for travel to Franklin, Massachusetts for a sheriff's employee to attend training as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

III. Old Business

- **RFP Award: Corrections Assessment – Contract Signature**

Moved: Commissioner Tombarello to authorize the Vice Chair in the Chair's absence to sign the agreement with Matrix Consulting Group for the Corrections Assessment RFP awarded November 6, 2013 with legal and risk review completed. Commissioner Coyle seconded the motion, voted all in favor.

IV. Commissioners Non-Public Session

- **Legal non public session**

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss legal updates and settlement in long term care. Commissioner Tombarello seconded the motion, voted all in favor.

Those present were 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 Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

- **Settlement, Long Term Care Services**

Moved: Commissioner Tombarello to approve the settlement proposal and recommendation of legal counsel in a proposal dated February 27, 2014 and March 4, 2014 for money owed to Rockingham County. Commissioner Coyle seconded the motion, voted all in favor.

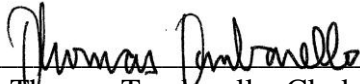
At 4:08 p.m. Commissioner Coyle declared a recess of the meeting to attend the upcoming Rockingham County Executive Committee meeting and Rockingham County Convention meeting. At 8:35 p.m. Commissioner Coyle reconvened the meeting.

Commissioner Coyle and Commissioner Tombarello signed the five collective bargaining agreements as the cost items were approved by the Rockingham County Convention.

V. Adjourn

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,

March 12, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Steve Church, Corrections Superintendent
Steve Woods, Long Term Care Director
Georgia Millot, Interim HR Director
Attorney Elizabeth Bailey

Excused Absence:

Commissioner Kevin L. Coyle, Vice Chair

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 \$1,206,990.06 for the period ending March 9, 2014. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Georgia Millot, Interim Director

• **Job Description Approval: Pretrial Supervision Program Officer, Corrections**

Moved: Commissioner Tombarello to approve the job description of Pretrial Supervision Program Officer and authorize the posting of the position as recommended by the Interim Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Revised Job Description Approval: Administrative Lieutenant, Sheriff**

Moved: Commissioner Tombarello to approve the revised job description of Administrative Lieutenant in the Sheriff's Office as recommended by the Interim Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

• **Staffing Update**

Georgia Millot provided an update on staffing in human resources noting two additional interim staff members in HR Generalist roles.

III. Commissioners Non-Public Session

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

Those present were Commissioner Pratt, Commissioner Tombarello, Steve Woods, Theresa Young, Georgia Millot, 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.

Commissioner Pratt declared a recess at 4:06 p.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 4:42 p.m.

IV. Commissioners Non-Public Session

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a and e) to discuss legal correspondence and finance personnel. Commissioner Tombarello 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 Tombarello moved to go out of non-public session. Seconded by Commissioner Pratt, motion passed all in favor.

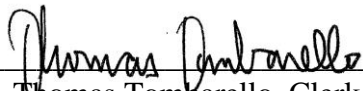
- **Bank of America Credit Card, County Attorney**

Moved: Commissioner Tombarello to direct Bank of America to close and cancel three credit cards in the name of James M. Reams, Rockingham County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

V. Adjourn

Commissioner Tombarello moved to adjourn at 6:42 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

March 18, 2014 – 4:00 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
Georgia Millot, Interim HR Director
Register of Deeds Cathy Stacey
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 4:06 p.m.

II. Reports:

RFP Openings

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

Commissioner Tombarello opened proposals received from Mainstay Technologies, Microworks Computer Center, Howard Technology Solutions, Ace Office Supplies, Software House International, CDW-G, and Boston Systems and 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.

• **Inmate Institutional Supplies, Corrections**

Commissioner Tombarello opened proposals received from Charm Tex, Goal Tex, Robinson Textiles, and The Liberty Store.

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.

RFP Awards

• **Drug Testing System, Corrections**

Moved: Commissioner Tombarello to award the drug system testing proposal to Siemens Healthcare Diagnostics Incorporated for a five year fixed price contract for \$1.50 per test kit and \$0.25 per validity test for an amount not to exceed \$16,000 annually and authorize the Chair to sign all necessary documents pending legal review as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

• **Pharmacy Services, Long Term Care Services**

Moved: Commissioner Tombarello to award the pharmacy services proposal to OmniCare of New Hampshire from April 1, 2014 to March 31, 2017 for an amount not to exceed \$325,000

annually 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.

- **Skilled Therapy Services, Long Term Care Services**

Moved: Commissioner Tombarello to award the skilled therapy services proposal to Rehab Choice International from May 1, 2014 to April 30, 2017 for an amount not to exceed \$2,000,000 annually 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.

Commissioner Coyle asked about the difference between the lowest vendor and Rehab Choice. Steve Woods noted that the difference listed in annual and explained his reasons to support 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 T140054, T140122, T140137, T140138, T140139, T140140, T140157, T140158, T140159, T140165, T140184, T140186, T140187, T140198, T140178, T140199, T140200, T140203, T140204, T140206, T140209, T140210, T140211, T140213 totaling \$538,262.98; general ledgers 14079, 14080, 14081, 14082, 14083, 14084, 14085, 14086, 14087, 14089, 14090, 14091, 14092, 14093, 14094, 14095, 14096, 14097, 14098 totaling \$151,321.20; payroll warrants 0306SD, 0313SD totaling \$4,746.23; accounts payable wire payments T140195, T140205, T140207 totaling \$43,558.00; for a grand total of \$737,888.41. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes: February 25, and 26, 2014, March 4 and 12, 2014**

Moved: Commissioner Tombarello to approve the minutes of the February 25, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve the minutes of the February 26, 2014 and March 4, 2014 Board of Commissioners meetings. Commissioner Coyle seconded the motion. Motion passed all in favor with Commissioner Pratt abstained due to absence.

Moved: Commissioner Tombarello to approve the minutes of the March 12, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion. Motion passed all in favor with Commissioner Coyle abstained due to absence.

Corrections – Stephen Church, Superintendent

- **Position Filling Approval: Sergeant and Corporal**

Moved: Commissioner Tombarello to approve filling an open position of Sergeant and an open position of Corporal in Corrections as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Surplus Equipment Approval**

Moved: Commissioner Tombarello to declare one (1) 2001 Ford E350 Econoline Van surplus and to be sold to the highest bidder through the RFP process as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

- **Exception Request Approval: Personnel Policy and Procedure Chapter 6-4**

Moved: Commissioner Tombarello to approve an exception request to personnel policy and procedure chapter 6-4 for four finance office personnel as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

- **Allowance for Uncollectable Accounts as of 12/31/2013 Approval**

Moved: Commissioner Tombarello to increase the December 31, 2013 long term care allowance for uncollectable accounts to \$1,087,703.63 (an increase of \$457,658.65 from the 2012 balance of \$630,044.98) and approve continuing the current methodology in place for the allowance calculation for uncollectable accounts in long term care receivables and recommended by the Finance Officer and Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval**

Moved: Commissioner Tombarello to approve the posting of Payroll Manager. Commissioner Coyle seconded the motion, voted all in favor.

Register of Deeds – Cathy Ann Stacey

- **Simplifile Submitter Agreements Approval**

Moved: Commissioner Tombarello to approve Simplifile Submitter Agreements on an ongoing basis until further notice for electronic recordings previously approved at the May 15, 2013 Board of Commissioners meeting and authorize the Chair to sign the agreements with risk and legal review completed as recommended by the Register of Deeds. Commissioner Coyle seconded the motion, voted all in favor.

- **Courthouse Cleaning Contract Discussion**

Cathy Stacey notified the Commissioners that the cleaning contract was administered by the former office manager at the attorney's office. Discussion ensued. It was agreed that Long Term Care would send out the proposals after the deeds office reviews the requirements in the proposal.

Cathy Stacey noted significant reductions in revenues in the Registry of Deeds office.

Sheriff – Michael W. Downing, High Sheriff

- **Position Posting Approval: Deputy Sheriff and Sergeant**

Moved: Commissioner Tombarello to approve the posting of Deputy Sheriff and Sergeant. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt asked for a status update on the FEMA grant. Major Melanson noted that any additional information would not be available until late April.

III. Old Business

Theresa Young updated the Commissioners on the status of union contract implementation ranging from benefits to pay adjustments. Theresa Young wanted the Board to be aware that pay increases will not be reflected in next week's paycheck due to contracts not being signed and submitted.

IV. Commissioners Non-Public Session

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a & e). Commissioner Tombarello 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, Georgia Millot, Theresa Young, and Chris Maxwell.

- **Non public session re: personnel**

Those present for NHRSA 91A:3II (a) to discuss a personnel exception request for leave were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, 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.

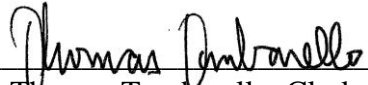
- **Leave Without Pay Request, Long Term Care Services**

Moved: Commissioner Tombarello to approve a leave without pay request and for the employer portion of benefits to be paid by the county for February as recommended by the Interim HR Director. Commissioner Coyle seconded the motion, voted all in favor.

V. Adjourn

Commissioner Tombarello moved to adjourn at 6:28 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
March 26, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent
Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director
Georgia Millot, Interim HR Director

I. Call to Order

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

II. Reports:

RFP Openings

• **Mobile Radios, Sheriff**

Commissioner Tombarello opened proposals received from Beltronics, Wright Communications, Ossipee Mountain Electronics, 2 Way Communications, Metrotalk, and Midland Radio.

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

• **Workers Compensation Third Party Administration Services, Finance**

Moved: Commissioner Tombarello to reject the one proposal received and resubmit requests for proposals as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,183,040.50 for the period ending March 23, 2014. Commissioner Coyle seconded the motion, voted all in favor.

• **Grant Line Usage Approval, Surplus Rapsan X-Ray Scanner**

Moved: Commissioner Tombarello to authorize the use of the grant line for \$2,000 charged by the New Hampshire Department of Administrative Services for a surplus x-ray scanner bringing the grant line total usage to \$3,300 (\$1,300 in delivery fees was previously approved at the January 29, 2014 Board of Commissioners meeting) as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

Steve Church provided a packet of information with details of the scanner. Steve Church explained the logistics of location placement and installation, training, and warranty costs from the Rapsan vendor. Discussion ensued.

Commissioner Pratt arrived at 3:48 p.m.

Finance – Theresa M. Young, Officer

• **Medicaid Cost Report Approval**

Moved: Commissioner Tombarello to authorize the Chair to sign the Medicaid Cost Report (Title 19 Annual Financial and Statistical Report for Long Term Care Providers) for the year ending December 31, 2013. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

• **Nursing Supervisor Status Change and Posting Approval**

Moved: Commissioner Tombarello to change one (1) Nursing Supervisor position status from Part Time to Full Time effective April 7, 2014 and to approve the posting of Full Time Nursing Supervisor as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

III. New Business

Commissioner Pratt asked about the location of the pretrial program expressing concern with security. Commissioner Pratt suggested a further discussion on logistics and alternative locations. Steve Church said he would meet with Jude Gates and tour the former Academy Office space.

Commissioner Pratt suggested the timeframe outlined in Personnel Policy and Procedure Chapter 6-10 be increased to alleviate excess paperwork processing for an employee filling in a different role in hour increments. Steve Woods noted dietary uses the policy and planned to work with the finance office for a streamlined process.

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 request to delay a scheduled termination hearing. Commissioner Tombarello 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 Tombarello moved to go out of non-public session. Seconded by Commissioner Coyle, motion passed all in favor.

• **Termination Hearing Request, Long Term Care Services**

Moved: Commissioner Coyle to continue the termination hearing at the request of the employee until April 1, 2014 at 3:00 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

At 4:10 p.m. Commissioner Coyle declared a recess for a non meeting to consult with legal counsel.

Commissioner Coyle reconvened the meeting at 4:30 p.m.

V. Commissioners Non-Public Session

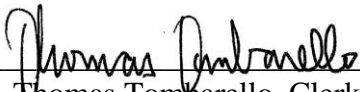
Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss personnel issues including employee leave requests across various departments. Commissioner Tombarello seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, 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.

VI. Adjourn

Commissioner Tombarello moved to adjourn at 5:23 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

April 1, 2014 – 3:30 p.m.

Present:

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

High Sheriff Michael Downing
Lt. Kevin Walsh, Deputy Sheriff
Interim County Attorney Boffetti
Kathy Nikitas, Deputy Finance Officer
Steve Woods, Long Term Care Director
Georgia Millot, Interim HR Director

I. Call to Order

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

II. Reports:

RFP Openings

• **Laptops, Sheriff**

Commissioner Tombarello opened proposals received from Mainstay Technologies, TKK Electronics, SHI International, and Howard Technology Solutions.

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.

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

Commissioner Tombarello opened proposals received from Direct Supply and Arjo Huntleigh

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**

Commissioner Tombarello opened a proposal received from Hobart.

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.

• **Truck with Plow, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Tasca Ford, Stoneham Ford, and Autofair 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.

- **Tub Shower Room Upgrade, Engineering and Maintenance Services**

Commissioner Tombarello opened a proposal received from Ricci Construction Co.

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

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

Moved: Commissioner Tombarello to award the computer equipment proposal to Micro Works Computer Center for an amount not to exceed \$34,000 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **(Reject) Inmate Institutional Supplies, Corrections**

Moved: Commissioner Tombarello to reject proposals received and resubmit invitations for institutional supplies proposals as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Physician Services and Medical Director, Long Term Care Services**

Moved: Commissioner Tombarello to award physician services and medical director service from April 1, 2014 to March 31, 2017 to Karl Singer for \$46,713 per year, Jeremy James for \$31,200 per year, and Paul Gustavson for \$22,980 per year as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Exception Request Approval: Personnel Policy and Procedure Chapter 6-15**

Moved: Commissioner Coyle to approve an exception request to Personnel Policy and Procedure Chapter 6-15 for calendar year 2014 to all employees of dispatch, radio, and all benefit eligible law enforcement personnel in the Sheriff's office as recommended by the High Sheriff. Commissioner Tombarello seconded the motion.

Commissioner Pratt asked about the necessity for this exception in light of approved collective bargaining agreements. Sheriff Downing explained it is a past practice in place over the years. Commissioner Pratt asked if this exception gives blanket approval to all personnel noted in the form. Sheriff Downing noted that the overtime must be approved and signed off by a supervisor. Commissioner Coyle asked about the frequency of overtime usage. Sheriff Downing noted specific examples where this is applicable.

Motion passed all in favor.

- **Grant Application Approval: New Hampshire Highway Safety Agency, Mobile Data Terminals Grant, \$6,885**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Highway Safety Agency for a Mobile Data Terminals Grant in the amount of \$6,885 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 Highway Safety Agency, Radar Grant, \$1,108.25**

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Highway Safety Agency for a Radar Grant in the amount of \$1,108.25 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 Award Approval: New Hampshire Department of Safety, 2013 Homeland Security Grant Program, Simulcast Project, \$180,043.16**

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Department of Safety for the 2013 Homeland Security Grant Program for the Simulcast Project in the amount of \$180,043.16 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Grant Award Approval: New Hampshire Department of Safety, 2013 Homeland Security Grant Program, Communications, \$136,638.58**

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Department of Safety for the 2013 Homeland Security Grant Program for the Communications Project in the amount of \$136,638.58 as recommended by the High Sheriff. 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 owed to Rockingham County as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Surplus Equipment Approval**

Moved: Commissioner Tombarello to declare two (2) Volcan steamers surplus and to be disposed of accordingly as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Weekender Nursing Policy Clarification Approval**

Moved: Commissioner Tombarello to clarify the Weekender Policy approved at the August 7, 2013 Board of Commissioners meeting specifying that employees who were Weekender Nursing Supervisors at the time of the policy update (8/7/13) are subject to the earned time and/or holiday cash out clause of the policy as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Consent to Assignment Agreement Approval**

Moved: Commissioner Tombarello to authorize the Chair to sign the Consent to Assignment agreement with Rehab Choice for skilled rehabilitation services previously awarded through April 30, 2014 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Assisted Living Mileage Reimbursement Policy Approval**

Moved: Commissioner Tombarello to approve the Mileage Reimbursement Policy for the Ernest P. Barka Assisted Living Facility effective May 1, 2014 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

- **Bid Waiver: Workforce Software, \$63,463.36**

Moved: Commissioner Tombarello to approve a bid waiver to Workforce Software for an amount not to exceed \$63,463.36 for services from March 31, 2014 to March 31, 2015 as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

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

- **RFP Award Extension: Technical Support Services, Mainstay Technologies**

Moved: Commissioner Tombarello to extend an RFP award with Mainstay Technologies from April 1, 2014 for an additional ninety (90) days with all terms and pricing to remain firm as recommended by the Director of Facilities, Planning, and Information Technology.

Commissioner Coyle seconded the motion, voted all in favor.

- **Information Technology/Telecommunications Manager Discussion**

Jude Gates highlighted that the position has been posted however interviews have not been conducted pending discussions with the Board of Commissioners. Jude Gates noted that the management concept of the manager position is the best model for the county. Jude Gates noted an alternative for desktop services in-house and to use Mainstay Technologies for project support. Discussion ensued regarding the concept of additional in-house and vendor services.

Commissioner Pratt asked for an additional week to review the documentation submitted.

Commissioner Pratt expressed concern with costs for information technology services in other departments. Discussion ensued regarding connectivity and separate functions. Commissioner Pratt suggested a comprehensive plan to refocus management into one department. Discussion ensued.

Commissioner Tombarello expressed concern with a transition plan. Discussion ensued.

- **Surplus Equipment Request**

Moved: Commissioner Tombarello to declare items outlined and recommended in the Information Technology Manager's memorandum dated March 17, 2014 surplus and to be disposed of accordingly. Commissioner Coyle seconded the motion, voted all in favor.

Jude Gates informed the Commissioners of a 2015 capital project to repair the chimney stack, which would be in excess of \$200,000.

County Attorney – James Boffetti, Interim

- **Victim Witness Director Regrade Discussion**

Interim County Attorney Boffetti noted the need for services remains noting the lack of supervision without a director. Commissioner Coyle suggested a position name change within the same grade. Discussion ensued regarding supervision and the process in place.

- **Bid Waiver: Karpel Solutions, \$18,200**

Moved: Commissioner Tombarello to approve a bid waiver to Karpel Solutions in the amount of \$18,200 for services from April 1, 2014 to March 31, 2015 as recommended by the Interim County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

Corrections – Stephen Church, Superintendent

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an inmate administrative transfer pursuant to RSA 30B:21 dated March 17, 2014 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

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

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for three corrections employees to attend training in Connecticut as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

The Commissioners concurred to moving the Adult Diversion Program and Pretrial Program to the old Academy Building from the second floor of the HR Building.

Commissioner Pratt declared a recess for a non meeting to consult with legal counsel. Commissioner Pratt reconvened the meeting.

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140123, T140141, T140142, T140169, T140171, T140188, T140190, T140218, T140219, T140220, T140547, T140245, T140258, T140259, T140260, T140261, T140263, T140264, T140265, T140266, T140267, T140268 totaling \$356,201.63; general ledgers 14100, 14101, 14102 totaling \$2,165.05; payroll warrants 0320SD, 32714 totaling \$12,137.27; accounts payable wire payments T140214, T140243, T140244, T140246, T140257 totaling \$1,640,751.31; for a grand total approved of \$2,011,255.26. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes: March 18 and 26, 2014**

Moved: Commissioner Tombarello to approve the minutes of the March 18 and 26, 2014 Board of Commissioners meetings. Commissioner Coyle seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

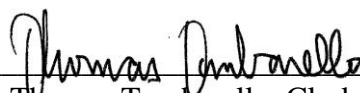
Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss corrections personnel issues. Commissioner Tombarello seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Georgia Millot, 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.

IV. Adjourn

Commissioner Pratt moved to adjourn at 7:32 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

Human Resources Conference Room
111 North Road, Brentwood, New Hampshire

April 1, 2014 – 3:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Georgia Millot, Interim HR Director
Steve Woods, Long Term Care Director
Leslie Fabian, Director of Nursing

I. Call to Order

Commissioner Pratt called the meeting to order at 3:11 p.m.

II. Reports:

Long Term Care Services – Steven E. Woods, Director

• Personnel Non Public Session

Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to conduct an employee termination hearing. Commissioner Tombarello seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, 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.

Moved: Commissioner Tombarello to accept the recommendation of the Long Term Care Services Director as outlined in his letter of March 19, 2014 regarding a nursing home employee, effective April 5, 2014. Commissioner Coyle seconded the motion, voted all in favor.

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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

April 9, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Major Darin Melanson, Deputy Sheriff

Steve Church, Corrections Superintendent
Theresa Young, Finance Officer
Georgia Millot, Interim HR Director
Interim County Attorney Boffetti

I. Call to Order

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

II. Reports:

RFP Openings

• **Computers, Sheriff**

Commissioner Coyle opened proposals received from Cocci Computers, Kingstar Computer, Mainstay Technologies, Computer Hut of NE, Ace Computers, Boston Systems and Solutions, Sunnytech, SHI.

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

• **Traffic Radar Units, Sheriff**

Commissioner Coyle opened proposals received from Stalker Radar and MPD Incorporated.

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

RFP Award

• **Mobile Radios, Sheriff**

Moved: Commissioner Coyle to award the mobile radios proposal to Beltronics Inc. for \$8,979.46 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,189,167.46 for the period ending April 6, 2014. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: 4/1/2014**

Moved: Commissioner Coyle to approve the minutes of the April 1, 2014 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James Boffetti, Interim

- **Exception Request: PPP Chapter 9-3B, Advertising Vacancy**

Moved: Commissioner Coyle to approve an exception to Personnel Policy and Procedure Chapter 9-3B for the opening position of Victim Witness Advocate as recommended by the Interim County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

- **Employee Assistance Plan Award Approval**

Moved: Commissioner Coyle to approve E4Health for the Rockingham County Employee Assistance Plan program at \$1.37 per employee, per month for one year with an option to renew for years two and three with a three year rate guarantee as recommended by the Consultant and Benefits Team. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Georgia Millot, Interim Director

- **Amendment to Motion Approval**

Moved: Commissioner Coyle to amend a vote taken at the April 1, 2014 Board of Commissioners meeting changing the termination date from April 5, 2014 to April 12, 2014. Commissioner Pratt seconded the motion, voted all in favor.

- **Sheriff's Office Posting Discussion**

Major Melanson requested that the sergeant posting reflect experience of two years in the sheriff's office. Georgia Millot noted this stipulation is used in federal job postings

Commissioner Coyle questioned the union contract language. Major Melanson noted it is not stipulated in the contract and has been done historically.

It was agreed no motion was needed however it was to inform the board of the posting.

III. Commissioners Non-Public Session

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

Those present under NHRSA 91A:3 II (e) to discuss pending legal updates in the County Attorney's Office were Commissioner Pratt, Commissioner Coyle, James Boffetti, and Chris Maxwell.

Those present Those present under NHRSA 91A:3 II (e) to discuss pending legal updates in the County Attorney's Office were Commissioner Pratt, Commissioner Coyle, James Boffetti, Theresa Young, and Chris Maxwell.

Commissioner Tombarello arrived at 4:21 p.m.

Those present under NHRSA 91A:3 II (a) to discuss pending leave issues and personnel were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, 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.

At 4:42 p.m. Commissioner Pratt declared a recess for a consultation with legal counsel

At 6:22 p.m. Commissioner Pratt reconvened the meeting.

- **HR Finance Assessment, Matrix Consulting**

Commissioner Coyle asked for a status update of the Human Resources and Finance Study by the consultant. Commissioner Pratt noted technology enhancements continue to be reviewed. Commissioner Pratt noted her most recent conversation with the consultant, Finance Officer, and Interim Human Resources Director discussing the outstanding and additional open items. Discussion ensued.

Commissioner Coyle left the meeting.

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

- **Information Technology/Telecommunications Manager Discussion**

Jude Gates noted that Frank Stoughton continues to work on the data request regarding hours spent with other departments. Jude Gates noted that Kathy Nikitas produced a MUNIS report reflecting the costs in other departments. Discussion ensued regarding hours worked and details on services.

Commissioner Pratt asked for additional information understanding the body of work.

Jude Gates explained now is the time to manage the information technology services at the County Attorney and Register of Deeds. Discussion ensued regarding the current flow of services and management with the elected officials departments.

Commissioner Pratt asked about the status of the job descriptions and salary range. Discussion ensued regarding the current status, planning for the upcoming succession, and future milestones.

- **Commissioners Non Public Session**

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

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.

- **New Hampshire Association of Counties Medicaid Advisory Group**

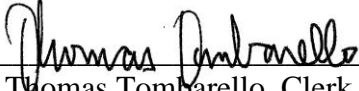
Commissioner Pratt noted a request from the Director of the New Hampshire Association of Counties seeking representation from each county on a Medicaid advisory group.

Moved: Commissioner Tombarello to appoint Steve Woods and Theresa Young to the New Hampshire Association of Counties Medicaid Advisory Group. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Pratt moved to adjourn at 7:44 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

April 15, 2014 – 3:30 p.m.

Present:

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

Major Darin Melanson, Deputy Sheriff
Leslie Fabian, Director of Nursing
Theresa Young, Finance Officer
Georgia Millot, Interim HR Director
Interim County Attorney Boffetti
William Pate, Assistant County Attorney

I. Call to Order

Commissioner Pratt called the meeting to order at

II. Reports:

RFP Openings

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

Commissioner Tombarello opened proposals received from Donahue Brothers and Interstate Gourmet Coffee Roasters.

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.

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

Commissioner Tombarello opened proposals received from Oakhurst Dairy, Garelick Farms, and HP Hood.

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, Long Term Care Services**

Commissioner Tombarello opened proposals received from Kittredge Foodservice Equipment and Supplies and Direct Supply

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.

• **Nursing Equipment, Long Term Care Services**

Commissioner Tombarello opened proposals received from Moore Medical, Direct Supply, Geriatric Medical Surgical, 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.

- **Bed Mattress System, Long Term Care Services**

Commissioner Tombarello opened proposals received from Direct Supply, Geriatric Medical Surgical, McKesson Medical Surgical, and Joerns Healthcare.

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.

- **Bed and Chair Alarms, Long Term Care Services**

Commissioner Tombarello opened proposals received from Direct Supply 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.

- **Workers Compensation Legal Services, Finance**

Commissioner Tombarello opened proposals received from Desmarais, Ewing, and Johnston; Bernard and Merrill; Getman, Schulthess, and Steere; Trombley and Kfoury.

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

- **Workers Compensation Administration Services, Finance**

Commissioner Tombarello opened proposals received from Comp Sigma and CCMSI.

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

- **Uniforms, Corrections**

Commissioner Tombarello opened a proposal received from Red the Uniform Tailor.

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.

- **Inmate Personal Care, Corrections**

Commissioner Tombarello opened proposals received from Charm Tex, Bob Barker Company, The Liberty Store, and Pacific Link.

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.

RFP Awards

- **(Reject) Laptops, Sheriff**

Moved: Commissioner Tombarello to reject proposals received and resubmit requests for proposals for laptops as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

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

Moved: Commissioner Tombarello to award the whirlpool tubs proposal to Arjo Huntleigh Incorporated for \$34,652 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion.

Leslie Fabian explained that Arjo is not the lowest vendor and is being recommended for its long term service usage, warranty offering, and in stock parts.

Motion passed all in favor.

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

Moved: Commissioner Tombarello to award the dietary equipment service contract to Hobart Service from May 1, 2014 to April 30, 2015 for an amount not to exceed \$7,800 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Truck with Plow, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the truck with plow proposal to Autofair Ford for \$26,342 with financing to be determined by the Finance Department as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Tub Shower Room Upgrade, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the tub shower room upgrade to Ricci Construction Company for \$24,477 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 T140033, T140034, T140035, T140124, T140143, T140144, T140145, T140146, T140224, T140226, T140248, T140269, T140271, T140302, T140303, T140304, T140307, T140308, T140309, T140310, T140312, totaling \$598,861.83; payroll warrants 0403SD, 0410SD totaling \$27,881.27; accounts payable wire payments T140301, T140306, T140313, T140315 totaling \$1,797,559.20; for a grand total of \$2,424,302.30. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes: April 9, 2014**

Moved: Commissioner Tombarello to approve the minutes of the April 9, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

Corrections – Stephen Church, Superintendent

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an inmate administrative transfer dated April 1, 2014 pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Sullivan County Intergovernmental Service Agreement Approval**

Moved: Commissioner Tombarello to approve an Intergovernmental Service Agreement with Sullivan County from April 1, 2014 to March 31, 2015 at a per diem rate of \$57.50 per inmate per day to be signed pending legal and risk review as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

County Attorney – James Boffetti, Interim

- **Pitney Bowes Lease Agreement Approval**

Moved: Commissioner Tombarello to approve a Financial Services Agreement with Pitney Bowes for a 60 month postage meter lease at \$55.26 per month and to authorize the Chair to sign the agreement pending legal and risk review as recommended by the Interim County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request Approval: PPP 8-2F, Minimum Usage**

William Pate explained his request for an exception noting his hours worked, office demand, and court scheduling. Interim County Attorney Boffetti said he supported the exception request noting his dedication and his opposition to the time and attendance system for attorney staff. Discussion ensued regarding policies and the time keeping system.

Theresa Young noted her opposition to the request due to this request as there was an exception in 2009 and further the policy noted was in place back in 2011. William Pate noted a version of the personnel policies did not stipulate the April deadline. Theresa Young said that it was noted by the Commissioners, distributed to all departments, and administration disseminated to all employees. Further discussion ensued.

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 8-2F for a county attorney employee as recommended by the Interim County Attorney. Commissioner Coyle seconded the motion.

Commissioner Coyle noted his opposition to exception requests.

Commissioner Tombarello noted his support for this one time exception.

Motion failed to pass 1-2.

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

- **Information Technology/Telecommunications Manager Discussion**

Jude Gates highlighted the interview process. Commissioner Pratt asked about the salary survey conducted with the other counties. Discussion ensued regarding the findings.

Commissioner Coyle asked about the next steps for hiring. Jude Gates said she would be ready to hire with permission. Commissioner Coyle said he supports her decision to hire accordingly.

Commissioner Pratt clarified the low wage concerns. Jude Gates said the feedback is mixed.

Commissioner Pratt asked for a non public session to address employment candidates.

Finance – Theresa M. Young, Officer

• **TD Bank Signor Amendment Approval**

Moved: Commissioner Tombarello to amend the TD Bank account signor for the “Rockingham County Drug Forfeiture” established by vote February 17, 2007 from James M. Reams to Edward R. Buck and further update the address for account statements from Rockingham County Attorney’s Office, PO Box 1209, Kingston, NH 03848 to Rockingham County, 119 North Road, Brentwood, NH 03833 as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

Theresa Young updated the Commissioners on benefits, banking services, the 2014 first quarter budget, and a wellness fair for this year. Discussion ensued regarding banking services and policies in place.

Theresa Young noted the auditor was in recently and follow up ensues.

Sheriff – Michael W. Downing, High Sheriff

• **Exception Request Approval: Compensated Absences Fund Usage**

Moved: Commissioner Tombarello to approve the use of the compensated absences fund 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 and e). Commissioner Coyle seconded the motion, voted all in favor.

Those present under NHRSA 91A:3 II (a) to discuss employment candidates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Jude Gates, and Chris Maxwell.

Those present under NHRSA 91A:3 II (e) to discuss pending legal updates 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.

• **Grievance, Deputy Sheriff Collective Bargaining Agreement**

Present: Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, William Cahill, Theresa Young, Steve Church, Darin Melanson, Georgia Millot, Dean Winter, and Steve Warnock

Commissioner Pratt asked the union representation if this grievance would be held in public or non public session. William Cahill and Dean Winter concurred to a public session.

William Cahill outlined the grievance as outlined in the union steward's letter to the Board of Commissioners. He noted that the longevity is not outlined in the contract and is subject to "me too" and not status quo as the Deputies followed the county policies regarding longevity payments.

Theresa Young noted that the longevity was paid but not the increase as recommended by legal counsel following status quo. Dean Winter and Theresa Young discussed the stated policy and its interpretation. William Cahill disagreed with legal counsel as longevity was not addressed in the contract.

Commissioner Tombarello asked to hear from Attorney Bailey regarding status quo. Commissioner Pratt agreed noting a decision does not need to be made today.

Discussion ensued regarding the interpretations.

Commissioner Coyle asked for clarification using an example of vacation time. William Cahill said that if it is not in the contract then the union position is the same as longevity.

Dean Winter noted an additional grievance not addressed which was the timing of longevity payments. He said that the policies suggested longevity payment was to be paid before the next pay period. Discussion ensued. William Cahill asked that this timing issue be further defined in the policies in advance of the next payment.

- **Grievances (2), Correctional Officers Collective Bargaining Agreement**

It was requested and agreed to conduct two correctional officers grievances in non public sessions.

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 under NHRSA 91A:3 II (a) to discuss a separation pay grievance filed were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, William Cahill, Steve Church, Theresa Young, Georgia Millot, and Chris Maxwell.

Those present under NHRSA 91A:3 II (a) to discuss a carryover of time grievance filed were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, William Cahill, Steve Church, Theresa Young, Georgia Millot, 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.

- **Grievance Approval-Carryover of Time, Correctional Officers Collective Bargaining Agreement**

Moved: Commissioner Coyle to approve the holiday related portion of the grievance dated January 17, 2014 submitted by Correctional Officer Sherman. Commissioner Tombarello seconded the motion.

Commissioner Pratt asked if this is precedent setting. William Cahill said this would occur again if employees are denied holiday time. Discussion ensued.

Motion passed all in favor.

At 6:26 p.m. Commissioner Pratt declared a recess for a non meeting to consult with legal counsel.

At 6:48 p.m. Commissioner Pratt reconvened the meeting.

IV. Old Business

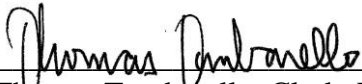
- **Finance and Human Resources Assessment Update**

Commissioner Coyle asked that the consultant be contacted regarding the status of the draft preliminary assessment report.

V. Adjourn

Commissioner Pratt moved to adjourn at 7:33 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
Commissioners Conference Room
County Complex - Brentwood, New Hampshire
April 18, 2014 – 2:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk (via telephone)
Attorneys Chris Cole and Elizabeth Bailey

I. Call to Order

Commissioner Pratt called the meeting to order at 2:39 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Legal Non Public Session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (e) to discuss pending litigation and legal matters. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Attorney Christopher Cole, Attorney Elizabeth Bailey, Attorney General Joseph Foster, Anne Edwards and Richard Head of the Attorney General's Office, 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.

• **Non Public Session Minutes**

Moved: Commissioner Coyle to seal the non-public session minutes of April 18, 2014 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 Pratt seconded the motion, voted all in favor.

At 3:17 p.m. Commissioner Pratt declared a recess for a non meeting to consult with legal counsel.

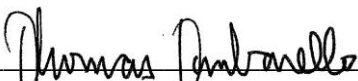
At 4:42 p.m. Commissioner Pratt reconvened the meeting.

III. Adjourn

Commissioner Pratt moved to adjourn at 4:42 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
April 23, 2014 – 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
Major Darin Melanson, Deputy Sheriff

I. Call to Order

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

II. Reports:

RFP Awards

• **Computers, Sheriff**

Moved: Commissioner Tombarello to award the computers proposal to Mainstay Technologies for \$12,032.55 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

• **Traffic Radar Units, Sheriff**

Moved: Commissioner Tombarello to award the traffic radar units to Stalker Radar for \$11,082.50 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Tombarello to approve payroll expense of \$1,180,861.07 for the period ending April 20, 2014. 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 corrections personnel. Commissioner Coyle seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, Georgia Millot, 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.

At 4:22 p.m. Commissioner Pratt declared a recess for a non meeting to consult with legal counsel.

At 4:54 p.m. Commissioner Pratt reconvened the meeting.

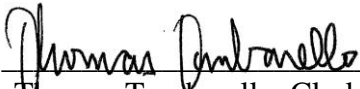
- **Approval of Minutes – April 15, 2014**

Moved: Commissioner Tombarello to approve the minutes of the April 15, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

III. Adjourn

Commissioner Pratt moved to adjourn at 5:15 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

April 29, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent
Georgia Millot, Interim HR Director

Katherine Nikitas, Deputy Finance Officer
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director
UNH Cooperative Extension Staff Fred
Borman, Dan Reidy, and Ken LaValley

I. Call to Order

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

II. Reports:

RFP Opening and Award: Surplus Vehicle, Engineering and Maintenance Services

Commissioner Tombarello opened proposals received from: Gas Motors for \$832.12; R&M Excavation for \$459; and Jon's Route 114 Auto Sales for \$673.

Moved: Commissioner Tombarello to award the surplus vehicle proposal to highest bidder Gas Motors for \$832.12 as recommended by the Director of Facilities, Planning, and Information Technology.

RFP Openings

• **Inmate Institutional Supplies, Corrections**

Commissioner Tombarello opened proposals received from Robinson Textiles, Charm Tex, Victory Supply, OD Targon and Brothers, Bob Barker, ICS Jail Supplies, Tabb Textiles, Uniforms Manufacturing, Pacific Link, Goldwater Industries, and ATD American.

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.

• **Janitorial Products, Corrections**

Commissioner Tombarello opened proposals received from Central Paper Products Company, Amsan, HT Berry Company.

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.

• **Electronic Monitoring System, Corrections**

Commissioner Tombarello opened proposals received from 3M Electronic Monitoring Inc. and Secure Alert.

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.

- **Vehicles, Sheriff & Corrections**

Commissioner Tombarello opened a proposal received from Dealer F11583.

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

- **Vehicle Upfit Equipment, Sheriff & Corrections**

Commissioner Tombarello opened proposals received from MHQ, 2 Way Communications, and Adamson Industries.

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

- **Patrol Rifles, Sheriff**

Commissioner Tombarello opened proposals received from Sig Sauer, Interstate Arms Corp., and SRT Supply.

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.

RFP Awards

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

Moved: Commissioner Tombarello to award the coffee products proposal to Donahue Brothers from May 1, 2014 to April 30, 2015 for an amount not to exceed \$32,000 as recommended by the Long Term Care Services Director. Commissioner Coyle 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 LLC from May 1, 2014 to April 30, 2015 for an amount not to exceed \$165,000 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Dietary Equipment, Long Term Care Services**

Moved: Commissioner Tombarello to award the dietary equipment proposal to Kittredge Foodservice Equipment for \$12,463 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Nursing Equipment, Long Term Care Services**

Moved: Commissioner Tombarello to award the nursing equipment proposal to Geriatric Medical for \$5,628, McKesson Medical Surgical for \$12,878, and Direct Supply for \$12,619 as

recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Bed Mattress System, Long Term Care Services**

Moved: Commissioner Tombarello to award the bed mattress system proposal to McKesson Medical Surgical for \$11,616 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Bed and Chair Alarms, Long Term Care Services**

Moved: Commissioner Tombarello to award the alarms proposal to Direct Supply for \$22,050 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Inmate Personal Care, Corrections**

Moved: Commissioner Tombarello to award the inmate personal care proposal to Bob Barker for an amount not to exceed \$23,906 for one year as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Workers Compensation Administration Services, Finance**

Moved: Commissioner Tombarello to award Workers Compensation third party administrator services to Comp-SIGMA from May 1, 2014 to April 30, 2016 for an annual fee of \$41,216 and additional specific fees as proposed as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

- **Workers Compensation Legal Services, Finance**

Moved: Commissioner Tombarello to award Workers Compensation legal representation from June 1, 2014 to May 31, 2016 to Bernard & Merrill, PLLC, at a maximum attorney hourly rate of \$140 per hour and \$75 per hour for legal assistants as recommended by the Finance Officer. Commissioner Coyle seconded the motion.

Motion passed 2-1.

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140036, T140093, T140125, T140227, T140236, T140249, T140272, T140274, T140276, T140277, T140279, T140291, T140292, T140293, T140318, T140319, T140320, T140321, T140324, T140326, T140327, T140329, T140331, T140332 totaling \$593,121.94; accounts payable auto payments T140002, T140027, T140028, T140068, T140069, T140080, T140082, T140084, T140085, T140086, T140087, T140087, T140127 totaling \$156,333.95; payroll warrants 0417SD, 0424SD totaling \$6,716.36; accounts payable wire payments T140322, T140323, T140325, T140328, T140330, T140343, T140345 totaling \$942,446.00; for a grand total of \$1,698,618.25. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes: April 18, 2014 and April 23, 2014**

Moved: Commissioner Tombarello to approve the minutes of the April 18, 2014 and April 23, 2014 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Corrections – Stephen Church, Superintendent

- **Exception Request: Personnel Policy and Procedure Chapter 6-3**

Moved: Commissioner Tombarello to approve an exception to personnel policy and procedure Chapter 6-3 for a corrections employee rate of pay as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Job Description Title Change Approval**

Moved: Commissioner Tombarello to change the job description title of Pretrial supervision program officer to Electronic monitoring coordinator. Commissioner Coyle seconded the motion, voted all in favor.

Discussion ensued regarding other job duties.

Finance – Theresa M. Young, Officer

- **Municipal Advantage Account Approval**

Moved: Commissioner Tombarello to open a Municipal Advantage account at TD Bank to replace the Deeds Equipment certificate of deposit (CD) as recommended by TD Bank. The funds in the Deeds Equipment CD will be transferred to the new account once it is established and the Deeds Equipment CD will be closed. The authorized representatives remain the same, which are Edward Buck, Treasurer and Theresa Young, Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

- **Accounts Payable Authorization Approvals**

- ✓ Health Plans Inc.-2014 administrative payments
- ✓ Health Plans Inc.-2014 weekly claims
- ✓ HealthTrust-2014 health and short term disability insurance premiums
- ✓ Delta Dental-2014 administrative payments
- ✓ Delta Dental-2014 weekly claims
- ✓ Northern New England Benefit Trust-2014 health insurance premiums

Moved: Commissioner Tombarello to authorize the Finance Office to process 2014 payments, claims, and/or premiums to Health Plans Inc., Health Trust, Delta Dental, and Northern New England Benefit Trust as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Wellness Fair Budget Discussion and Approval**

Steve Woods highlighted discussions between the insurance consultant Gallagher Benefit Services and the wellness team. The wellness fair concept was discussed and the team recommended a wellness fair not to exceed \$20,000. Kathy Nikitas said funds for the fair would come from the health fund.

Moved: Commissioner Tombarello to approve 2014 Wellness Fair proposal as recommended by the wellness team. Commissioner Coyle seconded the motion, voted all in favor.

- **American Express Points Usage Approval**

Moved: Commissioner Tombarello to approve the usage of American Express rewards points for the purchase of one (1) television for use in the Blaisdell building ground floor common area as

recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Lien on Property Approval**

Moved: Commissioner Tombarello to place a lien on real property pursuant to New Hampshire 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.

III. Old Business

- **Grievance, Correctional Officers – Separation Pay**

Moved: Commissioner Tombarello to deny a Correctional Officers Collective Bargaining Agreement grievance regarding separation pay dated January 17, 2014 submitted by Correctional Officer Sherman. Commissioner Coyle seconded the motion, voted all in favor.

- **Grievance, Deputy Sheriff – Longevity Increase**

Moved: Commissioner Tombarello to deny a Deputy Sheriff Collective Bargaining Agreement grievance regarding 2013 longevity payments to four (4) deputy sheriffs dated December 31, 2013 submitted by Deputy Sheriff Vachon. Commissioner Coyle seconded the motion.

Discussion ensued regarding past practice and precedent setting.

Voted all in favor.

Commissioner Pratt declared a recess for a non meeting to consult with legal counsel at 4:45 p.m.

Commissioner Pratt reconvened the meeting at 6:47 p.m.

IV. New Business

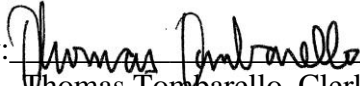
Commissioner Coyle asked for a copy of an exit interview from a departing finance office employee. It was agreed to distribute to the Board and the Finance Officer as offered by the employee.

Kathy Nikitas noted one new legal filing for a human services lien on property that is under foreclosure. Kathy Nikitas also reported on one property and liability claim along with unemployment insurance claims.

V. Adjourn

Commissioner Pratt moved to adjourn at 6:58 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

May 7, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Steve Woods, Long Term Care Director
Kathy Nikitas, Deputy Finance Officer
Georgia Millot, Interim HR Director

Excused Absence:

Commissioner Thomas Tombarello, Clerk

I. Call to Order

Commissioner Pratt called the meeting to order at 3:32 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,222,656.99 for the period ending May 4, 2014. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: 4/29/2014**

Moved: Commissioner Coyle to approve the minutes of the April 29, 2014 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

• **Assisted Living Rate Approval**

Discussion ensued on the concept of fees and it was agreed to discuss this further with the full Board pending a financial analysis.

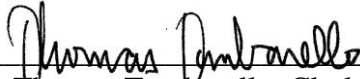
Commissioner Pratt declared a recess at 3:42 p.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 5:43 p.m.

III. Adjourn

Commissioner Coyle moved to adjourn at 5:43 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

May 13, 2014 – 3:30 p.m.

Present:

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

Georgia Millot, Interim HR Director
Major Darin Melanson, Deputy Sheriff
Steve Church, Corrections Superintendent
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:35 p.m.

II. Reports:

RFP Openings

- **Office Cleaning Services**

Commissioner Coyle opened proposals received from C&M Cleaning, Home and Planet Cleaning, and SJ Services.

Moved: Commissioner Coyle to authorize the County Attorney and Register of Deeds to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Flooring, Engineering and Maintenance Services**

Commissioner Coyle opened proposals received from Kingdom Contract Flooring, Portsmouth Quality Flooring, and Cadieux Flooring.

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.

- **Replacement Windows, Engineering and Maintenance Services**

Commissioner Coyle opened proposals received from Careno Construction, Tier One Construction, JNR Gutters, and Ricci Construction.

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.

- **Masonry Repairs, Engineering and Maintenance Services**

Commissioner Coyle opened proposals received from S. Tomasz Masonry, East Coast Masonry, Pro Point Restoration.

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.

- **Air Compressors, Engineering and Maintenance Services**

Commissioner Coyle opened proposals received from Standard of New England, Atlantic Compressor and Repair, DL Thurrott Air, Brentwood Machinery Tools, Meyers Tire and Supply, and Northern Tool.

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.

- **Steam Tunnel Repair, Engineering and Maintenance Services**

Commissioner Coyle opened proposals received from Jewett Construction, Milestone Construction, and HL Patten Construction.

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.

RFP Awards

- **Inmate Institutional Supplies, Corrections**

Moved: Commissioner Coyle to award the inmate institutional supplies proposal to Uniform Manufacturing, Bob Barker, ATD American, and Charm Tex for one year not to exceed \$39,000 total as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Janitorial Products, Corrections**

Moved: Commissioner Coyle to award the janitorial products proposal to Central Paper Products Company for one year not to exceed \$9,630 as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Uniforms (reject), Corrections**

Moved: Commissioner Coyle to reject the proposal received for uniforms and to resubmit invitations to submit proposals as recommended by the Corrections Superintendent.
Commissioner Pratt seconded the motion, voted all in favor.

- **Patrol Rifles, Sheriff**

Moved: Commissioner Coyle to award the patrol rifles proposal to Sig Sauer for \$13,620 for new rifles and \$5,950 for trade in of 12 old rifles for a total of \$7,670 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Tombarello arrived at 3:50 p.m.

- **Vehicles, Sheriff & Corrections**

Commissioner Coyle expressed concern regarding the trade in offer for the vehicles and suggested privately selling the four vehicles.

Discussion ensued regarding the budgeted amount for 2014 versus the actual quote. Theresa Young noted the flexibility in payment options to meet the budgeted amount needs for 2014.

Moved: Commissioner Tombarello to award the vehicles proposal to Irwin Motors for \$109,297 for four vehicles in the Sheriff's Office and \$55,727 for two vehicles in the Department of Corrections as recommended by the Corrections Superintendent and High Sheriff with financing to be determined by the Finance Office. Commissioner Coyle seconded the motion, voted all in favor.

- **Vehicle Upfit Equipment, Sheriff & Corrections**

Moved: Commissioner Tombarello to award the vehicle upfit equipment proposal to Adamson Industries for \$18,097.85 as recommended by the High Sheriff and Corrections Superintendent. 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 T140037, T140038, T140250, T140280, T140282, T140285, T140288, T140294, T140295, T140333, T140334, T140387, T140366, T140381, T140382, T140383, T140384, T140389, T140390, T140392, T140393, T140395 totaling \$371,035.60; payroll warrants 0501SD, 0508SD totaling \$4,762.28; accounts payable wire payments T140388, T140391 totaling \$117,096.51; for a grand total of \$492,894.39. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes: May 7, 2014**

Moved: Commissioner Coyle to approve the minutes of the May 7, 2014 Board of Commissioners meeting. Commissioner Tombarello seconded the motion. Motion passed all in favor with Commissioner Tombarello abstaining from the vote due to absence.

- **Commissioner Liaison Updates**

- ✓ **Commissioner Coyle: Long Term Care Services**

Commissioner Coyle expressed concern with the census in long term care. Steve Woods noted increased admissions meetings and working with hospitals for skilled care. Steve Woods reported that staffing is being evaluated due to the census. Discussion ensued on trends on the local community.

Corrections – Stephen Church, Superintendent

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an inmate administrative transfer dated May 2, 2014 pursuant to RSA 30-B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Conference and Training Directive Exception Request**

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for a sheriff's office employee to attend training in Massachusetts as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

Theresa Young requested time at a future meeting to present the management discussion and analysis to focus on cost cutting measures, which provides a positive impact on borrowing.

Commissioner Coyle asked for a status update on the open Payroll Manager position. Georgia Millot noted the number of resumes received and the two interviews conducted.

III. New Business

- **Contract Ratification: Collective Bargaining Agreement between Rockingham County and New Hampshire Police Benevolent Association for Rockingham County Sheriff's Supervisors**

Moved: Commissioner Coyle to ratify a Collective Bargaining Agreement between Rockingham County and New Hampshire Police Benevolent Association for Rockingham County Sheriff's Supervisors effective July 1, 2013 through December 31, 2016 contingent on approved appropriations as recommended by legal counsel. Commissioner Tombarello seconded the motion, voted all in favor.

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.

Those present under NHRSA 91A:3 II (a) to discuss personnel disciplinary matters in long term care were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Georgia Millot, and Chris Maxwell.

Those present under NHRSA 91A:3 II (a) to discuss personnel disciplinary matters in corrections were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Georgia Millot, and Chris Maxwell.

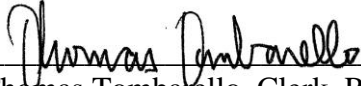
Those present under NHRSA 91A:3 II (a) to discuss personnel updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, and Chris Maxwell.

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.

V. Adjourn

Commissioner Pratt moved to adjourn at 5:41 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
Commissioners Conference Room
County Complex - Brentwood, New Hampshire
May 21, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair

Theresa Young, Finance Officer
Georgia Millot, Interim HR Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:35 p.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll Approval**

Moved: Commissioner Coyle to approve total payroll expense of \$1,203,822.48 for the period ending May 18, 2014. Commissioner Pratt seconded the motion, voted all in favor.

• **Accounts Payable Approval**

Moved: Commissioner Coyle to approve accounts payable warrant T140413 for \$4,000. Commissioner Pratt seconded the motion, voted all in favor.

• **Approval of Minutes: 5/13/2014**

Moved: Commissioner Coyle to approve the minutes of the May 13, 2014 Board of Commissioners meeting. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

• **Position Posting Approval**

Moved: Commissioner Coyle to approve the posting of Executive Assistant in long term care. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

Georgia Millot updated the Commissioners that she is reviewing policies and making proposed changes to be reviewed with the departments and then for Board consideration.

Discussion ensued regarding items to update the County Attorney. Further discussion ensued regarding scheduling in the Workforce System and position postings.

IV. Commissioners Non-Public Session

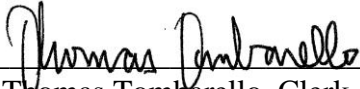
Commissioner Coyle moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss personnel matters. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Georgia Millot, Theresa Young, and Chris Maxwell.

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

V. Adjourn

Commissioner Coyle moved to adjourn at 5:55 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

May 28, 2014 – 5:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Major Darin Melanson, Deputy Sheriff

Steve Church, Corrections Superintendent
Georgia Millot, Interim HR Director
Theresa Young, Finance Officer
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 5:35 p.m.

II. Reports:

Sheriff – Michael W. Downing, High Sheriff

• **Conference and Training Directive Exception Request**

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for a sheriff's office employee to attend training in Massachusetts as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

• **Grant Award Approval: New Hampshire Highway Safety Agency, Mobile Data Terminals Grant, \$6,885**

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Highway Safety Agency for a Mobile Data Terminals Grant in the amount of \$6,885 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

• **Grant Award Approval: New Hampshire Highway Safety Agency, Radar Grant, \$1,108.25**

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Highway Safety Agency for a Radar Grant in the amount of \$1,108.25 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Tombarello expressed his appreciation of the deputies that offered compensation time versus overtime to keep the budget in check. Discussion ensued.

• **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss sheriff's office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Tombarello, Darin Melanson, Georgia Millot, Theresa Young, Steve Woods, 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.

Corrections – Stephen Church, Superintendent

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an inmate administrative transfer report dated May 19, 2014 pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. 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 corrections office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Tombarello, Steve Church, Georgia Millot, Theresa Young, Steve Woods, 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

- **Electronic Monitoring System, Corrections**

Moved: Commissioner Tombarello to award the electronic monitoring system proposal to Secure Alert for plan option 3 for a sixty (60) month term not to exceed \$65,000 pending legal and risk review as recommended by the Corrections Superintendent. Commissioner Pratt seconded the motion, voted all in favor.

- **Office Cleaning Services, Register of Deeds & County Attorney**

Moved: Commissioner Tombarello to award the cleaning services for the Register of Deeds and County Attorney offices to C&M Cleaning for \$28,880 total from July 1, 2014 to December 31, 2015 as recommended by the Register of Deeds and County Attorney. Commissioner Pratt seconded the motion.

Commissioner Pratt questioned the hourly rate of housekeeping staff. Discussion ensued regarding cleaning services in-house versus contracted services.

It was agreed to table the vote pending additional information for comparative purposes.

- **Replacement Flooring, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the replacement flooring proposal to Portsmouth Quality Flooring Corp. for \$17,132.85 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Masonry Repairs, Engineering and Maintenance Services**

Moved: Commissioner Tombarello award the masonry repairs proposal to S. Tomasz Masonry for \$44,434 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Air Compressors, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the utility compressor to Northern Tool & Equipment for \$3,189.99 and the service air compressor to Myers Tire Supply for \$4904.38 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Steam Tunnel Repair, Engineering and Maintenance Services**

Discussion ensued regarding timing of the project and disruptions. It was agreed to defer the matter pending further discussions.

RFP Opening

- **Modulating Water Valve, Engineering and Maintenance Services**

Commissioner Tombarello opened a proposal received from Engineered Construction Services 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 Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

- **Investment Policy Approval**

Moved: Commissioner Tombarello to approve the Investment and Cash Management Policies for 2014 as recommended by the Finance Officer and Treasurer. Commissioner Pratt seconded the motion, voted all in favor.

- **Northern New England Benefit Trust (NNEBT) Participation Agreement Approval**

Moved: Commissioner Tombarello to approve a Participation Agreement with Northern New England Benefit Trust and authorize the Chair to sign the agreement pending legal review as recommended by the Finance Officer and Interim Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Northeast Delta Dental Updated Procedure Codes Approval**

Moved: Commissioner Tombarello to approve the procedure codes with Northeast Delta Dental for services covered under the dental plan effective June 1, 2014 as recommended by the Benefits Consultant, Finance Officer, and Interim Human Resources Director.

Long Term Care Services – Steven E. Woods, Director

- **Centrad Healthcare Agreement Approval**

Moved: Commissioner Tombarello to approve a healthcare products agreement with Centrad Healthcare from June 1, 2014 to May 31, 2015 and authorize the Chair to sign the agreement as legal and risk reviews are completed as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Georgia Millot noted that the Executive Assistant position description in long term care was updated but not substantial therefore formal approval is not required.

Commissioner Pratt declared a recess at 6:35 p.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 7:47 p.m.

Finance – Theresa M. Young, Officer

• **Personnel non public session**

Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a and e) to discuss personnel updates and legal updates. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Tombarello, Georgia Millot, Theresa Young, Steve Woods, 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.

Commissioners Office – Katharin K. Pratt, Chair

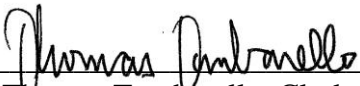
• **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140296, T140335, T140348, T140352, T140353, T140354, T140355, T140357, T140366, T140367, T140412, T140429, T140386, T140409, T140430, T140431, T140432, T140436, T140438 totaling \$603,112.09; payroll warrants 0515SD, 0522SD totaling \$11,618.32; accounts payable wire payments T140410, T140411, T140433, T140434, T140437 totaling \$1,114,423.04; for an amount to be approved at \$1,729,153.45. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjourn

Commissioner Tombarello moved to adjourn at 9:01 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

June 4, 2014 – 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
Register of Deeds Cathy Stacey
Major Darin Melanson, Deputy Sheriff
Georgia Millot, Interim HR 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:

RFP Openings

• **Uniforms, Corrections**

Commissioner Tombarello opened proposals received from Chief Supply and Ben's Uniforms.

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.

• **Copier, Finance/Commissioners**

Commissioner Tombarello opened proposals received from Continental Business Machines, Oce North America, Cameron Office Products, Konica Minolta Business Solutions, Formax, Cannon Solutions America, Ricoh USA, Century Copier Specialists, Seacoast Business Machines, One Stop Business Centers, and Conway Office Solutions.

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

• **Financial Advisory Services for 2014-2015, Finance**

Commissioner Tombarello opened proposals received from First Southwest and The PFM Group.

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

RFP Awards

• **Office Cleaning Services, County Attorney and Register of Deeds**

Steve Woods followed up on in house cleaning services discussion at the last meeting. Discussion ensued regarding supplies, equipment, and backup staffing for unforeseen absences.

Moved: Commissioner Tombarello to award the cleaning services for the Register of Deeds and County Attorney offices to C&M Cleaning for \$28,880 total from July 1, 2014 to December 31, 2015 as recommended by the Register of Deeds and County Attorney. Commissioner Coyle seconded the motion, voted all in favor.

- **Steam Tunnel Repair, Engineering and Maintenance Services**

Jude Gates followed up on project commencement of the steam tunnel repair and the planting removal. Discussion ensued.

Moved: Commissioner Tombarello to award the steam tunnel repair proposal to Jewett Construction Co., Inc. for a cost 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 payroll**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,202,439.90 for the period ending June 1, 2014. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes: May 21, 2014 and May 28, 2014**

Moved: Commissioner Tombarello to approve the minutes of the May 21, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion. TT abstain

Moved: Commissioner Tombarello to approve the minutes of the May 28, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion. KC abstain.

Corrections – Stephen Church, Superintendent

- **Electronic Monitoring Program Discussion**

Commissioner Pratt expressed concern with the employee in the program using a weapon. Steve Church noted that the employee does not carry a firearm but carries a taser. Commissioner Pratt asked that the firearm notation in the job description be removed.

Commissioner Tombarello asked about the joint efforts between Corrections and Sheriff. Discussion ensued.

Commissioner Pratt expressed concern with new legislation passed that the Board of Commissioners has not approved the use of weapons. Steve Church noted that two transport corrections officers are armed. Commissioner Pratt asked that this be

Commissioner Tombarello expressed concern with the use of weapons in Corrections and requested another discussion with the Superintendent at another date.

Commissioner Pratt inquired about the census of the program versus the cost savings. Discussion ensued regarding cost savings versus cost avoidance.

County Attorney – James M. Reams

- **Grant Application Approval: State Victim Assistance Grant, \$30,000**

Motion: 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 County Attorney. ttkcall

Finance – Theresa M. Young, Officer

- **2014 Write Offs Approval**

Moved: Commissioner Tombarello to approve 2014 long term care write offs for \$158,043.13 as recommended by the Long Term Care Services Director and Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

- **Accounts Payable Authorization Approval**
 - ✓ **Comp-SIGMA- 2014 Workers Compensation payments**

Moved: Commissioner Coyle to authorize the Finance Office to process 2014 workers compensation payments to Comp-SIGMA as recommended by the Finance Officer. Commissioner Tombarello seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Lien on Real Property Approvals (2)**

Moved: Commissioner Tombarello to place two (2) 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 Coyle seconded the motion, voted all favor.

- **Legal Action Approval**

Moved: Commissioner Tombarello to pursue legal action 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.

- **Settlement Agreement Approval**

Motion: to approve and authorize the Chair to sign a Settlement Agreement as proposed and voted at the March 4, 2014 Board of Commissioners meeting as recommended by Legal Counsel and the Long Term Care Services Director.

Register of Deeds – Cathy Ann Stacey

Cathy Stacey asked the Board of Commissioners for direction regarding certification board in corrections to be voted Friday at the New Hampshire Association of Counties Executive Committee meeting. Cathy Stacey and Steve Church provided input from their point of views. Discussion ensued.

Sheriff – Michael W. Downing, High Sheriff

- **Bid Waiver: TriTech Software Systems, \$21,624**

Moved: Commissioner Tombarello to approve a bid waiver to TriTech Software Systems for services from July 1, 2014 to June 30, 2015 for \$21,624 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **2014 Justice Assistance Grant Public Hearing**

Commissioner Pratt announced the opening of a public hearing for the 2014 Justice Assistant Grant and asked Major Melanson to read the Program Narrative, Administrative Fee Allocation, and Organization Capabilities. Major Melanson read the following:

PROGRAM NARRATIVE

The 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) funds (CFDA #16.738) for Rockingham County are \$31,113. 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 2014 JAG grant. Each entity will be allocated the following:

Programs:

Town of Derry:	\$ 19,905
City of Portsmouth:	\$ 9,653
	\$ 29,558

Administration Fee:

Rockingham County:	\$ 1,555
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<u>Total:</u>	<u>\$ 31,113</u>
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As previously stated, Rockingham County, through its Board of Commissioners, has agreed to act as the Fiscal Agent for the purposes of the 2014 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 June 10, 2014.

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 purchasing equipment/supplies and designing a Drug Interdiction Team within the purpose area of Law Enforcement Programs.

ROCKINGHAM COUNTY, NH- ADMINISTRATIVE FEE ALLOCATION

Rockingham County is the fiscal agent for the 2014 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:	\$31,113
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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, the 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 noted that the complete grant application along with the memorandum of understandings is available for public review.

Commissioner Pratt asked the public for comments.

Not comments were received.

Commissioner Pratt closed the public hearing.

- **Grant Application Approval: 2014 Justice Assistance Grant, \$31,113**

Moved: Commissioner Tombarello to approve the submission of a grant application to United States Department of Justice, Office of Justice Programs, for a 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$31,113 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Interlocal Memorandum of Understanding between Rockingham County and the Town of Derry and City of Portsmouth RE: 2014 Justice Assistance Grant**

Moved: Commissioner Tombarello to approve an Interlocal Memorandum of Understanding between Rockingham County and the Town of Derry and City of Portsmouth for the 2014 Edward Byrne Memorial Justice Assistance Grant program award as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt announced contract ratification of the Sheriff's Supervisor.

Commissioner Pratt declared a recess for a non meeting to consult with legal counsel at 4:54 p.m. At 6:04 p.m. Commissioner Pratt reconvened the meeting.

III. Commissioners Non-Public Session

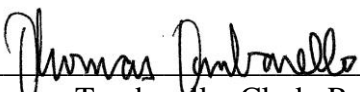
Commissioner Tombarello moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss county attorney office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Tombarello, Georgia Millot, and Chris Maxwell.

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.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 6:39 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

June 10, 2014 – 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
Georgia Millot, Interim HR Director
Register of Deeds Cathy Stacey
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Coyle Called the meeting to order at 3:30 p.m.

II. Reports:

RFP Openings

• **Wall and Brick Work, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Tier One Construction and Pellowe Construction 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.

• **Disposable Lids, Long Term Care Services**

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

• **Paper Products, Long Term Care Services and Corrections**

Commissioner Tombarello opened proposals received from Geriatric Medical Surgical Supply, Central Paper Products Company, and Calico Industries.

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.

RFP Awards

• **Modulating Water Valve, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to award the water valve proposal to Engineered Construction Services for \$25,785 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Copier, Finance/Commissioners**

Moved: Commissioner Tombarello to award the copier proposal to lowest bidder and current vendor Seacoast Business Machines for a 36 month lease with financing to be determined by the finance office and a service contract at \$0.0049 per copy black and white and \$0.047 per copy color and authorize the Chair to sign all necessary documents pending risk and legal review. Commissioner Coyle seconded the motion, voted all in favor.

- **Financial Advisory Services for 2014-2015, Finance**

Moved: Commissioner Tombarello to award the financial advisory services proposal to First Southwest for a two year contract not to exceed \$5,000 annually plus processing, printing, and postage fees as recommended by the Finance Officer. 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 T140251, T140252, T140297, T140298, T140336, T140337, T140361, T140368, T140414, T140415, T140416, T140448, T140450, T140451, T140454, T140455, T140456 totaling \$530,127.43; accounts payable wire payments T140452, T140467 , T140648 totaling \$1,747,862.14; payroll warrants 0529SD, 0605SD totaling \$6,276.75; for a total amount to be approved of \$2,284,266.32. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes: 6/4**

Moved: Commissioner Tombarello to approve the minutes of the June 4, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

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

Cathy Stacey updated the Commissioners on June New Hampshire Association of Counties Executive Committee meeting.

Commissioner Pratt arrived at 3:40 p.m.

Register of Deeds – Cathy Ann Stacey

- **Position Posting Approval: Recording Clerk**

Moved: Commissioner Tombarello to approve the posting of Recording Clerk in the Registry of Deeds. Commissioner Coyle seconded the motion, voted all in favor.

- **Department Updates and Request**

Cathy Stacey asked for consideration to regroup with the County Management Team meeting to update the personnel policies. Cathy Stacey suggested a teambuilding event between division directors and elected officials based on experiences in the last year. Discussion ensued on the general concept.

Cathy Stacey also asked for consideration for the annual buyback of earned time balances.

Corrections – Stephen Church, Superintendent

- **Copier Lease Agreement Approval**

Moved: Commissioner Tombarello to approve a lease agreement with financing to be determined by the Finance Officer for a thirty-six (36) month operating lease and service contract with Seacoast Business Machines as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

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

- **Change Order Approval: Thermo Dynamics, \$36,165**

Moved: Commissioner Tombarello to approve a change order for an additional \$36,165 to Thermo Dynamics amending the project total to \$1,436,165 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

- **Electricity Purchase Discussion**

Jude Gates explained she received an inquiry from Rep. Nigrello about grouping electricity purchasing with the local municipalities. Theresa Young noted that a non appropriation clause was needed and other laws be considered. Theresa Young explained the Association of Counties facilitates electricity purchasing for all ten counties however Rockingham County found better rates through our own RFP process. Theresa Young suggested reaching out to the Local Government Center to see if this service is already in place. Discussion ensued regarding the concept and potential agreements necessary.

Commissioner Pratt asked that Jude Gates reach out to Local Government Center and report back.

III. Old Business

Theresa Young recommending revisiting the compensated absences fund and 2014 budget regarding the earned time cash out consideration suggested by Cathy Stacey. Commissioner Pratt suggested reporting back in two weeks for finance recommendations.

Georgia Millot suggested a concept to institute mandatory usage of available earned time during the short term disability waiting period. Discussion ensued. Commissioner Pratt suggested reporting back at a future meeting for further discussion.

IV. 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 office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, 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.

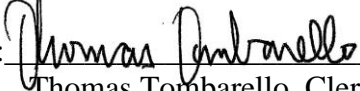
At 4:56 p.m. Commissioner Pratt declared a recess for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 6:21 p.m.

V. Adjourn

Commissioner Coyle moved to adjourn at 6:22 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
Commissioners Conference Room
County Complex - Brentwood, New Hampshire
June 18, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Steve Church, Corrections Superintendent
Georgia Millot, Interim HR Director
Steve Woods, Long Term Care Director
Lt. Kevin Walsh, Deputy Sheriff
Kathy Nikitas, Deputy Finance Officer

Excused Absence:

Commissioner Thomas Tombarello, Clerk

Also Present:

Jane Young and James Boffetti, Attorney
General's Office staff; Maria DeMayo,
Gallagher Benefit Services

I. Call to Order

Commissioner Pratt announced a quorum was not present to commence the meeting at 3:30 p.m.

Commissioner Coyle arrived at 4:32 p.m.

Commissioner Pratt called the meeting to order at 4:32 p.m.

II. Reports:

RFP Openings

• **Simulcast Project, Sheriff**

Proposals were opened and received from Wright Communication (declining to bid) and 2-Way Communications Service.

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

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of payroll**

Moved: Commissioner Coyle to approve total payroll expense of \$1,223,950.96 for the period ending June 15, 2014. Commissioner Pratt seconded the motion, voted all in favor.

• **Payroll Change Notice, Sheriff**

Moved: Commissioner Coyle to approve and sign a payroll change notice to confirm no repayment of an overpayment for a sheriff's office employee. Commissioner Pratt seconded the motion, voted all in favor.

• **Agreement, County Attorney**

Moved: Commissioner Coyle to ratify and approve an agreement with James Reams as recommended by legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

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 office personnel. Commissioner Pratt seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Coyle, Chris Cole, Jane Young, James Boffetti, and Chris Maxwell.

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

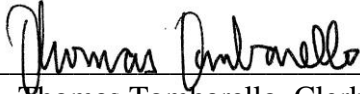
- **Non Public Session Minutes**

Moved: Commissioner Coyle to seal the non-public session minutes of June 18, 2014 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 Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Coyle moved to adjourn at 6:45 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

Commissioners Conference Room
County Complex - Brentwood, New Hampshire

June 24, 2014 – 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
Georgia Millot, Interim HR Director
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:35 p.m.

II. Reports:

RFP Openings

- **Replacement Nurses Station, Engineering and Maintenance Services**

Commissioner Tombarello opened a proposal received from Advanced Custom Cabinets.

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.

- **Replacement Glass, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Glass Pro, Fremont Glass and Garage Door Inc., and Granite State Glass.

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.

- **Surplus Vehicles, Sheriff**

Commissioner Tombarello opened proposals received from Kevin Hale and Chicago Motors Inc.

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.

- **Ballistic Helmets, Sheriff**

Commissioner Tombarello opened proposals received from Central Equipment Company and Revision Military Limited.

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.

RFP Awards

- **(Reject) Replacement Windows, Engineering and Maintenance Services**

Moved: Commissioner Tombarello to reject proposals received and resubmit requests for proposals 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 July 1, 2014 to June 30, 2015 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.

- **Paper Products, Long Term Care Services and Corrections**

Moved: Commissioner Tombarello to award the paper products proposal from July 1, 2014 to December 31, 2014 to Central Paper Products Company in corrections for an amount not to exceed \$30,000 and Central Paper Products Company and Geriatric Medical Supply for an amount not to exceed \$50,000 as recommended by the Corrections Superintendent and Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Drug Court Funding**

The Commissioners reviewed a letter received from Judge Nadeau regarding a request to fund the Rockingham County Drug Court. Commissioner Coyle requested information on the graduation rates. Commissioner Pratt asked for a report from the other counties regarding statistics on drug court participation, graduates, and budget costs. Discussion ensued.

Corrections – Stephen Church, Superintendent

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an inmate administrative transfer report dated June 16, 2014 pursuant to RSA 30B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

- **Grant Application Approval: New Hampshire Department of Education, Carl D. Perkins Career and Technical Education Act of 2006 Grant, \$4,530.08**

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 \$4,530.08 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

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

- **Technical Support RFP Extension**

Moved: Commissioner Tombarello to extend an RFP award for technical support services to Mainstay Technologies expiring June 30, 2014 to August 31, 2014 with all terms and pricing to remain firm 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

- **Benefit Consultant RFP Extension**

Moved: Commissioner Tombarello to extend an RFP award for benefit consultant services to Gallagher Benefit Services expiring June 30, 2014 to July 31, 2014 with all terms and pricing to remain firm as recommended by the Finance Officer and the Interim Human Resources Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Devine Millimet Engagement Letter Approval**

Moved: Commissioner Tombarello to authorize the Chair to sign an Engagement Letter with Devine Millimet and Branch for bond counsel services for an amount not to exceed \$4,000 as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

Theresa Young followed up from the last meeting regarding an earned time payout consideration discussion. Theresa Young noted the concept is based on managing liabilities on the books and the cash out historically and has proved to cost more than the liability on the books. Theresa Young said the departmental consensus is an earned time program based on years on services at a tiered cash out basis with no minimum balance restrictions.

Commissioner Coyle noted his opposition to a three week proposal. It was agreed for the Finance Officer to submit a written proposal with the budget effects.

Long Term Care Services – Steven E. Woods, Director

- **Personnel Exception Request: PPP 6-3**

Moved: Commissioner Tombarello to approve an exception to Personnel policy and procedure Chapter 6-3 for a candidate to a long term care administration employment position 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.

Discussion ensued regarding the low census in the facility.

- **Legal Action Approval**

Moved: Commissioner Tombarello to pursue legal action 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.

Sheriff – Michael W. Downing, High Sheriff

- **Bid Waiver: Threat 4 Limited, \$11,236.10**

Moved: Commissioner Tombarello to approve a bid waiver to Threat4 Limited in the amount of \$11,236.10 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Bid Waiver: Eagle Point Gun, \$18,960**

Moved: Commissioner Tombarello to approve a bid waiver to Eagle Point Gun in the amount of \$18,960 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

III. New Business

Georgia Millot followed up with the Commissioners regarding changes to job descriptions. It was agreed that changes less than 50% would be submitted as informational in board packets and substantial changes would seek approval.

IV. Commissioners Non-Public Session

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

Those present under NHRSA 91A:3 II (a) to discuss personnel disciplinary matters in corrections were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, Theresa Young, Georgia Millot, and Chris Maxwell.

Those present under NHRSA 91A:3 II (a) to discuss personnel matters in the county attorneys office were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Georgia Millot, and Chris Maxwell.

Those present under NHRSA 91A:3 II (a) to discuss personnel updates were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Georgia Millot, and Chris Maxwell.

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

- **Approval of Minutes: June 10, 2014 and June 18, 2014**

Moved: Commissioner Tombarello to approve the minutes of the June 10, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion, voted all in favor.

Moved: Commissioner Tombarello to approve the minutes of the June 18, 2014 Board of Commissioners meeting. Commissioner Coyle seconded the motion. Motion passed all in favor with Commissioner Tombarello abstaining from the vote due to absence at the meeting.

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

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140299, T140338, T140369, T140420, T140422, T140440, T140441, T140492, T140494, T140300, T140406, T140253, T140493, T140497, T140498 totaling \$397,772.33; accounts payable wire payment T140496 totaling \$2,000; payroll warrants 0611SD, 0617MS, 0617M2, 0619SD, totaling \$60,085.00; general ledger warrants 14728, 14279, 14280, 14281, 14282, 14283, 14284, 14285, 14286, 14287, 14288, 14289, 14290, 14291 totaling \$4,036.50; for a grand total to be approved \$463,893.83. Commissioner Coyle seconded the motion, voted all in favor.

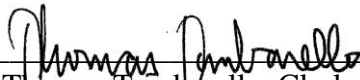
- **Travel Reimbursement Policy, Finance**

Moved: Commissioner Tombarello to approve the Rockingham County Travel Reimbursement Policy as proposed as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

V. Adjourn

Commissioner Tombarello moved to adjourn at 7:42 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
July 1, 2014 – 3:30 p.m.

Present:

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

Steve Woods, Long Term Care Director
Jude Gates, Director of Facilities
Georgia Millot, Interim HR Director
Interim County Attorney James Boffetti
Lt. Kevin Walsh, Deputy Sheriff

I. Call to Order

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

II. Reports:

RFP Award

• **Surplus Vehicles, Sheriff**

Moved: Commissioner Coyle to award the surplus vehicle proposal to Kevin Hale in the amount of \$7,020 total for four vehicles as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Payroll approval**

Moved: Commissioner Coyle to approve the estimated total payroll expense of \$1,201,861.50 for the period ending June 29, 2014 with the final amount to be voted at the next meeting. Commissioner Pratt seconded the motion, voted all in favor.

• **Line Item Transfers Approval**

✓ Engineering and Maintenance Services

Moved: Commissioner Coyle to approve a line item transfer totaling \$5,249 for engineering and maintenance services. Commissioner Pratt seconded the motion, voted all in favor.

✓ Human Resources

Moved: Commissioner Coyle to approve a line item transfer totaling \$2,000 for human resources. Commissioner Pratt seconded the motion, voted all in favor.

✓ Corrections

Moved: Commissioner Coyle to approve a line item transfer totaling \$213,500 for corrections. Commissioner Pratt seconded the motion.

Steve Church provided a breakdown on the reasons for overtime expenses including open positions, military leave, medical leave, and workers compensation leave. Steve Church said the total transfer amount will cover through the end of the year. Steve Church noted that staff salaries could not be used for transfer due to the cut in the line for 2014.

Commissioner Coyle questioned overtime procedures. Commissioner Pratt asked about seniority. Steve Church said people are not waiting in the parking lot for overtime shifts and that

it is based on seniority. Steve Church compared overtime expenses to Strafford, Merrimack, and Hillsborough noting this is based within trends.

Motion passed all in favor.

Commissioner Pratt said she would not approve another overtime transfer for 2014 in corrections.

County Attorney, James Boffetti, Interim

- **Position Posting Approvals: Assistant County Attorney I (2 positions) and Assistant County Attorney II**

Commissioner Coyle questioned the selection process of the Assistant County Attorney II position. Interim Boffetti said it would be based on performance and seniority. Discussion ensued on alternative staffing structures. Discussion ensued regarding the application process regarding applications for an Assistant County Attorney II. Discussion ensued.

Moved: Commissioner Coyle to approve the postings of Assistant County Attorney I and Assistant County Attorney II positions. Commissioner Pratt seconded the motion, voted all in favor.

Interim Boffetti noted the Assistant County Attorney II posting will be internal only. It was agreed that the posting will be circulated to all county attorney staff.

- **Exception Request: PPP 9-3B – Recruitment**

The Commissioners asked that the position be posted.

- **Position Posting Approval: Legal Assistant I**

Moved: Commissioner Coyle to approve the posting of the Legal Assistant I position. Commissioner Pratt seconded the motion, voted all in favor.

Commissioner Tombarello and Theresa Young arrived at 4:00 p.m.

Finance – Theresa M. Young, Officer

- **Expenditure Policy Approval**

Moved: Commissioner Tombarello to approve the County Expenditure Policy dated July 1, 2014 as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Accounting Officer**

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

Long Term Care Services – Steven E. Woods, Director

- **Personnel Exception Request: PPP 6-3 Amended to PPP 6-8**

Moved: Commissioner Tombarello to amend a vote taken at the June 24, 2014 Board of Commissioners meeting changing the exception request approval from Chapter 6-3 to Chapter 6-8 with the notation of anniversary date as outlined and recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Posting Approval: Medical Records/Medical Biller**

Moved: Commissioner Tombarello to approve the posting of the Medical Records/Medical Biller position. Commissioner Coyle seconded the motion, voted all in favor.

- **Position Descriptions Informational: Dietary Aide II and Dietary Aide III**

Steve Woods noted that updates were made by Human Resources to the Dietary Aide II and Dietary Aide III Floater job descriptions for informational purposes.

- **Legal Settlement Approval**

Moved: Commissioner Tombarello to pursue legal settlement for 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.

Sheriff – Michael W. Downing, High Sheriff

- **Position Posting Approval: Dispatcher**

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

- **Bid Waiver: Banks Chevrolet, \$24,996**

Moved: Commissioner Tombarello to approve a bid waiver to Banks Chevrolet in the amount of \$24,996 as recommended by the High Sheriff. Commissioner Coyle seconded the motion.

Commissioner Coyle questioned the bid waiver process. Lt. Walsh explained that there was an administrative error and this is correcting the issue.

Motion passed all in favor.

Commissioner Pratt declared a recess at 4:15 p.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 4:51 p.m.

III. Commissioners Non-Public Session

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

Those present under NHRSA 91A:3 II (a) to discuss personnel in long term care were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Woods, Theresa Young, Georgia Millot, Jude Gates, and Chris Maxwell.

Those present under NHRSA 91A:3 II (a) to discuss personnel disciplinary matters were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, and Chris Maxwell.

Those present under NHRSA 91A:3 II (a) to discuss personnel in finance were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Georgia Millot, and Chris Maxwell.

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

- **Payroll Change Notice and Interim IT Administrator Job Description**

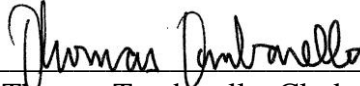
Moved: Commissioner Tombarello to approve a payroll change notice dated July 1, 2014 for a nursing home employee sharing IT services effective June 29, 2014 through October 4, 2014 subject to performance as recommended by the Long Term Care Services Director and Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded the motion, voted all in favor.

Discussion ensued on the job description presented for the Interim IT Administrator.

IV. Adjourn

Commissioner Tombarello moved to adjourn at 6:29 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

July 8, 2014 – 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

Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director
Theresa Young, Finance Officer
Georgia Millot, Interim HR Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:32 p.m.

II. Reports:

RFP Openings

• **Information Technology Services, Engineering and Maintenance Services**

Commissioner Coyle opened proposals received from EOS Systems, Day Star Inc, First Choice Networks, and Mainstay Technologies.

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.

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

Commissioner Coyle opened proposals received from Central Paper Products, Clean O Rama, and Swish.

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.

• **Burnisher, Long Term Care Services**

Commissioner Coyle opened proposals received from Central Paper Products, Clean O Rama, and Swish.

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.

• **Fryer, Long Term Care Services**

Commissioner Coyle opened proposals received from Kittredge Food Service and Alternative Sales.

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.

RFP Awards

- **Replacement Nurses Station, Engineering and Maintenance Services**

Moved: Commissioner Coyle to award the replacement nurses station proposal to Advanced Custom Cabinets for \$16,891 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Replacement Glass, Engineering and Maintenance Services**

Moved: Commissioner Coyle to award the replacement glass proposal to Granite State Glass for \$6,800 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

- **Ballistic Helmets, Sheriff**

Moved: Commissioner Coyle to award the ballistic helmets proposal to Tactical Night Vision Company for \$8,909 as recommended by the High Sheriff. Commissioner Pratt seconded the motion, voted all in favor.

- **(Reject) Uniforms, Corrections**

Moved: Commissioner Coyle to reject proposals received and resubmit requests for proposals 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 and sign accounts payable warrants T140254, T140339, T140370, T140371, T140424, T140426, T140428, T140457, T140458, T140483, T140510-T140513, T142442, T140515, totaling \$353,873.64; accounts payable wire payments GL14368, T140452, T140496, T140508, T140509, T140514 totaling \$1,451,905.23; payroll warrants 0606SR, 0626SD, 0704SD totaling \$13,270.58; general ledger warrants GL14363-GL14367, GL14213-GL14223, GL14341 totaling \$131,387.16 for a total amount to be approved of \$1,950,436.61. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: 6/24, 7/1**

Moved: Commissioner Coyle to approve the minutes of the June 24, 2014 and July 1, 2014 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Personnel Exception Request: PPP 6-8**

Moved: Commissioner Coyle to rescind votes taken at the June 24, 2014 and July 1, 2014 Board of Commissioners meetings for a long term care exception and approve an exception to Personnel Policy and Procedure Chapters 6-3 and 6-8 for a nursing employment candidate as

recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Human Resources – Georgia Millot, Interim Director

- **Employee Assistance Plan Update**

Georgia Millot reported implementation of training to supervisors for the employee assistance plan is underway. It was noted the new plan has been well received with positive feedback.

III. Commissioners Non-Public Session

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

Those present under NHRSA 91A:3 II (a) to discuss personnel in the sheriff's office were Commissioner Pratt, Commissioner Coyle, Darin Melanson, Theresa Young, Georgia Millot, and Chris Maxwell.

Those present under NHRSA 91A:3 II (a) to discuss personnel in the department of corrections were Commissioner Pratt, Commissioner Coyle, Steve Church, Theresa Young, Georgia Millot, and Chris Maxwell.

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

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

Commissioner Pratt declared a recess at 4:32 p.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 5:18 p.m.

Finance – Theresa M. Young, Officer

- **Earned Time Payout Proposal**

Theresa Young presented the proposal of earned time cash out for 2014 highlighting the proration based on years of service.

Moved: Commissioner Coyle to approve the 2014 cash out of earned time proposal as presented and outlined. Commissioner Pratt seconded the motion, voted all in favor.

Theresa Young provided an update regarding ongoing negotiations regarding the Northern New England Benefit Trust (NNEBT) Participation Agreement.

IV. Commissioners Non-Public Session

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

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

V. New Business

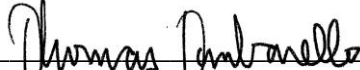
- **Position Posting Approval, Commissioners Office**

Moved: Commissioner Coyle to approve the posting of Executive Assistant. Commissioner Pratt seconded the motion, voted all in favor.

VI. Adjourn

Commissioner Pratt moved to adjourn at 6:04 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

July 16, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Christopher Cole, Legal Counsel
Treasurer Edward Buck

Rep. Mary Griffin, Delegation Vice Chair
Kevin Waterhouse, Delegation Clerk
Cheryl Hurley, Delegation Coordinator
Steve Woods, Long Term Care Director
Major Darin Melanson, Deputy Sheriff
Lt. Kevin Walsh, Deputy Sheriff

I. Call to Order

Commissioner Pratt called the meeting to order at 3:32 p.m.

II. Reports:

RFP Award

• **Simulcast Project, Sheriff**

Moved: Commissioner Tombarello to award the simulcast project proposal to 2-Way Communications for \$180,043.16 as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of payroll**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,220,191.93 for the period ending July 13, 2014. Commissioner Coyle seconded the motion, voted all in favor.

• **Approval of Minutes: July 8, 2014**

Moved: Commissioner Tombarello to approve the minutes of the July 8, 2014 Board of Commissioners Meeting. Commissioner Coyle seconded the motion. Motion passed all in favor with Commissioner Tombarello abstained due to absence.

Finance – Theresa M. Young, Officer

• **\$7,500,000 General Obligation Tax Anticipation Note Award**

Moved: Commissioner Tombarello that we, the Board of Commissioners of Rockingham County, New Hampshire, hereby award the \$7,500,000 General Obligation Tax Anticipation Notes dated August 1, 2014 (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 July 9, 2014, relating to the Notes. Specifically, we award the Notes to Eastern Bank at a coupon rate of 0.50% and a net interest rate of 0.2140% after premium. Commissioner Coyle seconded the motion, voted all in favor.

Theresa Young reported that Moody's Investor Services rated Rockingham County as MIG1 for its tax anticipation note and affirms its Aa1 overall rating. Commissioner Pratt noted the comparison of other counties and local towns.

Long Term Care Services – Steven E. Woods, Director

- **Position Posting Approval: Staff Development**

Moved: Commissioner Tombarello to approve the posting of Staff Development Coordinator position. Commissioner Coyle seconded the motion, voted all in favor.

- **Appointment with Delegation Officers**

Rep. Waterhouse distributed a proposal for a new position of Internal Auditor.

Commissioner Coyle asked about the purpose of the internal auditor. Rep. Waterhouse noted this position would conduct internal audits. Commissioner Coyle asked how this person would audit the nursing home. Rep. Waterhouse said those decisions have not been made and the process is in its initial steps. Commissioner Coyle expressed concern with the lack of defined duties of an employee without a clear line of authority.

Commissioner Tombarello questioned the position being ongoing as audits usually have a start and end date. Rep. Waterhouse noted the position would be part time noting two large departments audited annually as an example. Rep. Waterhouse said that the part time hours have not been defined but would follow federal guidelines.

Commissioner Coyle said it appears the position already has a candidate. Rep. Waterhouse said a candidate (Edgar Carter) has been assisting in the process and would be available on an interim basis but may not be interested as a permanent part time employee.

Commissioner Pratt clarified the request is for the Commissioners support of the proposal. Rep. Waterhouse concurred that the Delegation would like the support and cooperation of the Board of Commissioners to hire an employee.

Commissioner Pratt expressed concern with the proposal as no plan is in place.

Rep. Waterhouse said no budget for the position has been established.

Commissioner Pratt suggested that the Delegation complete the necessary forms that would be required of the Board of Commissioners for consideration of a new position.

Cheryl Hurley clarified that the Rockingham County Executive Committee will be asked to accept the agreement and adopt the proposal at Friday's meeting. Commissioner Pratt noted more is being asked of the Commissioners than to agree to the proposal.

Commissioner Coyle noted that the state statute requires that the full Delegation approves the hiring of an employee. Commissioner Coyle said if services were engaged by a vendor that would be a different situation.

Commissioner Pratt declared a recess at 3:58 p.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 4:32 p.m.

Commissioner Tombarello left the meeting at 4:32 p.m.

- **County Attorney Time and Attendance Reporting**

Theresa Young reported to the Commissioners an error in time reported for many county attorney staff for missing worked hours to exempt staff. Theresa Young said that based on the Commissioners directive that employees earned time was used to bring up to 80 hours total.

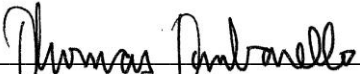
Discussion ensued regarding timesheets and hours worked by county attorney staff. Further discussion ensued regarding labor laws, the time system, and previous case law.

Moved: Commissioner Coyle to affirm an agreement of the majority of the Board of Commissioners that occurred July 15, 2014 at 2:30 p.m. during emergency communications pursuant to New Hampshire RSA 91-A:2, III. b. to ensure proper payroll to county attorney staff for incorrect hours reported. Commissioner Pratt seconded the motion, voted all in favor.

III. Adjourn

Commissioner Pratt moved to adjourn at 5:22 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
Commissioners Conference Room
County Complex - Brentwood, New Hampshire
July 18, 2014 – 10:00 a.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 11:15 a.m.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

Commissioner Pratt declared a recess at 11:15 a.m. for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 11:40 a.m. Commissioner Coyle left the meeting at 11:40 a.m.

III. Commissioners Non-Public Session

Commissioner Pratt moved to enter into non-public session under New Hampshire RSA 91A:3 II (a) to discuss to discuss an employee complaint. Commissioner Tombarello seconded the motion, voted all in favor. Those present were Commissioner Pratt, Commissioner Tombarello, and Theresa Young.

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

• **Division Director Grievance Filing**

Moved: Commissioner Tombarello to refer a personnel complaint to Human Resources pursuant to Personnel Policy and Procedure Chapter 15-4. Commissioner Pratt seconded the motion, voted all in favor.

• **County Attorney Time and Attendance Reporting**

Theresa Young provided an update to the discussion at the July 16, 2014 Board of Commissioners meetings regarding time and attendance reporting at the County Attorney's Office. Discussion ensued.

IV. Adjourn

Commissioner Pratt moved to adjourn at 12:45 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
Commissioners Conference Room
County Complex - Brentwood, New Hampshire
July 22, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Theresa Young, Finance Officer
Steve Church, Corrections Superintendent

Jude Gates, Director of Facilities
Georgia Millot, Interim HR Director
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director

I. Call to Order

Commissioner Pratt called the meeting to order at 3:32 p.m.

II. Reports:

RFP Openings

• **Computers, County Attorney**

Commissioner Coyle opened proposals received from Sunnytech, GovConnection, and Computer Hut.

Moved: Commissioner Coyle to authorize the County Attorney to review, evaluate the proposals, and return with a recommendation.

RFP Awards

• **Brick and Wall Restoration, Engineering and Maintenance Services**

Moved: Commissioner Coyle to award the brick and wall restoration proposals to Tier One Construction for \$36,426 and Pellowe Construction LLC for \$44,100 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded the motion, voted all in favor.

• **Burnisher, Long Term Care Services**

Moved: Commissioner Coyle to award the burnisher proposal to Clean-O-Rama for an amount not to exceed \$7,200. 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 T140443, T140340, T140341, T140487, T140479, T140504, T140459, T140490, T140460, T140255, T140489, T140372, T140562, T140566, T140572, T140564, T140565, T140571 totaling \$542,036.98; payroll warrants 0717SD, 0710MC, 0710SD totaling \$9,262.75; accounts payable wire payments T140569, T140570, T140573, T140574, T140575, T140577 totaling \$257,387.13; for a grand total to be approved of \$808,686.86. Commissioner Pratt seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

- **Legal Lien and Settlement Approval**

Moved: Commissioner Coyle to approve a settlement proposal for money owed to Rockingham County as recommended by the Finance Officer and legal counsel. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Surplus Equipment Approval**

Moved: Commissioner Coyle to declare asset 1980 surplus and to be disposed of accordingly. Commissioner Pratt seconded the motion, voted all in favor.

- **Positing Posting Approval: Dietary Aide III and Dietary Administrative Assistant**

Moved: Commissioner Coyle to approve the positing of Dietary Administrative Assistant position. Commissioner Pratt seconded the motion, voted all in favor.

The Commissioners asked for a cost benefit analysis and consideration of Dietary Aide III full time to part time.

- **Facility Credentialing Application Approval: Granite State Health Plan**

Moved: Commissioner Coyle to approve a facility credentialing application with Granite State Health Plan and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

- **Lien Approval**

Moved: Commissioner Coyle to approve 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 Pratt seconded the motion, voted all in favor.

III. Commissioners Non-Public Session

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

Those present under NHRSA 91A:3 II (a) to discuss personnel in the sheriff's office were Commissioner Pratt, Commissioner Coyle, Theresa Young, Georgia Millot, and Chris Maxwell.

Those present under NHRSA 91A:3 II (a) to discuss personnel updates were Commissioner Pratt, Commissioner Coyle, Georgia Millot, and Chris Maxwell.

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

- **2014 Countywide Revenue Update**

Commissioner Coyle expressed concern with the reduced revenues in the Registry of Deeds and the need of filling the Registry Clerk open position. Discussion ensued.

Commissioner Coyle inquired about the revenues in Long Term Care Services. Steve Woods highlighted the census numbers and the staffing levels are considered when a staff member calls out from a shift. Discussion ensued regarding the snack bar and the staff dining room and the potential consolidation to one operation.

Commissioner Pratt asked about the business plan for assisted living and asked for a follow up to her questions. Discussion ensued regarding a level of care cost to each assisted living resident. Steve Woods explained that the ability to pay based on an increased level of care makes for a hardship to about 20% of the facility. Commissioner Pratt asked about the status of 2015 rate increases. Steve Woods said that the community is surveyed and that rates are under review.

Major Melanson provided a budget report outlining the 2014 revenues collected and comparison to 2013. Discussion ensued regarding reimbursements for overtime expenses. Theresa Young noted the bailiffs reimbursement is a concern due to over expenditure due to the court closing late. Major Melanson said that the court is aware of the added expenses. Theresa Young said a line item transfer will be required and further a guarantee to pay for the expense.

Steve Church presented a budget report outlining the 2014 revenues collected in work release and inmate telephone charges. Discussion ensued regarding commissary and chapel funds. Steve Church recommended increasing diversion fees based on a market survey. Steve Church suggested a video visitation program, which increases revenues for connectivity fees and reduced manpower. Another suggestion was inmate email correspondence as a way to reduce staff time.

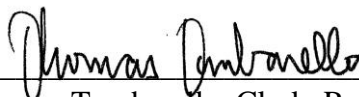
- **Administrative Leave, Sheriff**

Moved: Commissioner Coyle to approve administrative leave with pay through Friday, August 1, 2014 for a sheriff's office employee as recommended by the High Sheriff and Interim Human Resources Director. Commissioner Pratt seconded the motion, voted all in favor.

IV. Adjourn

Commissioner Pratt moved to adjourn at 6:27 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

July 30, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Register of Deeds Cathy Stacey
Georgia Millot, HR Interim Director

Steve Church, Corrections Superintendent
Kathy Nikitas, Deputy Finance Officer
Steve Woods, Long Term Care Director
Maria DeMayo and Justin DePasse from
Gallagher Benefit Services

I. Call to Order

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

II. Reports:

RFP Opening: Uniforms, Corrections

Commissioner Coyle opened proposals received from Ben's Uniforms, Bob Barker, Body Armor Outlet, and Affinity Apparel.

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

RFP Award

- **Fryer, Long Term Care Services**

Moved: Commissioner Coyle to award the fryer proposal to Alternative Sales for an amount not to exceed \$5,796 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

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

Moved: Commissioner Coyle to award the janitorial products proposal to Clean-O-Rama, Swish, and Central Paper Products Company from August 1, 2014 to July 31, 2015 for an amount not to exceed \$15,000 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded the motion, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **2014 Register of Deeds Revenue Update**

The Commissioners asked for follow up discussion from the last meeting regarding lower revenue estimates and filling an open position. Cathy Stacey explained that she has two openings and is only asking for one to be filled. She noted the other open position, plus an additional opening due to an anticipated retirement in January, will be removed from the position listing in 2015. Discussion ensued.

Commissioner Coyle asked about revenue estimates and Cathy Stacey reported 55% as of today. It was agreed that the Commissioners will receive the Register of Deeds monthly revenue report next week after the close of the month.

- **Approval of payroll**

Moved: Commissioner Coyle to approve total payroll expense of \$1,195,862.63 for the period ending July 27, 2014. Commissioner Pratt seconded the motion, voted all in favor.

- **Approval of Minutes: 7/16, 7/18, 7/22**

Moved: Commissioner Coyle to approve the minutes of the July 16, 2014, July 18, 2014, and July 22, 2014 Board of Commissioners meetings. Commissioner Pratt seconded the motion, voted all in favor.

County Attorney – James T. Boffetti

- **Grant Award Approval: New Hampshire Department of Justice, 2015 State Victim Assistance Grant, \$30,000**

Moved: Commissioner Coyle to accept a grant award from the New Hampshire Department of Justice for the 2015 State Victim Assistance Grant in the amount of \$30,000 and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Pratt seconded the motion, voted all in favor.

- **Victim Witness Advocate Program Discussion**

The Commissioners reviewed an email from County Attorney Boffetti advising the appointment of an Acting Director of the Victim Witness Advocates. Discussion ensued. The Commissioners noted it was not recommended as the position does not exist and no regrade was approved for the position, which is standard protocol.

Finance – Theresa M. Young, Officer

- **Conference and Training Directive Exception Request**

Moved: Commissioner Coyle to approve an exception to the conference and training directive for the Finance Officer to attend out of state training. Commissioner Pratt seconded the motion, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Positing Posting Approval: Dietary Aide III**

Steve Woods noted from the last meeting he met with Patty Asmund and Theresa Young to discuss the position of Dietary Aide III. He noted the different role of a Dietary Aide III versus I and II's. Steve Woods also explained there are many Aide I and II openings that will remain open, but staffing is at a critical level with so many openings.

Commissioner Coyle asked about the snackbar expansion and Steve Woods said he has met with Jude Gates and things are progressing.

Commissioner Coyle asked why fill positions when the county is looking at downsizing the department. Steve Woods said we need to keep staffing levels up to at least the minimum in the kitchen. Commissioner Pratt and Commissioner Coyle commented that the census is down and employees are not using the dining room so there should be less staff needed.

Commissioner Pratt asked about a part time position versus full time. It was agreed more information was needed regarding the future plan of the snack bar and staff dining room operations.

III. New Business

- Appointment Gallagher Benefit Services RE: Private Exchange Presentation
Maria DeMayo introduced the concept of the private exchange program that Gallagher Benefit Services has to offer. Justin DePasse from Liazon, the company that manages the exchange online store, gave a presentation about how it works. It was explained that it is an online store for benefits where employers allocated a certain amount of money per employee, and the employee goes online to elect whatever benefits they want. The program will give recommendations based on the answers to a short survey at the beginning of the process.

Discussion ensued regarding costs and quality information.

Maria noted the County could be ready for this program in 2016 with education. Discussion ensued regarding the challenges with the employee population.

Commissioner Pratt asked if we could offer this plus the current plans in 2015. Maria said it is all or nothing. Commissioner Pratt asked Maria if she could provide a list of municipal participants and what are the plans their employees are choosing.

It was agreed that an additional meeting was needed to discuss claims history and costs with HPI.

IV. Commissioners Non-Public Session

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

Those present were Commissioner Pratt, Commissioner Coyle, and Georgia Millot.

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

V. Adjourn

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

Minutes taken by: Julie Hoyt and typed by B. Christopher Maxwell

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING
Commissioners Conference Room
County Complex - Brentwood, New Hampshire
August 5, 2014 – 3:30 p.m.

Present:

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

Steve Church, Corrections Superintendent
Georgia Millot, Interim HR Director
Steve Woods, Long Term Care Director
Major Darin Melanson, Deputy Sheriff

I. Call to Order

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

II. Reports:

RFP Opening

- **Nursing Office Copier, Long Term Care Services**

Commissioner Tombarello opened proposals from RICOH, Conway Office Solutions, Konica Minolta, Toshiba Business Solutions, Canon, Century Copier Specialists, and Seacoast Business Machines.

Moved: Commissioner Tombarello to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded, 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 T140256, T140342, T140373, T140374, T140461, T140462, T140520, T140522, T140524, T140526, T140527, T140528, T140603, T140604, T140605, T140606, T140607, T140608, T140611 totaling \$436,833.50; accounts payable wire payments T140469, T140609, T140612, T140615 totaling \$198,949.79; payroll warrants 0724SD, 0728MC, 0731SD totaling \$12,032.49; for a grand total of \$647,815.78. Commissioner Pratt seconded, voted all in favor.

- **Commissioner Liaison Updates**

✓ Commissioner Coyle: Long Term Care Services

Steve Woods presented an update. Phase II set for April 1 affecting inpatients including residents of the Nursing Home facility. No plan is currently in place. Affiliate is working with state agencies and MCOs to strategize a plan.

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

Steve Church reported that PREA (Prison Rape Elimination Act) training will be offered at no cost at Primex on behalf of the Superintendent Association on September 8 & 9, 2014. Steve recommended most corrections staff attend. Theresa Young suggested HR personnel attend as well.

Steve Church noted the department had its first significant test of the Electronic Monitoring Program when an individual cut and removed his monitoring bracelet. Deputy Gilman and Corporal Raymond were notified and headed to the scene within 10 minutes of the incident.

Steve Church also reported the FCC reduced the rate that DOC can charge for out of state calls which will slightly reduce revenue.

Finance – Theresa M. Young, Officer

• **Lease Resolution Approval**

Moved: Commissioner Tombarello to read whole resolution document (first page) in its entirety. Commissioner Pratt seconded, voted all in favor.

Commissioner Tombarello read aloud the following:

**RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF ROCKINGHAM,
NEW HAMPSHIRE, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE
PROCEEDS OF LEASE FINANCING FOR CERTAIN EQUIPMENT**

The Board of Commissioners for the County of Rockingham, New Hampshire (the “County”) has determined that it may be necessary or desirable to advance money to pay the costs of acquiring four (4) 2015 Ford Police Interceptor Utility vehicle, two (2) 2015 Ford Transit Full Size vans, and one (1) 2013 Ford F250 (with plow attachment) pickup truck (collectively, the “Equipment”).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
FOR THE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE:**

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$191,366.00. The vendors supplying the Equipment, to whom monies would be advanced by the County, are The Irwin Zone (\$165,024.00 total) and Autofair Ford (\$26,342.00 total).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on August 5, 2014.

- **Gallagher Benefit Services Wellness Program Recommendation Approval**

Item postponed until next Board of Commissioners meeting.

Human Resources – Georgia Millot, Interim Director

- **Personnel non public session**

Item postponed until next Board of Commissioners meeting.

Sheriff – Michael W. Downing, High Sheriff

- **Conference and Training Directive Exception Request**

Major Darin Melanson presented the Conference and Training Directive Exception Request.

Moved: Commissioner Tombarello to approve an exception to the conference and training directive for out of state IMC software training in Massachusetts as recommended by the High Sheriff. Commissioner Pratt seconded, voted all in favor.

- **Grant Award Approval**

Moved: Commissioner Tombarello to accept a grant award from the US Dept. of Justice for the Rockingham County Sheriff's Office in the amount of \$31,113.00 and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Pratt seconded, voted all in favor.

III. New Business

Theresa Young reported that legal counsel concerned about liability with the EAP contract (still not signed) that states the EAP can contract with 3rd parties. She doesn't think contract should state that. Board agreed. Theresa will follow up.

Appointment: 4:30 p.m. Interviews for Executive Assistant to the Commissioners Position (2 candidates).

IV. Old Business

Steve Woods presented an update on the request to post the Diet Aide III position. Of the 62 positions in Dietary, two are unfunded, two have no benefits, and only 44 are filled. This position could cover Cook I, as well as operate more independently than other Diet Aide positions. Theresa stated the reduction in meals and positions does not warrant keeping this position open.

Moved: Commissioner Tombarello to approve Diet Aide III posting. Commissioner Pratt seconded, voted all in favor.

V. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under NHRSA 91-A:3 II (a & b). Commissioner Pratt seconded the motion, voted all in favor.

- **Non-public session re: personnel**

Those present under NHRSA 91-A:3 II (a) to discuss Department of Labor and legal update of personnel were Commissioner Tombarello, Commissioner Pratt, Georgia Millot, Theresa Young, Steve Woods, and Steve Church.

- **Non-public session re: personnel**

Those present under NHRSA 91-A:3 II (a) were Commissioner Tombarello, Commissioner Pratt, Georgia Millot, and Theresa Young.

Commissioner Coyle joined the meeting at 4:30pm.

- **Non-public session re: hiring of personnel**

Those present under NHRSA 91-A:3 II (b) for personnel interviews were Commissioner Tombarello, Commissioner Coyle, Commissioner Pratt, and Georgia Millot.

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. Commissioner Coyle seconded the motion, voted all in favor.

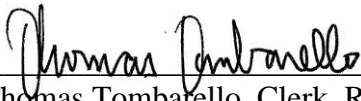
- **Approval of Minutes: 7/30**

Moved: Commissioner Coyle to approve the minutes of the July 30, 2014 Board of Commissioners meeting. Commissioner Pratt seconded. Motion passed with Commissioner Tombarello abstaining due to absence.

VI. Adjourn

Commissioner Pratt moved to adjourn the meeting at 6:40pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken by: Julie Hoyt, Senior HR Generalist, Human Resources; typed by Laura Collins, 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

August 13, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent
Georgia Millot, Interim HR Director (via phone)

Cathy Ann Stacey, Register of Deeds
Kathy Nikitas, Deputy Finance Officer
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Director
Jonathan Forbes, HR Generalist

I. Call to Order

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

II. Reports:

RFP Award

- **Uniforms, Corrections**

Moved: Commissioner Tombarello to award the uniforms proposal to Body Armor Outlet, Affinity Apparel, and Bob Barker for an amount not to exceed \$22,500 as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of payroll**

Motion: Commissioner Tombarello to approve total payroll expense of \$1,398,795.75 for the period ending 8/10/14. Commissioner Coyle, voted all in favor.

Corrections – Stephen Church, Superintendent

- **Position Posting Approval: Corporal**

Postponed to next meeting; more work needed.

Steve reported DOC has a location for the Body Scan machine and is in the process of looking for a grant for the training, installation, and maintenance costs of approximately \$18-20,000. Possible joint deal with another county that has the same machine which will afford two years for the price of one.

Steve noted Matrix reported that the DOC study is complete. He has received no written information and asked if the Board wants Matrix to send it to him or them. Commissioner Coyle stated the Board should get the results ASAP, and the Board wants Matrix to come in to present the findings after they have received the written report.

Human Resources – Georgia Millot, Interim Director

- **Job Description Updates – Informational**

Georgia informed the Board there were some minor changes to the Staff Development Coordinator and Legal Assistant I job descriptions. Positions were already approved to post.

Long Term Care Services – Steven E. Woods, Director

- **RFP Rejection and RFP Award: Pharmacy Services**

Moved: Commissioner Tombarello to reject and rescind an RFP award for pharmacy services to OmniCare at the March 18, 2014 Board of Commissioners meeting, due to unsatisfactory contractual terms, and award the proposal to Preferred Pharmacy Solutions for an amount not to exceed \$350,000 annually from August 15, 2014 through August 14, 2017, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- **Resident and Family Room Dedication Request**

Moved: Commissioner Tombarello to affirm the resident and family room dedication in memory of Michael J. Rines as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- **Work Session Request**

Steve Woods requested a Work Session to discuss LTC strategy. Commissioners granted the request, which will be added to a future agenda.

Register of Deeds – Cathy Ann Stacey

- **Personnel Exception Request: PPP 6-4**

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy and Procedure Chapter 6-4 and 6-8 for a Registry of Deeds employee as recommended by the Register of Deeds. Commissioner Coyle, voted all in favor.

Commissioner Pratt asked Cathy about the NACO awards. Cathy stated the deadline for submission to her is September 5, 2014, and asked where the Board wants the nominations to go. Commissioner Pratt said they could be sent to the Board and they would forward to Cathy.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Award Amendment II: New Hampshire Department of Safety, Emergency Management Performance Grant, Dispatch Furnishings, \$41,115**

Darin explained this is tied into the BOG grant for the dispatch project.

Moved: Commissioner Tombarello to amend the completion terms in the grant award acceptance from New Hampshire Department of Safety, Emergency Management Performance Grant, Dispatch Furnishings, in the amount of \$41,115 at the June 12, 2013 Board of Commissioners meeting and as amended February 19, 2014 and authorize the Chair to sign the amendment as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

III. New Business

Steve Woods and Cathy Stacey presented a Walking Program for approval. This will be in coordination between the County, Gallagher, and HPI, and Cathy volunteered to coordinate the program. Prizes and incentives will be paid out of the AMEX points account. Total cash amount will be \$242 for water bottles and pedometers for participants. Commissioner Pratt asked if we have a wellness program this year. Cathy said it has fallen through the cracks, largely due to staffing, and this program will be a way to get some sort of wellness related program in. The program will run 8 weeks, from September 8 through October 31. Teams consist of four people each and any employee can participate. Commissioner Pratt asked Georgia if walking program and wellness fair are the only two items so far this year and Georgia affirmed.

Moved: Commissioner Tombarello to approve the walking program as presented by the Wellness Executive Committee in their memo dated August 13, 2014. Commissioner Coyle seconded, voted all in favor.

IV. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under NHRSA 91-A:3 II (a) to discuss personnel in the Sheriff's Office and Department of Corrections. Commissioner Coyle seconded the motion, voted all in favor.

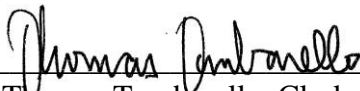
Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Steve Church, and Darin Melanson.

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. Commissioner Coyle seconded the motion, voted all in favor.

V. Adjourn

Commissioner Pratt moved to adjourn at approximately 7:00p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken by: Julie Hoyt, Senior HR Generalist, Human Resources; typed by Laura Collins, 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

August 20, 2014 – 3:30 p.m.

Present:

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

Major Darin Melanson, Deputy Sheriff
Georgia Millot, Interim HR Director
Theresa M. Young, Finance Officer
Leslie Fabian, Director of Nursing

I. Call to Order

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

II. Reports:

RFP Awards

• **Computers, County Attorney**

Moved: Commissioner Tombarello to award the computers proposal to Computer Hut for a three year lease totaling \$14,554.41 and authorize the Chair to sign all necessary documents pending finance office lease review, risk, and legal review. Commissioner Coyle seconded the motion, voted all in favor.

RFP Openings

• **Atrium Roof Replacement, Engineering and Maintenance Services**

Commissioner Tombarello opened proposals received from Kalwall Corporation and Structures Unlimited.

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.

• **Chaplain Services, Long Term Care Services**

Commissioner Pratt opened proposal received from Rev Lamrimonaharr.

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.

• **Tray Delivery Cart, Long Term Care Services**

Commissioner Tombarello opened proposal received from Direct Supply Incorporated.

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.

- **Laptops, Sheriff**

Commissioner Tombarello opened proposals received from SHI, Joe Lore/Sunny Tech, CJIS, and NATSA.

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 departmental warrants T140376, T140463, T140464, T140505, T140506, T140531, T140534, T140535, T140536, T140538, T140582, T140583, T140616, T140627, T140628, T140629, T140632, T140634, T140635, TT140640 totaling \$626,055.30; departmental warrants T140626, T140629, T140638 totaling \$1,916.55; accounts payable wire payments T140630, T140631, T140641 totaling 1,046,990.13; payroll warrants 0724SD, 0728MC, 0731SD, 0807SD totaling \$12,420.92; general ledger warrants GL14411, GL14412, GL14413, GL14414, totaling \$1,135.00; GL14415, GL14416, GL14417 subtotalling \$880.50 for a grand total to be approved of \$1,689,398.40. Commissioner Coyle seconded the motion, voted all in favor.

- **Commissioner Liaison Updates**

- ✓ Commissioner Pratt: County Attorney, Delegation, Finance/Treasurer, Human Resources, Register of Deeds

Theresa Young discussed the Finance Department annual claims review to happen August 27, 2014.

- ✓ Commissioner Coyle: Long Term Care Services

Commissioner Pratt requested Chris Maxwell be contacted to start a working session that will address the LTC dropping admission rate.

Corrections – Stephen Church, Superintendent

- **Position Posting Approval: Corporal**

Postponed until after September 5 and 19 scheduled negotiations.

County Attorney – James T. Boffetti

- **Assistant County Attorney Hiring (2) Approval, RSA 7:33-f**

Approval for the hiring of Assistant County Attorneys Garod and Wolf pursuant to NHRSA 7:33-f, as recommended by the County Attorney, postponed until after discussions with Interim County Attorney James Boffetti.

Finance – Theresa M. Young, Officer

- **Dell Lease Amendment**

Moved: Commissioner Tombarello to recommend that \$63.40 monthly lease payments for Dell lease schedule #001-008901293-002 continue until September 4, 2014. All equipment that was a part of this lease will have been properly returned to Dell by this time, which would officially end this lease that has gone beyond its initial lease term of 36 months. Additional payments beyond the initial lease term will total \$697.40. Commissioner Pratt seconded the motion, voted all in favor.

- **Capital Lease Award Approval: TD Equipment Finance**

Moved: Commissioner Tombarello to award capital lease financing to TD Equipment Finance for a three year lease totaling \$195,983.68 (\$191,366 in equipment, seven vehicles) and authorize the Chair to sign all necessary documents as recommended by the Finance Officer. Commissioner Coyle seconded the motion. Commissioner Pratt discussed master lease with Theresa Young. Voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **UNH Social Worker Intern Health Center Contract Approval**

Moved: Commissioner Tombarello to approve a Health Center Contract for college intern services with the University of New Hampshire from September 1, 2014 to May 22, 2015 and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Long Term Care Services Director, pending Human Resources Department review. Commissioner Coyle seconded the motion, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **Surplus Vehicle Request**

Moved: Commissioner Tombarello to declare one 1997 Ford van (VIN ending 4026) surplus and to be sold via the RFP process as recommended by the High Sheriff. Commissioner Coyle seconded the motion. After discussion with Darin Melanson, voted all in favor.

- **Hours of Work Discussion**

Darin Melanson opened discussion about use of reserve deputies to cover on-call shifts. Discussion put on hold. Theresa Young asked for exception to policy to pay Mr. Greely next week.

Moved: Commissioner Tombarello to authorize the Finance Department to pay Mr. Greely in August 14th payroll. Commissioner Pratt seconded the motion, voted all in favor.

III. New Business

Leslie Fabian, Director of Nursing, proposed posting Nurse Practitioner Position as reads currently along with a wage analyst of this position. Discussion involved present Nurse Practitioner's retirement date of September 9, 2014; Doctor's concerns for residents in absence of a nurse practitioner on staff; financial advantages to county of staffing the position and the competitive salary issue.

Moved: Commissioner Coyle to post position as is and put wage analyst on hold until further discussion with Director of LTC. Commissioner Tombarello seconded the motion, voted all in favor.

IV. Old Business

Outstanding internal reviews/audits were discussed.

V. Commissioners went to Non-Public Session

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

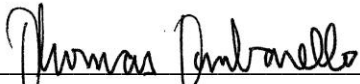
Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Theresa Young.

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. Commissioner Coyle seconded the motion, voted all in favor.

VI. Adjourn

Commissioner Pratt moved to adjourn at approximately 6:00 p.m. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken by: Julie Hoyt, Senior HR Generalist, Human Resources; typed by Laura Collins, 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
August 27, 2014 – 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, Planning,
& IT

Steve Woods, Long Term Care Director
Georgia Millot, Interim HR Director
Theresa M. Young, Finance Officer
James T. Boffetti, Interim County Attorney

I. Call to Order

Commissioner Pratt called the meeting to order at 3:35pm.

II. Reports:

RFP Opening

- **Benefit Consultant Services**

Commissioner Tombarello opened proposals from IPG and two (2) from Gallagher Benefit Services.

Moved: Commissioner Tombarello to authorize the Finance Officer, Human Resources Interim Director, and the Long Term Care Services Administrator to review, evaluate the proposals, and return with a recommendation. Commissioner Pratt seconded, voted all in favor.

RFP Awards

- **Copier, Long Term Care Services**

Moved: Commissioner Tombarello to award the copier proposal in the nursing office to Ricoh USA for a three year operating lease at \$218.08 per month and a service contract at a per copy charge of \$0.0044 for black and white and \$0.048 for color and authorize the Chair to sign all necessary documents pending lease review by the finance office, legal review, and risk review as recommended by the Long Term Care Services Director. Commissioner Pratt seconded, voted all in favor.

- **Tray Delivery Cart, Long Term Care Services**

Moved: Commissioner Tombarello to award the tray delivery cart proposal to Direct Supply for an amount not to exceed \$6,700 as recommended by the Long Term Care Services Director. Commissioner Pratt seconded, voted all in favor.

- **IT Services, Engineering and Maintenance Services**

Commissioner Pratt asked to pull the award motion pending more review of the new paradigm and the IT manager's job description.

Moved: Commissioner Tombarello to extend the Mainstay Technologies contract until September 30, 2014. Commissioner Coyle seconded, voted all in favor.

- **RFP Award & Rejection: Masonry Repairs, Engineering and Maintenance Services**

Jude Gates explained the reasoning behind the award rejection as the vendor was unsatisfied with being awarded a partial bid only, and revised pricing higher accordingly.

Moved: Commissioner Tombarello to reject and rescind RFP award for masonry repairs approved at the July 22, 2014 Board of Commissioners meeting and re-award the entire project to Pellowe Construction for an amount not to exceed \$95,440, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of payroll**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,195,815.89 for the period ending 8/24/2014. Commissioner Coyle seconded, voted all in favor.

- **HPI Claims Review**

Maria DeMayo from Gallagher Benefit Services and Linda Monroe and Peter Connolly from Health Plans Inc. arrived to go over the health plan claims from January to date. A handout was given out to all in attendance.

- **Dell Lease Approval**

Moved: Commissioner Tombarello to approve a master lease agreement with Dell Financial Services for a 36 month fair market value leasing beginning June 1, 2014 through May 31, 2017 with annual payments of \$1,020.39 for a total of \$3,061.17 and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

- **Long Term Care Services Revised Time and Attendance Discussion**

Steve Woods requested this be postponed to the next meeting.

III. New Business

James Boffetti informed the Board of two candidates he would like to hire as Assistant County Attorneys, stating both are strong candidates. He informed the Board he will have another ACA opening in September, and would like to involve the primary winners for the County Attorney election in the hiring process; the Board unanimously agreed with that suggestion.

Moved: Commissioner Tombarello to approve the appointment of Brandon Garod and Annaliese Wolf by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to hire Laura Collins as the Commissioners' Executive Assistant at a bi-weekly salary rate of \$1,759.86 starting 8/28/2014. Commissioner Coyle seconded, voted all in favor.

The Board unanimously agreed to direct the release of a letter on Atty. Chris Cole's letterhead to Representative Norman Majors and the rest of the Delegation.

IV. Commissioners Non-Public Session

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

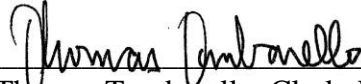
Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young and Georgia Millot.

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. Commissioner Coyle seconded the motion, voted all in favor.

V. Adjourn

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

Minutes taken by: Julie Hoyt, Senior HR Generalist, Human Resources; typed by Laura Collins, 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

September 3, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Major Dave Consentino, Corrections Assistant
Superintendent
Major Darin Melanson, Deputy Sheriff
Steve E. Woods, Long Term Care Services Director

Cathy Ann Stacey, Register of Deeds
Theresa M. Young, Finance Officer
Georgia Millot, Interim HR Director
Jude A. Gates, Director of Facilities, Planning, & IT

Also present:

Elizabeth Bailey

I. Call to Order

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

II. Reports:

RFP Openings

- **Replacement Windows, Engineering & Maintenance Services**

Commissioner Tombarello opened proposals from JNR Gutters and Careno Construction.

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

- **Elevator Services, Engineering & Maintenance Services**

Commissioner Tombarello opened proposals from Embree Elevator, Otis Elevator Company, and Stanley Elevator Company.

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

- **Grease Trap/Lift Station Service, Engineering & Maintenance Services**

Commissioner Tombarello opened proposal from Stewart's Septic.

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

- **Fire Alarm Testing, Engineering & Maintenance Services**

Commissioner Tombarello opened proposals from Tri State Fire Protection, Norris Inc, and Honeywell.

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

- **Fire Sprinkler Systems Testing, Engineering & Maintenance Services**

Commissioner Tombarello opened proposals from Sprinkler Systems Inc, Minuteman Sprinkler Company, Eastern Fire Protection, and Tri State Fire Protection.

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

RFP Awards

- **Laptops, Sheriff**

Moved: Commissioner Tombarello to award the laptops proposal to Patrol PC for \$16,329.00, as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **Chaplain Services, Long Term Care**

Moved: Commissioner Tombarello to award Chaplain Services to Reverend Jamie Moynihan from November 1, 2014 through October 31, 2017, not to exceed \$13,770.00 annually, and authorize the Chair to sign all necessary documents pending legal and risk review 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 T140377, T140378, T140465, T140466, T140507, T140540, T140565, T140584, T140617, T140633, T140644, T140645, T140647, T140962, T140693, T140693, totaling \$301,180.17; payroll warrants 0814SD, 0821SD totaling \$5,254.92; accounts payable wire payments T140690, T140691, T140695, T140696 totaling \$231,608.14; general ledger warrants GL14466, GL14471, GL14440, GL14441, GL14442, GL14443, GL14444, GL14445, GL14446, GL14447, GL14448, GL14449 totaling \$92,218.55 for a grand total to be approved of \$630,261.78. Commissioner Coyle seconded the motion, voted all in favor.

- **Approval of Minutes**

Laura Collins will finalize outstanding meeting minutes and add to next meeting agenda for approval.

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

Theresa Young reported the next meeting postponed to later in the month. NHAC officers are working to assess needs of the affiliates. Executive Director position will possibly be posted.

Commissioners will discuss who to appoint as replacement for Chris Maxwell.

Corrections – Stephen Church, Superintendent

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an Inmate Administrative Transfer Report dated August 28, 2014, pursuant to RSA 30-B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded the motion, voted all in favor.

Finance – Theresa M. Young, Officer

- **RFP Award Amendment: Copier**

Theresa Young explained the need for the amended copier proposal.

Moved: Commissioner Tombarello to award the amended copier proposal from a \$213 monthly payment to a \$242.76 monthly payment, for additional equipment to Seacoast Business Machines for a 36 month lease, to include a service contract which was originally approved and incorrectly stated in the recommendation but correct at \$0.0047 per black and white copy and \$0.045 per color copy, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Finance Officer. Commissioner Coyle seconded the motion, voted all in favor

- **Voluntary Benefits 2015**

Item moved to non meeting with legal counsel.

Human Resources – Georgia Millot, Interim Director

- **New LTC Time & Attendance Policy Update – postponed until 9/10/14 meeting.**

Long Term Care Services – Steven E. Woods, Director

- **Bid Waiver: PointClickCare, \$38,723.80**

Steve Woods presented a Bid Waiver request for PointClickCare.

Moved: Commissioner Tombarello to approve a bid waiver to PointClickCare for services from September 1, 2014 through August 30, 2015 for an amount not to exceed \$38,723.80, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Exception Request: PPP 6-3**

Steve Woods discussed the need to hire RN at step 8 versus Step 6 due to qualifications. Commissioner Coyle asked how many candidates had applied. Steve Woods stated only one candidate met the necessary qualifications. Theresa Young noted the position is paid a premium.

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy & 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 with Commissioner Coyle abstaining.

- **Exception Request: PPP 6-3**

Steve Woods discussed a critical need for the RN/BSN position, and request to hire at Grade 61 Step 10. Commissioner Pratt asked if candidate knew position was a 12 step grade. Steve Woods affirmed.

Moved: Commissioner Tombarello to approve an exception request to Personnel Policy & 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. Motion passed 2-1, with Commissioner Coyle voting no.

- **Health Center Contract: UNH Dept of Social Work**

Moved: Commissioner Tombarello to approve a Health Center Contract between the University of New Hampshire Department of Social Work and Rockingham County, from September 1, 2014 through May 22, 2015 at no cost to the county, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Fireworks Request**

Discussion ensued about a volunteer interested in bringing the fireworks display back to Rockingham County.

- **Medicaid Managed Care Discussion**

Steve Woods presented an update on his meetings regarding Medicaid Managed Care. Affiliate suggested facilities needs to build relationships with MCOs and that each county board send letters to delegations asking for delay. Suggested lobbying services may be needed.

Steve Woods presented a proposed letter to the Commissioners to be sent to the delegation. Commissioner Pratt suggested state senators should send letters as well. Governor pressuring to move forward with the Medicaid Managed Care changes. Commissioners agreed to send the letter that Steve presented.

- **Donation Acceptance: JP Pest Services**

Steve Woods noted the longstanding (50 years) relationship with JP Pest Services and presented an overview of the donation offer.

Moved: Commissioner Tombarello to accept a donation from JP Pest Services in the amount of \$500, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Donation Acceptance: Kingston Veterans Club**

Moved: Commissioner Tombarello to accept a donation from Kingston Veterans Club for equipment valued at \$600, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded the motion, voted all in favor.

- **Primary Election Night**

Steve Woods requested permission to track primary election results in his office on the evening of September 9, 2014 for those who are interested. Commissioners granted permission for the request.

Sheriff – Michael W. Downing, High Sheriff

- **Grant Application Approval: New Hampshire Highway Safety Agency, Operation Safe Commute Patrols, \$4,960.80**

Major Darin Melanson presented information on the grant application and stated that the program concentrates on multiple major commute routes.

Moved: Commissioner Tombarello to approve the submission of a grant application to the New Hampshire Highway Safety Agency for Operation Safe Commute Patrols, in the amount of \$4,960.80, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded the motion, voted all in favor.

- **On-Call SOP**

Moved: Commissioner Tombarello to approve an on-call SOP regarding pay stipends for sworn non-collective bargaining unit members as outlined and recommended in the High Sheriff's memorandum dated September 3, 2014. Commissioner Coyle seconded the motion, voted all in favor.

III. New Business

Cathy Stacey shared there are 11 teams for the "Fall into Step" Walking Challenge.

Cathy Stacey and Jude Gates discussed the phone system crash on 9/1/14 at 7am. Jude called Bayring at 7:30am; Bayring didn't dispatch personnel until 3pm. Calls were not getting through to Deeds personnel due to auto-attendant issues and the system time being wrong. Jude reports that Robin is following up to see if our phone system can reach out to the atomic clock nightly. Jude noted county system under Bayring has never crashed before; Bayring will be providing a report as to what caused the failure. Cathy Stacey concerned because the auto-attendant should be able to be manually overrides, and she has not received return calls from Bayring. Jude will follow up.

Discussion ensued regarding work on the area in front of the Nursing Home facility to be started the week of September 15 and lasting six weeks.

IV. Commissioners Non-Public Session

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

- **Non-public session re: reputation of others**

Those present under NHRSA 91-A:3 II (c) were Commissioner Tombarello, Commissioner Coyle, Commissioner Pratt, Cathy Stacey, Theresa Young, Steve Woods, and Laura Collins.

- **Non-public session re: personnel**

Those present under NHRSA 91-A:3 II (a) to discuss personnel in the Sheriff's Office were Commissioner Tombarello, Commissioner Coyle, Commissioner Pratt, Darin Melanson, Georgia Millot, Theresa Young, and Laura Collins.

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. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt declared a recess at 5:16pm for a non meeting to consult with legal counsel.

Commissioner Coyle left the meeting at 5:30pm.

Commissioner Pratt reconvened the meeting at 6:19pm.

Moved: Commissioner Tombarello to approve an exception request to authorize a Sheriff's employee administrative leave with pay from August 24, 2014 through August 30, 2014 in accordance with Personnel Policy & Procedure 8-11-C. Commissioner Pratt seconded the motion, voted all in favor.

V. Status Update

Laura Collins discussed office status report.

VI. Commissioners Non-Public Session

Commissioner Tombarello moved to enter into non-public session under NHRSA 91-A:3 II (a) to discuss personnel. Commissioner Pratt seconded the motion, voted all in favor.

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Tombarello, Georgia Millot, and Laura Collins.

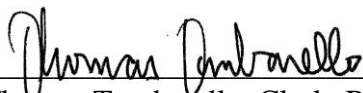
There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Commissioner Pratt seconded the motion, voted all in favor.

Moved: Commissioner Pratt moved to seal the minutes of the non-public sessions on September 3, 2014, pursuant to NHRSA 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 Tombarello seconded, voted all in favor.

VII. Adjourn

Commissioner Pratt moved to adjourn at 8:34pm. Commissioner Tombarello seconded the motion, voted all in favor.

Minutes taken and typed by: Laura Collins, 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

September 10, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Major Darin Melanson, Deputy Sheriff
Steve E. Woods, Long Term Care Services Director
Cathy Ann Stacey, Register of Deeds
Kathy Nikitas, Deputy Finance Officer

Georgia Millot, Interim HR Director
Jude A. Gates, Director of Facilities, Planning, & IT

Excused Absence:

Commissioner Kevin L. Coyle, Vice Chair

I. Call to Order

Commissioner Pratt called the meeting to order at 3:41pm.

II. Reports:

RFP Awards

- **Benefit Consultant Services, Board of Commissioners**

Steve Woods explained the interview process with IPG and Gallagher Benefit Services.

Moved: Commissioner Tombarello to award Benefit Consultant Services to Gallagher Benefit Services from August 1, 2014 through July 31, 2018, not to exceed \$206,000 total over the four (4) years, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Finance Officer, Human Resources Director, and Long Term Care Services Director . Commissioner Pratt seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of Payroll**

Moved: Commissioner Tombarello to approve total payroll expense of \$1,198,358.48 for the period ending 09/07/2014. Commissioner Pratt seconded, voted all in favor.

- **Approval of Minutes: 8/5, 8/13, 8/20, 8/27, 9/3**

Postponed to next meeting.

Finance – Theresa M. Young, Officer

- **Finance Update Discussion**

Postponed to next meeting.

Long Term Care Services – Steven E. Woods, Director

- **Letter to Nursing Home Facility**

Steve Woods discussed letter from patient that recently visited and praised nursing home facility.

Sheriff – Michael W. Downing, High Sheriff

- **Training Request**

Moved: Commissioner Tombarello to approve the Drug Investigation training request for Sheriff's office employee Lt. Goff, November 12, 2014 through November 14, 2014 at a cost of \$145. Commissioner Pratt seconded, voted all in favor.

III. New Business

Major Delanson stated there will be items regarding upcoming grants in next agenda. Stated county is still in the running for the dispatch grant, and Senators Ayotte and Shaheen have lobbied on its behalf. Sheriff's office will resubmit next year if it falls through this year.

IV. Human Resources – Georgia Millot, Interim Director

- **New LTC Time & Attendance Policy**

Georgia Millot arrived at 3:55pm.

Georgia Millot and Steve Woods explained the purpose of the policy amendment for Long Term Care. Discussion ensued.

Moved: Commissioner Tombarello to approve the Long Term Care Attendance Rules and Regulations as recommended by the Long Term Care Services Director. Commissioner Pratt seconded, voted all in favor.

V. Updates

- **Human Resources - Georgia Millot, Interim Director**

Georgia informed the Commissioners that Julie Hoyt will be leaving her position.

- **Registry of Deeds – Cathy Stacey, Register**

More participants than expected in the Fall into Step Walking Challenge with 34 teams total; 12 more pedometers to be ordered.

Commissioner Pratt declared a recess at 4:15pm for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 5:33pm.

VI. Commissioners Non-Public Session

Moved: Commissioner Tombarello to enter into non public session under NHRSA 91-A:3 II (a) to discuss personnel. Commissioner Pratt seconded, voted all in favor.

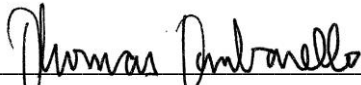
Those present under NHRSA 91-A:3 II (a) to discuss personnel in the Human Resources Department were Commissioner Pratt, Commissioner Tombarello, Georgia Millot, and Laura Collins.

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. Commissioner Pratt seconded, voted all in favor.

VII. Adjourn

Commissioner Pratt moved to adjourn the meeting at 6:18pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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

September 16, 2014 – 4:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Services Director
Theresa Young, Finance Officer

Georgia Millot, Interim HR Director
Jude Gates, Director of Facilities, Planning, & IT
Major Dave Consentino, Corrections Assistant
Superintendent
Robin Bernier, E&MS Interim IT Manager
Leslie Fabian, Long Term Care Nursing Director
Stephen Church, Corrections Superintendent

I. Call to Order

Commissioner Pratt called the meeting to order at 4:30pm.

II. Reports:

RFP Openings

- **Replacement Detention Doors, Engineering & Maintenance Services**

Commissioner Tombarello opened a proposal from Hardware Consultants.

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

- **Tub/Shower Upgrade, Engineering & Maintenance Services**

Commissioner Tombarello opened a proposal from Cadieux's Flooring Inc.

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

- **Rockingham County Fuel, Engineering & Maintenance Services**

Commissioner Tombarello opened proposals from Hanscom's Truck Stop, Palmer Gas/Ermer Oil, Irving, Eastern Propane and Oil, Proulx Oil & Propane, and Buxton Oil.

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

- **Chaplain, Corrections**

Commissioner Tombarello opened proposals from Reverend Kent Threlfall and Judyth Ross.

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

RFP Awards

- **Atrium Roof Replacement, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Atrium Roof Replacement proposal to Structures Unlimited for \$227,280 as recommended by the Director of Facilities, Planning, & Information Technology. Discussed ensued regarding budget. Commissioner Coyle seconded, voted all in favor.

- **Replacement Windows, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Replacement Windows proposal to Careno Construction Co., for \$132,000, and reallocate \$19,500 of the \$96,000 tunnel structural project to the Replacement Windows project, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Elevator Services, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Elevator Services proposal to Embree Elevator from October 1, 2014 through September 30, 2015, for a monthly fee of \$748, and other work requested at the hourly rates of \$175 regular, \$246 overtime, \$278 Sundays/holidays, and \$315/\$498 team, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Grease Trap/Lift Station Service, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Grease Trap/Lift Station Service proposal to J&S Development Corp. dba Stewart's Septic Services, from October 1, 2014 through September 30, 2015 for \$530 per grease trap pumping, \$375 per lift station pumping, and free removal of dietary waste oil as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Fire Alarm Testing, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Fire Alarm Testing proposal to Honeywell Building Solutions, from October 1, 2014 through September 30, 2015 for \$8,200, and other work requested at the hourly rates of \$132 regular and \$204 overtime, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Fire Sprinkler Testing, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Fire Sprinkler Testing proposal to Sprinkler Systems Inspection Company, from October 1, 2014 through September 30, 2015 for \$7,100, and other work requested at the hourly rates of \$60/\$72 regular, \$90/\$108 overtime, and \$120/\$144 Sundays/holidays, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of Minutes: 8/5, 8/13, 9/3, 9/10**

Moved: Commissioner Tombarello to approve the minutes of the August 5, August 13, September 3, and September 10, 2014 Board of Commissioners meetings, as amended. Commissioner Coyle seconded, motion passed with Commissioner Coyle abstaining due to absences.

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

Theresa reported that NHAC posted the Executive Director position, but not a lobbyist position, and that NHAC needs to bring to Commissioner's Council for approval. The next NHAC meeting is September 26th.

Corrections – Stephen Church, Superintendent

Steve presented a status report on programs within the Department of Corrections.

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an Inmate Administrative Transfer Report dated September 3, 2014, pursuant to RSA 30-B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Finance – Theresa M. Young, Officer

- **Finance Update**

Theresa reported that the Dept of Revenue Administration will accept draft financials. Requested a non public session to discuss other Finance information involving personnel.

- **Fund Balance – Theresa Young, Finance Officer**

Moved: Commissioner Tombarello to approve the actual Rockingham County Fund Balance policy for the year ending 12/31/2013 in accordance with GASB 54 standards, which includes the parameters for the creation and use of a Stabilization Fund, as discussed in 2012 and 2013, and as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

Human Resources – Georgia Millot, Interim Director

- **Exception Request: 2014 Compensated Absences Fund**

Postponed to 9/24 meeting

- **Mobile Devices – Issues and Access**

Georgia presented handouts regarding typical mobile device access policies. Georgia and Robin discussed county's ability to remove County data from employee personal phones. Commissioner Coyle stated individual employee approval should be given by Division Directors. Discussion ensued regarding current use policies.

Georgia to send a draft proposed policy prior to next week's meeting.

Long Term Care Services – Steven E. Woods, Director

- **Pharmacy Provider Agreement**

Moved: Commissioner Tombarello to approve a Pharmaceutical Services Contract between Preferred Pharmacy Solutions, LLC and Rockingham County Nursing Home, from October 1, 2014 through September 30, 2017, at the rates outlined in Exhibit A of the Pharmacy Provider Agreement, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- **Exception Request: PPP 6-3**

Steve Woods presented background information on an LTC Nurse Practitioner candidate and provided some comparison data for nurse practitioner wages at other nursing home facilities. Leslie Fabian explained that some of the wages get recouped due to the billing out of certain services.

Moved: Commissioner Tombarello to approve an amended exception request to Personnel Policy & Procedure Chapter 6-3 for an employment candidate to a nursing home position to be hired at Step 10 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **NH Homeland Security Grant Application – Microwave Ring Project**

Moved: Commissioner Tombarello to approve the submission of a grant application to Homeland Security for Microwave Network Upgrades, in the amount of \$89,442, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

III. Old Business

- **Electricity RFP – Jude Gates, Director of Facilities, Planning, & Information Technology**

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, & Information Technology to issue an electricity RFP to solicit proposals for Rockingham County, the towns of Stratham and East Kingston, and SAU 16, and other municipalities who request timely. Commissioner Coyle seconded, voted all in favor.

IV. Commissioners Non-Public Session

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

- **Non-public session re: personnel**

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Laura Collins.

- **Non-public session re: personnel**

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, and Laura Collins.

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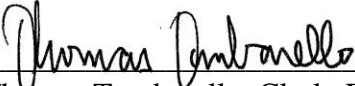
There being no further business to come before the Board of Commissioners in non-public session, Commissioner Tombarello moved to go out of non-public session. Commissioner Coyle seconded the motion, voted all in favor.

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

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140379, T140557, T140585, T140586, T140618, T140650, T140652, T140653, T140654, T140655, T140673, T140674, T140705, T140706, T140707, T140701, T140702, and T140703, totaling \$359,886.47; payroll warrants 0828SD, 0904SD, and 0911SD totaling \$28,422.22; accounts payable wire payments T140696, T140699, T140700, and T140709 totaling \$1,492,842.74, for a grand total to be approved of \$1,881,151.43. Commissioner Coyle seconded the motion, voted all in favor.

Commissioner Pratt moved to adjourn at 6:58pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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

September 16, 2014 – 4:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Services Director
Theresa Young, Finance Officer

Georgia Millot, Interim HR Director
Jude Gates, Director of Facilities, Planning, & IT
Major Dave Consentino, Corrections Assistant
Superintendent
Robin Bernier, E&MS Interim IT Manager
Leslie Fabian, Long Term Care Nursing Director
Stephen Church, Corrections Superintendent

I. Call to Order

Commissioner Pratt called the meeting to order at 4:30pm.

II. Reports:

RFP Openings

- **Replacement Detention Doors, Engineering & Maintenance Services**

Commissioner Tombarello opened a proposal from Hardware Consultants.

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

- **Tub/Shower Upgrade, Engineering & Maintenance Services**

Commissioner Tombarello opened a proposal from Cadieux's Flooring Inc.

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

- **Rockingham County Fuel, Engineering & Maintenance Services**

Commissioner Tombarello opened proposals from Hanscom's Truck Stop, Palmer Gas/Ermer Oil, Irving, Eastern Propane and Oil, Proulx Oil & Propane, and Buxton Oil.

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

- **Chaplain, Corrections**

Commissioner Tombarello opened proposals from Reverend Kent Threlfall and Judyth Ross.

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

RFP Awards

- **Atrium Roof Replacement, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Atrium Roof Replacement proposal to Structures Unlimited for \$227,280 as recommended by the Director of Facilities, Planning, & Information Technology. Discussed ensued regarding budget. Commissioner Coyle seconded, voted all in favor.

- **Replacement Windows, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Replacement Windows proposal to Careno Construction Co., for \$132,000, and reallocate \$19,500 of the \$96,000 tunnel structural project to the Replacement Windows project, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Elevator Services, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Elevator Services proposal to Embree Elevator from October 1, 2014 through September 30, 2015, for a monthly fee of \$748, and other work requested at the hourly rates of \$175 regular, \$246 overtime, \$278 Sundays/holidays, and \$315/\$498 team, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Grease Trap/Lift Station Service, Engineering & Maintenance Services**

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- **Fire Alarm Testing, Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Fire Alarm Testing proposal to Honeywell Building Solutions, from October 1, 2014 through September 30, 2015 for \$8,200, and other work requested at the hourly rates of \$132 regular and \$204 overtime, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

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Commissioners Office – Katharin K. Pratt, Chair

- **Approval of Minutes: 8/5, 8/13, 9/3, 9/10**

Moved: Commissioner Tombarello to approve the minutes of the August 5, August 13, September 3, and September 10, 2014 Board of Commissioners meetings, as amended. Commissioner Coyle seconded, motion passed with Commissioner Coyle abstaining due to absences.

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

Theresa reported that NHAC posted the Executive Director position, but not a lobbyist position, and that NHAC needs to bring to Commissioner's Council for approval. The next NHAC meeting is September 26th.

Corrections – Stephen Church, Superintendent

Steve presented a status report on programs within the Department of Corrections.

- **Inmate Administrative Transfer Approval**

Moved: Commissioner Tombarello to approve an Inmate Administrative Transfer Report dated September 3, 2014, pursuant to RSA 30-B:21 as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Finance – Theresa M. Young, Officer

- **Finance Update**

Theresa reported that the Dept of Revenue Administration will accept draft financials. Requested a non public session to discuss other Finance information involving personnel.

- **Fund Balance – Theresa Young, Finance Officer**

Moved: Commissioner Tombarello to approve the actual Rockingham County Fund Balance policy for the year ending 12/31/2013 in accordance with GASB 54 standards, which includes the parameters for the creation and use of a Stabilization Fund, as discussed in 2012 and 2013, and as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

Human Resources – Georgia Millot, Interim Director

- **Exception Request: 2014 Compensated Absences Fund**

Postponed to 9/24 meeting

- **Mobile Devices – Issues and Access**

Georgia presented handouts regarding typical mobile device access policies. Georgia and Robin discussed county's ability to remove County data from employee personal phones. Commissioner Coyle stated individual employee approval should be given by Division Directors. Discussion ensued regarding current use policies.

Georgia to send a draft proposed policy prior to next week's meeting.

Long Term Care Services – Steven E. Woods, Director

- **Pharmacy Provider Agreement**

Moved: Commissioner Tombarello to approve a Pharmaceutical Services Contract between Preferred Pharmacy Solutions, LLC and Rockingham County Nursing Home, from October 1, 2014 through September 30, 2017, at the rates outlined in Exhibit A of the Pharmacy Provider Agreement, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- **Exception Request: PPP 6-3**

Steve Woods presented background information on an LTC Nurse Practitioner candidate and provided some comparison data for nurse practitioner wages at other nursing home facilities. Leslie Fabian explained that some of the wages get recouped due to the billing out of certain services.

Moved: Commissioner Tombarello to approve an amended exception request to Personnel Policy & Procedure Chapter 6-3 for an employment candidate to a nursing home position to be hired at Step 10 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff – Michael W. Downing, High Sheriff

- **NH Homeland Security Grant Application – Microwave Ring Project**

Moved: Commissioner Tombarello to approve the submission of a grant application to Homeland Security for Microwave Network Upgrades, in the amount of \$89,442, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

III. Old Business

- **Electricity RFP – Jude Gates, Director of Facilities, Planning, & Information Technology**

Moved: Commissioner Tombarello to authorize the Director of Facilities, Planning, & Information Technology to issue an electricity RFP to solicit proposals for Rockingham County, the towns of Stratham and East Kingston, and SAU 16, and other municipalities who request timely. Commissioner Coyle seconded, voted all in favor.

IV. Commissioners Non-Public Session

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

- **Non-public session re: personnel**

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Laura Collins.

- **Non-public session re: personnel**

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, and Laura Collins.

- **Non-public session re: personnel**

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Laura Collins.

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. Commissioner Coyle seconded the motion, voted all in favor.

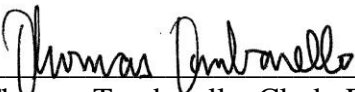
- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140379, T140557, T140585, T140586, T140618, T140650, T140652, T140653, T140654, T140655, T140673, T140674, T140705, T140706, T140707, T140701, T140702, and T140703, totaling \$359,886.47; payroll warrants 0828SD, 0904SD, and 0911SD totaling \$28,422.22; accounts payable wire payments T140696, T140699, T140700, and T140709 totaling \$1,492,842.74, for a grand total to be approved of \$1,881,151.43. Commissioner Coyle seconded the motion, voted all in favor.

V. Adjourn

Commissioner Pratt moved to adjourn at 6:58pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
September 24, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Major Darin Melanson, Deputy Sheriff
Steve Woods, Long Term Care Services Director
Kathy Nikitas, Deputy Finance Officer
Georgia Millot, Interim HR Director

Jude Gates, Director of Facilities, Planning, & IT
Robin Bernier, E&MS Interim IT Manager
Stephen Church, Corrections Superintendent

Excused Absence:

Commissioner Tom Tombarello, Clerk

I. Call to Order

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

II. Reports:

RFP Openings

- **Surplus Vehicle, Sheriff**

No proposals were received.

Moved: Commissioner Coyle to send the Sheriff's Surplus Vehicle RFP back out. Commissioner Pratt seconded, voted all in favor.

RFP Awards

- **Chaplain, Corrections**

Moved: Commissioner Coyle to award the Chaplain bid proposal to Reverend Kent Threlfall for a 12 month contract in the amount of \$29,300, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Corrections Superintendent. Commissioner Pratt seconded, voted all in favor.

- **IT Services Contract, E&MS**

Discussion ensued regarding the IT Services rates.

Moved: Commissioner Coyle to award the IT Services Contract to Mainstay Technologies for the period of January 1, 2015 through December 31, 2015 for an annual cost of \$165,895, and for the quoted hourly rates for any special projects that may be assigned, and authorize the Chair to sign all necessary documents pending legal and risk review as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of payroll**

Moved: Commissioner Coyle to approve total payroll expense of \$1,181,352.94 for the period ending 09/21/2014. Commissioner Pratt seconded, voted all in favor.

- **Approval of Minutes: 8/20, 8/27, 9/16**

Moved: Commissioner Coyle to approve the minutes of the August 20 and August 27, 2014 Board of Commissioners meetings, subject to revision, and the minutes of the September 16, 2014 Board of Commissioners meeting. Commissioner Pratt seconded, voted all in favor.

Finance – Theresa Young, Finance Officer

- **Exception Request: PPP 6-3**

Exception request withdrawn.

Human Resources – Georgia Millot, Interim Director

- **Exception Request: 2014 Compensated Absences Fund**

Discussion ensued regarding the Human Resources salary line.

Moved: Commissioner Coyle to approve an exception request to the 2014 Compensated Absences Fund for an unplanned, end-of-employment payout for a Human Resources employee, as recommended by the Interim Human Resources Director. Commissioner Pratt seconded. Discussion ensued regarding last day of the HR employee and how the payout was calculated. All voted to table exception request until next meeting pending an HR staffing analysis.

Long Term Care Services – Steven E. Woods, Director

- **LTC Position Posting**

Moved: Commissioner Coyle to approve the posting of the Long Term Care MDS Assistant position as recommended by the Long Term Care Services Director. Commissioner Pratt seconded, voted all in favor.

- **AMEX Rewards Points**

Moved: Commissioner Coyle to approve the use of AMEX reward points, not to exceed 175,000, for the purchase of a replacement television on Driscoll 1, as recommended by the Long Term Care Services Director. Commissioner Pratt seconded. Commissioner Pratt commented that the value must be reflected in the budget. Voted all in favor.

- **Strategic Working Session**

Item postponed to future agenda.

III. New Business

- **Board of Commissioners Meetings**

Commissioners meetings will return to Wednesday schedule effective 10/8/2014.

IV. Old Business

- **Residential/Health Care License Renewal, Long Term Care Services**

Moved: Commissioner Coyle to approve the application for residential or health care license renewal and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Pratt seconded, voted all in favor.

- **Drug Court Funding**

Discussion ensued regarding Drug Court funding for the last quarter of 2014. Commissioners agreed to draft letter requesting 501(3)(c) incorporation and structure information. Steve Church reported the bulk of the expenses stem from Seacoast Mental Health services. Commissioners agreed to propose that until the program has a corporate identity, Rockingham County will pay approved invoices directly, pending review from Finance.

- **Auditor Letter**

Kathy Nikitas discussed the auditor representation letter for the 2013 financial audit requiring Commissioners' signatures.

- **HR Staffing/Structure**

Georgia provided a proposed HR organizational chart handout and discussed goal to have interim HR Generalist and Receptionist. Commissioners agreed no hiring can be done until further discussion on the financial analysis and to revisit the issue at the next meeting.

- **Matrix HR/Finance Study**

Georgia reported that many corrections to the draft report had not been made as indicated by Matrix.

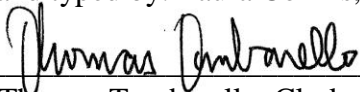
Commissioner Pratt declared a recess at 4:37pm for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 6:06pm.

V. Adjourn

Commissioner Pratt moved to adjourn the meeting at 6:06pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
September 30, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Tom Tombarello, Clerk
Stephen Church, Corrections Superintendent
Major Dave Consentino, Corrections Assistant
Superintendent
Linda Stilkey, Corrections Sr Administrative
Assistant

Major Darin Melanson, Deputy Sheriff
Georgia Millot, Interim HR Director
Theresa Young, Finance Officer
Steve Woods, Long Term Care Services Director
Jude Gates, Director of Facilities, Planning, & IT

Also Present:

Richard Brady, President, Matrix Consulting Group

I. Call to Order

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

II. Consultant Discussion

Richard Brady from Matrix provided an overview of the Rockingham County Corrections assessment, including scope, methodology, results of employee survey and comparative survey, staffing, support services, organization and management, recommendations and alternatives.

Employee survey to be redistributed due to initial low response rate. Work session to be scheduled.

III. Reports:

RFP Openings

- **X-Ray Services, LTC**

Commissioner Tombarello opened proposals from Mobile Medical Diagnostic Services and Mobilex USA.

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

- **Testing/Inspection Generators, E&MS**

Commissioner Tombarello opened proposals from Power Up Generator Service Company, Power Products Systems, FM Generator Inc., and Scherbon Consolidated 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, voted all in favor.

- **Fiber Optic Cabling, E&MS**

Commissioner Tombarello opened proposals from SIGNET Electronic Systems Inc., ARCOMM, Fiber Optic Splicing & Testing, and Specialized Cabling Solutions 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, voted all in favor.

RFP Awards

- **Rockingham County Fuel, E&MS**

Moved: Commissioner Tombarello to award the Rockingham County Fuel proposal to Palmer Gas & Oil Company for a fixed cost of \$3.189 per gallon for #2 fuel oil small drops; to Hanscom's Truck Stop for a cost of rack plus \$0.0695 with a cap of \$3.30 per gallon for nursing home boiler plant large drops of Ultra Low Sulfur Diesel; to Hanscom's Truck Stop for a cost of rack plus \$0.20 with a cap of \$3.30 per gallon for diesel fuel; to Hanscom's Truck Stop for a cost of rack plus \$0.04 per gallon for gasoline; and to Eastern Propane Gas Inc. for a fixed cost of \$1.72 per gallon for LP gas, for the period of October 1, 2014 through September 30, 2015, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Tub/Shower Upgrade – Blaisdell II, E&MS**

Moved: Commissioner Tombarello to award the Blaisdell II Tub/Shower Upgrade proposal to Cadieux's Flooring for \$26,544, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, 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 T140380, T140587, T140619, T140658, T140660, T140662, T140663, T140675, T140676, T140686, T140714, T140724, T140726, T140737, T140738, T140739, T140741, T140742, and T140743 totaling \$833,081.49; payroll warrants 0918SD and 0925SD totaling \$8,703.95; accounts payable wire payments T140725 and T140744 totaling \$12,308.76, for a grand total to be approved of \$854,094.20. Commissioner Coyle seconded, voted all in favor.

- **Approval of Minutes: 9/24**

Moved: Commissioner Tombarello to approve the minutes of the September 24, 2014 Board of Commissioners meeting. Commissioner Coyle seconded, motion passed with Commissioner Tombarello abstaining due to absence.

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

Theresa provided update and concerns on behalf of Cathy Stacey. The Commissioners Council should be directing the organization and adding input regarding the hiring of a new Executive Director and Lobbyist. Concern is more money than necessary will be spent. Cathy has asked that the Commissioners attend the NHAC meeting on Friday, Oct 3. Commissioner Pratt asked that Theresa and Steve form a letter to send to the NHAC. Commissioner Coyle or Commissioner Tombarello will try to attend the meeting.

Corrections – Stephen Church, Superintendent

- **Bid Waiver Request**

Moved: Commissioner Tombarello to approve a bid waiver to APPRISS for victim notification services from January 1, 2015 through December 31, 2015 in the amount of \$18,963.47, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- **APPRISS VINE Service Renewal Agreement**

Moved: Commissioner Tombarello to approve the APPRISS service agreement renewal for victim notification services for the period of January 1, 2015 through December 31, 2015 in the amount of \$18,963.47, and authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- **Pre-Trial Release Program Letter**

Steve presented a letter from a family member of a program enrollee supporting the program. Steve reported there were upcoming academies in October and January.

County Attorney – James T. Boffetti

- **Dell Computer Lease Extension**

Moved: Commissioner Tombarello to approve a month to month extension of the Dell Computer Lease which expired September 1, 2014, under the same conditions and rates and to extend no later than December 31, 2014, until the new computer lease agreement with Computer Hut is implemented, as awarded at the August 20, 2014 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- **Position Promotion and Position Posting**

Moved: Commissioner Tombarello to approve the promotion of an internal candidate from a Legal Assistant I position to a vacated Legal Assistant II position and post the Legal Assistant I position. Motion failed for lack of a second.

CA needs to present an exception request.

Human Resources – Georgia Millot, Interim Director

- **PCN**
 - ✓ **Discontinue Temp Rate**

Moved: Commissioner Tombarello to discontinue the Personnel Policy and Procedure 6-4 exception for an HR employee approved on September 11, 2013, effective as of September 9, 2014. Commissioner Coyle seconded, voted all in favor.

- ✓ **Exception Request: 2014 Compensated Absences Fund**

Moved: Commissioner Coyle to approve an exception request to the 2014 Compensated Absences Fund for an unplanned, end-of-employment payout for a Human Resources employee, in the approximate amount of \$12,248.17 to include wages and additional employer expenses, as recommended by the Interim Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

- ✓ **Approve Per Diem Rate**

Item withdrawn.

Long Term Care Services – Steven E. Woods, Director

- **Lien On Real Property**

Moved: Commissioner Tombarello to approve the placement of a lien on real property owned by a Rockingham County Nursing Home resident to protect the financial interests of the county, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- **Lien On Real Property – Walker**

Discussion ensued regarding reducing a private pay lien rate to Medicaid rate on real property.

Moved: Commissioner Tombarello to table this until next week. Commissioner Coyle seconded, voted all in favor.

- **Surplus Equipment Request**

Moved: Commissioner Tombarello to declare four (4) Devilbiss Concentrators as surplus equipment to be disposed of accordingly by Engineering & Maintenance Services, pursuant to RSA 28-8a, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- **Flag Presentation at RCNH**

Steve presented an article on the Flag Presentation at RCNH.

Sheriff – Michael W. Downing, High Sheriff

- **2014 Homeland Security Grant: Dispatch Console Replacement**

Moved: Commissioner Tombarello to approve the submission of a grant application to the Department of Homeland Security for Dispatch Console Replacement, in the amount of \$465,859.77, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

IV. Old Business

- **Drug Court Funding**

Moved: Commissioner Tombarello to approve previously appropriated funding for the Rockingham County Drug Court Program for the period of October 1, 2014 through December 31, 2014, not to exceed \$66,000. Commissioner Pratt. Motion passed 2-1 with Commissioner Coyle voting no.

- **2013 Financial Audit**

Theresa Young informed the Commissioners that after several follow up communications Jim Boffetti had not filed the legal document that the financial auditors needed in order to finalize the audit for single audit submission. The deadline was September 30, 2014. Rockingham did not make the deadline; as a result, Rockingham will be classified as a high risk entity for single audit purposes.

Commissioner Pratt declared a recess at 5:53pm for a non meeting with legal counsel. The Commissioners invited Theresa Young, Finance Officer, to attend.

Commissioner Pratt reconvened the meeting at 7:24pm.

V. Commissioners Non-Public Session

Moved: Commissioner Tombarello to enter into non public session under NHRSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Laura Collins.

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. Commissioner Coyle seconded the motion, voted all in favor.

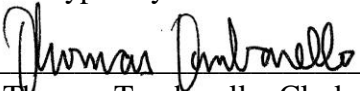
- **Approval of warrants, payrolls, general ledgers, and transfers**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140380, T140587, T140619, T140658, T140660, T140662, T140663, T140675, T140676, T140686, T140714, T140724, T140726, T140737, T140738, T140739, T140741, T140742, and T140743 totaling \$833,081.49; payroll warrants 0918SD and 0925SD totaling \$8,703.95; accounts payable wire payments T140725 and T140744 totaling \$12,308.76, for a grand total to be approved of \$854,094.20. Commissioner Coyle seconded, voted all in favor.

VI. Adjourn

Commissioner Coyle moved to adjourn at 8:05pm. Commissioner Pratt seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
October 6, 2014 – 4:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Tom Tombarello, Clerk
Georgia Millot, Interim HR Director

I. Call to Order

Commissioner Pratt called the meeting to order at 4:55pm.

II. HR Status

Georgia reported on the HR budget status, staff structure, staff functions, and assimilation. Commissioner Coyle asked about the additional duties to be added October 15. Georgia explained she would like the other HR staff to begin doing preliminary investigations, job postings, and streamlining processes.

Georgia requested to have an on-call administrative position available twice a week. Desk reference was provided by previous Senior HR Generalist, but ideally Georgia would like to her back per diem, capped at 10 hours to fill knowledge gaps.

HR and Finance will be meeting to go over financial scenarios.

Commissioner Pratt asked if Georgia would be seeking to add a fourth HR Generalist next year. Georgia stated that although it would be helpful she would find a way to do without a fourth.

Commissioner Coyle asked how much of Georgia's time is spent doing investigations. Georgia answered about 15 percent of her time is spent on investigations, and noted that she directs more complex issues to EAP.

Commissioner Pratt asked about training. Georgia stated that she would be training her staff to provide various training.

Commissioner Coyle asked Georgia to provide a breakdown of her duties and percentage of time spent on each.

III. Adjourn

Commissioner Coyle moved to adjourn at 5:33pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
October 8, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Tom Tombarello, Clerk
Georgia Millot, Interim HR Director
Jude Gates, Director of Facilities
Major Darin Melanson, Deputy Sheriff
Theresa Young, Finance Officer

Chuck Nickerson, Accounting Manager
Steve Woods, Director of Long Term Care Services

Also Present:

Representative Kevin St. James
Maria DeMayo, AVP Gallagher Benefit Insurance
Services
Liz Bailey, Sheehan Phinney Bass + Green PA

I. Call to Order

Commissioner Pratt called the meeting to order at 3:44pm.

II. Reports:

RFP Awards

- **Fiber Optic Cabling, E&MS**

Motion: Commissioner Tombarello to award the Fiber Optic Cabling proposal to Specialized Cabling Solutions, Inc. for a total not to exceed \$6,141.79, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded, voted all in favor.

- **Testing/Inspection Generators, E&MS**

Motion: Commissioner Tombarello to award the Testing/Inspection Generators proposal to Power Up Generator Service for an amount of \$2,686.00 for the annual Test & Inspections, and for the stated rates for any other work that may be assigned for the period of November 1, 2014 through October 31, 2015, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Pratt seconded, voted all in favor.

- **X-Ray Services, Long Term Care Services**

Motion: Commissioner Tombarello to award the X-Ray Services proposal to Mobile Medical Diagnostic Services, for an amount not to exceed \$15,000 annually, for a period of three (3) years, as recommended by the Director of Long Term Care Services. Commissioner Pratt seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of payroll**

Moved: Commissioner Tombarello to approve the total payroll expense of \$1,189,342.75 for the period ending October 5, 2104. Commissioner Pratt seconded, voted all in favor.

- **Approval of line item transfers**

✓ **Engineering & Maintenance Services**

Motion: Commissioner Tombarello to approve a line item transfer totaling \$12,100 for Engineering & Maintenance Services. Commissioner Pratt seconded, voted all in favor.

✓ **Human Resources**

Motion: Commissioner Tombarello to approve a line item transfer totaling \$2,000 for Human Resources. Commissioner Pratt seconded. Commissioner Pratt asked where the advertising was being done. Discussion ensued. Commissioner Pratt seconded, voted all in favor.

✓ **Sheriff**

Motion: Commissioner Tombarello to approve a line item transfer totaling \$1,000 for the Sheriff. Commissioner Pratt seconded, voted all in favor.

Motion: Commissioner Tombarello to approve a line item transfer totaling \$23,000 for the Sheriff. Commissioner Pratt seconded. Discussion ensued. Voted all in favor.

Motion: Commissioner Tombarello to approve a line item transfer totaling \$1,750 for the Sheriff. Commissioner Pratt seconded, voted all in favor.

Motion: Commissioner Tombarello to approve a line item transfer totaling \$2,300 for the Sheriff. Commissioner Pratt. Discussion ensued. Voted all in favor.

Motion: Commissioner Tombarello to approve a line item transfer totaling \$15,000 for the Sheriff. Commissioner Pratt seconded. Discussion ensued. It was recognized that an exception to the policy, in which transfers from a revenue generating appropriation may only be moved to a line that will generate revenues, will be authorized for special circumstances for the Sheriff's department. Specifically, it was known at the beginning of the year that approved appropriations would not be able to accommodate union contract cost items approved during the year. Because the Sheriff's department does not have available appropriations to transfer in other lines at this time, a transfer would be permitted from the outside detail line to the Sheriff's deputy salary line. Voted all in favor.

✓ **Registry of Deeds**

Motion: Commissioner Tombarello to approve a line item transfer totaling \$3,000 for the Register of Deeds. Commissioner Pratt seconded, voted all in favor.

- **Approval of Minutes: 9/30**

Tabled until next meeting.

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

Steve informed that the Medicaid Managed Care implementation dates have been delayed. New dates will be announced at the November 6 Governor's Council meeting.

Theresa reminded the Commissioners there is still vacant position to be filled on the NHAC. Commissioner Pratt stated this will be taken up next week.

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

Commissioner Pratt directed that a Jail study work session be scheduled.

Sheriff – Michael W. Downing, High Sheriff

- **Training Request**

Major Melanson described purpose and costs of the training. Cost is \$1,200 and is budgeted. No meals or mileage costs will be incurred.

Motion: Commissioner Tombarello to approve Sheriff's office employees Robert Jordan, Sean Mahoney, Mathew Steer, Peter Buono, Jason Laing, and Heather Dille to attend the TriTech Fire Run Card Module training. Commissioner Pratt seconded, voted all in favor.

III. New Business

- **Lien Release Request**

Steven explained the lien release request and information provided by legal counsel with a recommendation to not release lien.

IV. Old Business

- **Assignment Extension Request, E&MS**

Jude will try to provide job description within a week. Georgia explained the delay due to ensuring the position would not conflict with the Mainstay contract, and that the position on nursing home side would be impacted as well. Further discussion will be needed.

Motion: Commissioner Tombarello to approve an extension of the temporary assignment granted by the Board of Commissioners on July 1, 2014, through November 29, 2014 to enable job description revision and review by the Board. Commissioner Pratt seconded, voted all in favor.

- **2014 Telephone Allocation, E&MS**

Motion: Commissioner Tombarello to approve the telephone allocation reviewed and approved on September 17, 2013 for use in 2014. Commissioner Pratt seconded, voted all in favor.

V. 2015 Health Plan Discussion

Maria DeMayo explained the HSA health plan option. Account is owned by the employee. Maria explained the minimum deductibles to be HDHP compliant, and explained options regarding County contributions.

Steve Church commented that a change from the current plan would likely be a difficult change to negotiate with Corrections employees.

Representative St. James discussed town of Seabrook was considering option in which saved money on the plan could be passed on to the employee through a debit card, counteracting the high deductible.

Maria would recommend adding a POS. Gallagher will present plan models of a PPO and HMO so comparison can be seen. Discussion ensued regarding Cadillac plan taxes. Maj Melanson stated that, currently, law enforcement is exempt from the Cadillac plan taxes.

Commissioner Pratt asked what was needed from the Commissioners. Maria asked that the Commissioners authorize the group to look at a third health plan option and come back with options. Theresa stated scenarios will need to be run and requested to revisit the topic at the next meeting with a few proposals to discuss. Commissioner Pratt directed this be the first item on the next agenda.

Commissioner Pratt declared a recess at 5:18pm for a non meeting to consult with legal counsel.

Commissioner Coyle arrived at 6:25pm.

Commissioner Pratt reconvened the meeting at 6:29pm.

VI. Postponed Reports

- **Exception Request: PPP 11-2**

Tabled until County Attorney representative present.

- **Position Posting**

Tabled until County Attorney representative present.

- **Matrix Invoices/Contracts**

Theresa presented the outstanding Matrix invoices. Commissioner Pratt directed that sufficient balances be withheld on each to ensure completion of the studies. Letter to be sent with payment stating balance will be paid upon satisfactory completion of respective studies. There will need to be a discussion regarding the errors in the draft HR/Finance report.

Motion: Commissioner Tombarello to approve A/P warrant T140740 for \$2,322 for HR/Finance operational assessment and \$13,632 for the Jail study, for a total of \$15,954. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Lien On Real Property - Walker**

Steve reported the results of the title search on the landlocked property and affirmed his recommendation, based on legal counsel's advice, that the lien be reduced to the Medicaid rate to ensure County interests.

Motion: Commissioner Tombarello to reduce the private pay rate lien on the Walker real property down to the Medicaid rate at the time of the property sale, for not less than \$125,000 as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

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

- **Bid Waiver Request**

Motion: Commissioner Tombarello to approve a bid waiver for JWC Environmental for \$11,222 to rebuild the Jail sewer lift station Muffin Monster and for \$7,433 to rebuild the North Road sewer lift station, for a total of \$18,655. Commissioner Coyle seconded, voted all in favor.

Jude reported on the status of projects. Some employees have complained about damage to vehicle paint because of the chemicals used to clean the concrete. All information has been given to the contractors' insurance company.

- **Approval of line item transfers**
 - ✓ **Human Resources**

Discussion ensued regarding the HR line item transfer request. Commissioner Tombarello asked how HR came up with the wages for the interim staff. Georgia explained she set the wages based on experience and comparative wages.

Motion: Commissioner Tombarello to approve a line item transfer totaling \$10,000 for Human Resources. Commissioner Coyle seconded. Discussion ensued regarding position list. Motion passed 2-1.

Commissioner Pratt directed Theresa to send out the budget on Friday but hold the line item transfer requests until further review can be done and all transfers could be sent together. Theresa discussed the Delegation's warrant for CPA services which was not appropriated.

- **Human Resources PCN**

Motion: Commissioner Tombarello to approve hiring previous Senior HR Generalist for \$24.76 an hour at a cap of 10 hours. Commissioner Coyle seconded, voted all in favor.

VII. Commissioners Non-Public Session

Commissioner Tombarello moved to go into non-public session pursuant to NHRSA 91-A:3 II (a) to discuss an employee grievance.

Theresa Young requested that Laura Collins be dismissed. Laura Collins was dismissed for the remainder of the meeting.

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Georgia Millot.

- Non-public session re: personnel

Those present under NHRSA 91-A:3 II (a) were Commissioner Pratt, Commissioner Coyle, and Commissioner Tombarello.

There being no further business to come before the Board in non-public session, Commissioner Tombarello moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello moved to seal the minutes of the non-public sessions on October 8, 2014, pursuant to NHRSA 91-A:3 III as it is determined that divulgence of the information likely would affect adversely

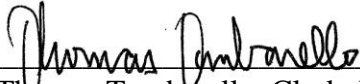
the reputation of any person other than a member of the public body itself. Commissioner Coyle seconded, voted all in favor.

VIII. Adjourn

Commissioner Pratt moved to adjourn the meeting at 8:52pm. Commissioner Coyle seconded, voted all in favor.

Minutes of the public session taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Minutes of the non-public session taken by Commissioner Tombarello and typed by: Laura Collins, 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
October 15, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Tom Tombarello, Clerk
Major Darin Melanson, Deputy Sheriff
Georgia Millot, Interim HR Director
Major Dave Consentino, Corrections Assistant
Superintendent
Jayne Jackson, Corrections Office Manager

Linda Stilkey, Corrections Senior Administrative
Assistant
Steve Church, Corrections Superintendent
Steve Woods, Long Term Care Services Director
Cathy Stacey, Register of Deeds

Also Present:

Mark Hammond, Central Paper Products
Representative Kevin St. James

I. Call to Order

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

II. Reports:

Sheriff – Michael W. Downing, High Sheriff

- Operation Safe Commute Patrols Grant Award

Moved: Commissioner Tombarello to approve a grant award from the New Hampshire Highway Safety Agency for Operation Safe Commute Patrols, in the amount of \$4,960.80, as recommended by the High Sheriff. Commissioner Pratt seconded, voted all in favor.

Commissioner Coyle joined the meeting at 3:36pm.

RFP Openings

- **Gloves, LTC**

Commissioner Tombarello opened proposals from Dash Medical Glove Inc., Bound Tree Medical LLC, The Safety House, Tronex, Gulfstar Supply Company, Trans Med USA Inc., Interboro Packaging Corporation, Central Paper Products Company Inc., Performance Safety Group, Geriatric Medical, Unipak, Trumed, Magid Glove, Top Safety Products Company, Clean Safety Inc., OfficerStore, and Midwest Medical Supply Company LLC.

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

- **Body Wash, LTC**

Commissioner Tombarello opened proposals from Ecolab, McKesson Medical-Surgical, Clean-O-Rama, Central Paper Products Company Inc., Geriatric Medical, and two (2) from Hillyard Inc.

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

- **Oxygen, LTC**

Commissioner Tombarello opened a proposal from Genter Healthcare.

Moved: Commissioner Tombarello to authorize the Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, 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 T140588, T140589, T140620, T140666, T140668, T140669, T140670, T140677, T140678, T140687, T140727, T140728, T140729, T140760, T140775, T140776, T140777, T140778, T140779, T140780, T140781, T140792, T140793, T140772, T140774, T140773, T140775, T140782, T140783, and T140785 totaling \$ 404,291.38 ; payroll warrants 1002SD and 1009SD totaling \$21,320.21; accounts payable wire payments T140723, T140746, T140747, T140784, T140790, and T140791 totaling \$1,587,998.17, and general ledger warrants GL14563, GL14564, GL14565, GL14566, and GL14480 totaling \$1,454.00, for a grand total to be approved of \$2,015,063.76. Commissioner Coyle seconded, voted all in favor.

- **Approval of Minutes: 9/30, 10/6, 10/8**

Moved: Commissioner Tombarello to approve the minutes of the September 30, 2014 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve the minutes of the October 6, 2014 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve the minutes of the October 8, 2014 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates
 - ✓ **Vacant Position Appointment**

Moved: Commissioner Tombarello to appoint Jude Gates to the NHAC Executive Committee. Commissioner Coyle seconded, voted all in favor.

Discussion ensued regarding Commissioners Council meeting at the upcoming NHAC Annual Conference.

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

Steve Church will be seeking funds from contingent grants to get the X-Ray machine installed. Another county also has one and Steve is working to coordinate possible joint installation of the machine and training to save costs.

Carroll County would like to contract to house our female prisoners for same contract/same price as other counties. Steve was granted permission to send a sample contract for review.

- ✓ Commissioner Coyle: Long Term Care Services

Brendan McNamara and Steve Woods presented the People's Choice Award from the NH Food Bank. Commissioner Pratt asked that the Resident's Council choose the location for the award.

Long Term Care Services – Steven E. Woods, Director

- **AMEX Reward Points**

Moved: Commissioner Tombarello to approve the use of AMEX Reward Points, not to exceed 900,000, for the purchase of a Panasonic Flatbed Scanner KV-S5076H. Commissioner Coyle seconded, voted all in favor.

III. Old Business

Registry of Deeds – Cathy Stacey, Register

Cathy Stacey updated the Commissioners on an issue regarding a Strafford County court requesting she alter records.

IV. Health Plan Discussion – postponed until October 24th

V. Jail Work Session

Steve provided the Commissioners with the Matrix Study Informational and Action Plans and explained how the report was laid out.

Commissioners will reconvene a work session after having time to review the action plans Steve provided.

Commissioner Coyle asked about the morale situation. Steve reported that some of things affecting morale include union contracts and communication. One recommendation is an employee advisory council, with challenges including employee buy-in and participation.

Steve reported the jail is working to improve communications. Implementation of a whiteboard containing day to day operational information was part of the introduction of a new jail management system. Commissioner Pratt asked how many employees will see the whiteboards. Steve responded that every employee will because the whiteboard is part of the login system and all employees are required to log on and off for shifts.

Steve said the jail is also considering distributing an employee newsletter, but the information would have to be scrutinized due to the likelihood that it could be viewed by inmates.

Jail management is working to address sustainability and retention. Steve was asked how time off is approved. He reported that priority is given by seniority, with “weeks” off being filled first. Individual days are filled next, also by seniority, up to 3 weeks ahead of schedule. Schedule forecast and requests are posted at the beginning of year so employees can plan.

Commissioner Pratt asked about the terminations cited in the Eagle Tribune article. Steve reported that the term “terminations” also includes anyone who voluntarily leaves employment, not just involuntary terminations.

Commissioner Tombarello asked how the overtime scheduling works. Steve reported there are two ways: one is rotating overtime (everyone gets same opportunity) and the other is emergency fill (call everyone on duty by seniority to see if they can stay and work). This has been part of the union contracts for many years.

Commissioner Pratt asked about the 12 hour shift recommendation from Matrix. Steve commented that many COs find 12 hour shifts too much when working cell blocks. Union negotiators do not seem to have interest in discussing the 12 hours shifts.

Steve discussed the concern with the study that attrition rates and overtime rates were highlighted, but it was not pointed out that Rockingham County's rates are comparable to regional rates.

Steve stated the study was positive and invited criticism. The Commissioners directed that the work session be reconvened at the next meeting.

VI. Commissioners Non-Public Session

Commissioner Tombarello moved to go into non-public session pursuant with NHRSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Georgia Millot, and Laura Collins.

Commissioner Coyle moved to go stay in non-public session pursuant with NHRSA 91-A:3 II (e) to discuss pending claims or litigation which has been threatened in writing. Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner Tombarello moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

VII. Reports (continued)

County Attorney – James T. Boffetti (*by conference call*)

- **Exception Request: PPP 11-2**

Moved: Commissioner Tombarello to approve an exception request to the Personnel Policy and Procedures 11-2 to internally post a vacated Legal Assistant II position and promote an internal Legal Assistant I to the position. Commissioner Coyle seconded, voted all in favor.

- **Position Posting**

Moved: Commissioner Tombarello to approve the posting of a Legal Assistant I position. Commissioner Coyle seconded, voted all in favor.

VIII. Budget Review

The Delegation is looking to have CPA service fees paid through the contingency fund. Theresa informed the Commissioners the guidance was to send the Delegation warrant back and explain Executive Committee approval is needed. It is unclear if their intent is to have expenses paid that were accrued prior to appropriation.

The Delegation requested a line item transfer to cover non-budgeted travel costs. It could be necessary for the entire Convention to authorize the use of the contingency fund for the purposes requested.

Discussion ensued regarding revenues.

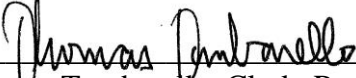
IX. Reports (continued)

Discussion ensued with Steve Woods regarding HR department.

X. Adjourn

Commissioner Coyle moved to adjourn at 6:59pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
October 22, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Sheryl Stephens-Burke, Melanson Heath
Theresa Young, Finance Officer
Chuck Nickerson, Accounting Manager
Steve Church, Corrections Superintendent
Jayne Jackson, Corrections Office Manager
Major Dave Consentino, Corrections Assistant
Superintendent

Linda Stilkey, Corrections Senior Administrative
Assistant
Major Darin Melanson, Deputy Sheriff
Janice Demers, Long Term Care Services Business
Office Manager
Georgia Millot, Interim HR Director

Excused Absences:

Commissioner Thomas Tombarello, Clerk

I. Call to Order

Commissioner Pratt called the meeting to order at 3:31pm.

II. 2013 Audited Financial Statements

Sheryl Stephens-Burke complimented Theresa Young and Chuck Nickerson for their professionalism and expertise. Sheryl Stephens-Burke discussed the 2013 Annual Financial Statements and Governance Letter with the Commissioners. Discussion ensued regarding the other significant matters outlined in the Governance Letter.

Sheryl explained the purpose and results of the single audit. Sheryl explained that the designation of High Risk for Single Audit purposes means that next year's single audit testing would entail 50 percent of expenditures being audited as opposed to 25 percent.

III. Reports:

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Coyle to approve the payroll expense of \$1,185,458.73 for the period ending October 19, 2014. Commissioner Pratt seconded, voted all in favor.

Moved: Commissioner Coyle to approve the payroll expense of \$1,649.69. Commissioner Coyle seconded. Motion failed 1-1.

- **Approval of Minutes: 10/15**

Moved: Commissioner Coyle to approve the minutes of the October 15, 2014 Board of Commissioners meeting. Commissioner Pratt seconded, voted all in favor.

- **Board of Commissioners Meeting – Thanksgiving week**

The Commissioners agreed to cancel the November 26, 2014 Board of Commissioners meeting.

Finance – Theresa Young, Officer

- **Unemployment Compensation Compromise Agreement**

Moved: Commissioner Coyle to approve the unemployment compensation compromise agreement between New Hampshire Employment Security and Rockingham County and authorize the Chair to sign all necessary documents. Commissioner Pratt seconded, voted all in favor.

Long Term Care Services – Steven E. Woods, Director

- **Walker Lien Release**

Moved: Commissioner Coyle to approve the release of the liens on real property owned by Betty Walker as recommended by the Long Term Care Services Director. Commissioner Pratt seconded, voted all in favor.

- **Kelly Lien Release**

Moved: Commissioner Coyle to approve the release of the lien on real property owned by Thomas Kelly as recommended by legal counsel and the Long Term Care Services Director. Commissioner Pratt seconded. Motion failed with all voting no.

Sheriff – Michael W. Downing, High Sheriff

- **Training Request**

Major Melanson explained the out of state training and that it is at no cost to the County.

Moved: Commissioner Coyle to approve Sheriff's office employee Joshua Mann to attend two training events provided by Verizon Wireless and Tektronics. Commissioner Pratt seconded, voted all in favor.

IV. New Business

- **Bid Waiver Request – Delegation**

Tabled until next meeting.

V. Old Business

- **Line Item Transfer Request – Delegation**

Tabled until next meeting.

- **Leave Report**

Georgia Millot presented the Leave Report per Commissioner Pratt's request.

VI. Jail Study Work Session

Steve Church described recruitment and hiring efforts.

Commissioner Pratt asked about the status of the second employee survey. Laura informed the Board she had emailed Richard Brady for an update and was awaiting a response.

Major Consentino explained that many recruits come in looking for experience in order to become police officers, FBI, state troopers, etc., which will continue to impact retention rates as they leave to pursue other career opportunities.

Steve discussed the 12 hour shift proposal by Matrix. Commissioner Pratt asked why employees would find longer shifts appealing. Steve explained that some enjoy having more days off. Steve reported that the union representative did not seem supportive of the 12 hour shifts. Major Consentino discussed the problems that could be caused with logistics surrounding court times, meal times, and filling shifts due to sick leave.

Steve discussed administrative services. No recommendations to add to the administrative staff from Matrix or Steve. Matrix proposed the addition of a case manager. Currently Steve assigns most of the case management to the Social Health worker and thinks adding a case manager position merits discussion in the future. Commissioner Coyle asked if the position requires sworn staff, to which Steve answered no.

Discussion ensued regarding the Rockingham County Drug Court. No communication has been received since the Board voted to include partial funding for Q4 2014 in the 2014 budget.

Steven discussed the role of Prime Care Medical, Inc. Meetings are held informally at least weekly with on-site personnel and management formerly meets with them quarterly.

Steve discussed the suggestions from Matrix to take tasks away from the Command staff and give them to Sergeants and Corporals. He stated that would take away a lot of the ability for the Sergeants and Corporals to supervise staff.

Laura to send Matrix a copy of the DOC response to the study.

Steve noted he had previously asked Matrix to send out the employee survey a second time due to the process flaws the first time and it wasn't done. Jail work session to resume on November 5.

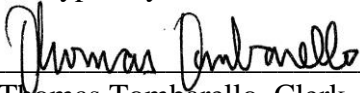
Commissioner Pratt declared a recess at 5:33pm for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 6:21pm.

VII. Adjourn

Commissioner Coyle moved to adjourn the meeting at 6:21pm. Commissioner Pratt seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
October 24, 2014 – 8:30 a.m.

Present:

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

I. Call to Order

Commissioner Pratt called the meeting to order at 9:07am.

II. Old Business

- Kelly Lien Release

Moved: Commissioner Coyle to approve the release of the Kelly lien in consideration of receiving the sum of \$7,500 and no less, on or before October 31, 2014. Commissioner Tombarello seconded, voted all in favor.

- Bid Waiver Request - Delegation

Discussion ensued regarding the Delegation's legal fees. No firm amount expended has been received by the Commissioners. Bid Waiver Request was tabled until further information is received.

- Line Item Transfer Request – Delegation

Moved: Commissioner Tombarello to approve a line item transfer request in the amount of \$10,175 from line 58300 for the Delegation, with \$2,800 for Elected Officials Per Diem line 51000, \$1,275 for advertising line 53402, and \$6,100 for travel line 53903, as requested by the Delegation. Commissioner Coyle seconded, voted all in favor.

Commissioner Pratt moved to recess the meeting at 9:24am. Commissioner Coyle seconded, voted all in favor.

Commissioner Pratt reconvened the meeting at 11:26am.

The following individuals joined the meeting:

Steve Woods, Long Term Care Director
Georgia Millot, Interim HR Director
Cathy Stacey, Register of Deeds
Theresa Young, Finance Officer
Liz Bailey, Sheehan Phinney Bass + Green
Maria DeMayo, AVP Gallagher Benefit Insurance Services

III. 2015 Health Plan Discussion

Maria explained that current plans left unchanged will incur the County over \$1 million in Cadillac taxes. Commissioner Pratt asked that Maria get back to the Board on whether union employee plans are exempted from Cadillac taxes.

Discussion ensued about each element of the Health Plan recommendations. Maria explained the Stop Loss and Laser fees.

Commissioner Coyle left the meeting at 12:38pm.

- Voluntary Benefits

Moved: Commissioner Tombarello to approve the 2015 voluntary benefits as presented by Maria DeMayo of Gallagher Benefit Consultants; specifically, Symetra Life continues to be offered for new enrollment at a 0 percent increase, Boston Mutual will be retained but is closed to new enrollment, Symetra will replace Reliance for Long Term Disability at a 0 percent increase, Lincoln Financial Group will continue for Critical Care at a 0 percent increase, EyeMed will continue for vision at a 0 percent increase, and CBI continues to be offered for Flexible Spending Accounts and Cafeteria Plan 125 management at a 0 percent increase; and to authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services. Commissioner Pratt seconded, voted all in favor.

Gallagher Benefit Services will notify outgoing vendors currently providing voluntary benefits that the County will be terminating the relationship.

- Dental

Maria stated the dental plans are doing well but enrollment has decreased in the last few years. Northeast Delta Dental raised the rates for 2015 at the rate they had proposed raising in 2014.

Cathy Stacey reported she'd been informed that Northeast Delta Dental is in the process of changing their coverages.

Moved: Commissioner Tombarello to award the self-insured dental contract to Northeast Delta Dental (finance scenario 1) for the 2015 calendar year to reflect a 3 percent increase in administrative rate as presented in the Dental Summaries, with a rate increase from \$4.70 per employee per month to \$4.86 per employee per month with a dental cost share of 75/25 for full time employees and a prorated share for part time employees; to affirm the dental eligibility and deduction policy and procedure continue to mirror the non union health deduction policy and procedure so employees are eligible for an pay for both health and dental on the same date; and to authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services. Commissioner Pratt seconded, voted all in favor.

- Short Term Disability

Maria explained LGC's decreased rates.

Moved: Commissioner Tombarello to approve Local Government Center as the fully insured Short Term Disability carrier (finance scenario 1) at a rate of \$0.6692, which is a decrease from \$0.8264, for the calendar year 2015, with 100 percent of the cost covered for full time employees and prorated share for part time employees, and to authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services. Commissioner Pratt seconded, voted all in favor.

- Open Enrollment Period

Cathy asked if enrollment would be automated this year. Theresa stated automation will be tested in Deeds.

Moved: Commissioner Tombarello to approve the Open Enrollment period for the 2015 plan year as November 10, 2014 through November 21, 2014 and to conduct further mandatory training sessions for all employees eligible for the Health Plan Inc plans. Commissioner Pratt seconded, voted all in favor.

- Health

Moved: Commissioner Tombarello to approve Health Plans Inc (finance scenario 1) as the self-insured Health Plan provider using the Harvard Pilgrim network for the 2015 calendar year; the County's annual contributions to the HAS will be \$750 for individuals and \$1,000 for 2 person/family; and to authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services. Commissioner Pratt seconded, voted all in favor.

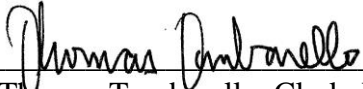
- Health Insurance Buyout

Moved: Commissioner Tombarello to approve \$1,200 for the employee health Buy-Out option for 2015 plan year, with the full time monthly rate of \$100 being pro-rated for part time employees, and the same eligibility policy and procedures practiced for 2014 to be applied in 2015. Commissioner Pratt seconded, voted all in favor.

IV. Adjourn

Commissioner Tombarello moved to adjourn the meeting at 1:08pm. Commissioner Pratt seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
October 29, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Steve Woods, Long Term Care Director
Theresa Young, Finance Officer
Georgia Millot, Interim HR Director
Cathy Stacey, Register of Deeds
Steve Church, Corrections Superintendent

Jude Gates, Director of Facilities, Planning, & IT

Excused Absence:

Commissioner Kevin L. Coyle, Vice Chair

Also Present:

Alan Pennington, Matrix Consulting Group

I. Call to Order

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

II. Matrix Consultant Discussion

Alan Pennington provided an overview on the HR/Finance assessment.

Alan explained the need for improvement of HR and Finance departments working together. He recommended more support as far as implementing policies throughout the County.

Matrix did not provide a recommendation for a county administrator based on the needs they were asked to assess.

Technology meets the majority of needs. Some issues exist with automation and workflows, which would require additional staff time and budget to implement.

Alan reviewed recommendations for Finance staffing, including the need for a purchasing/contract administrator. He recommended staff desk reference manuals.

Job descriptions county-wide need to be reviewed and updated more often; priority should be Finance and HR job descriptions. The Board directed Finance to review their staffing and provide Alan with updated job descriptions within two weeks.

Alan reviewed recommendations for HR playing a larger and more centralized role in the County. Position reviews need to be ongoing and performance evaluations process should be improved. The Board directed Georgia to send the training plan she has developed to the Board.

Alan stated the most critical recommendations revolved around the staffing levels and position reviews in HR and Finance. He stated that it is a longer road for HR due to the changes in the department.

The Board directed HR and Finance to put together department needs regarding technology as well as a training plan and timeline.

III. Health Plan Discussion

Postponed to 11/5 meeting.

IV. Reports:

RFP Openings

- **Linen Products – LTC**

Commissioner Tombarello opened proposals from Zotique Towels, Medline Industries Inc., Complete Packaging & Shipping Supplies Inc., Linen Enterprises Inc. (2), Cromwell Textile, Rifz Textiles, RC Consolidated Services, Star Silk & Woolen Company, Harbor Linen LLC, Bob Barker Company, Hotel Linen Source LLC, Golden Valley, Paradise Pillow Inc., and ATD-American Co.

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

- **Network Cabling/Video Visits – E&MS**

Commissioner Tombarello opened a proposal from Arcomm.

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

Corrections – Steve Church, Superintendent

- **Inmate Administrative Transfer Report**

Moved: Commissioner Tombarello to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Corrections Superintendent's report dated October 20, 2014. Commissioner Pratt seconded, voted all in favor.

RFP Openings Continued

- **Condensing Unit/Vegetable Freezer – E&MS**

Commissioner Tombarello opened proposals from Thermal Stor, Brulotte Inc., and Dowling Corporation.

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, voted all in favor.

- **Replacement Doors – E&MS**

Commissioner Tombarello opened proposals from Kamco Supply Corporation and Ricci Construction Company 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 Pratt seconded, voted all in favor.

- **Elevator Cab Upgrade/Blaisdell – E&MS**

Commissioner Tombarello opened a proposal from Stanley Elevator Company 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 Pratt seconded, voted all in favor.

- **Telecommunications Services – E&MS**

Commissioner Tombarello opened proposals from Carousel Industries of N.A. Inc., BayRing Communications, and Comcast Business.

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, voted all in favor.

- **HVAC System Cleaning – E&MS**

Commissioner Tombarello opened proposals from Armstrong Heating & Power Vac Inc., SynergyOne Solutions Inc, AirDuct Klean, and Tri State Hood and Duct 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, voted all in favor.

- **Security Services – LTC**

Commissioner Tombarello opened proposals from Madison Security Group Inc. and First Protection Services Inc.

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

- **Nutritional Supplements – LTC**

Commissioner Tombarello opened proposals from MMCAP, Abbott Nutrition, and Golden Valley.

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

- **Soft Drink Products – LTC**

Commissioner Tombarello opened proposals from Sysco, Seacoast Coca-Cola Bottling Company, and PepsiCo.

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

- **Bread Products – LTC**

Commissioner Tombarello opened proposals from Fantini Baking Company Inc. and Bimbo Bakeries USA.

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

- **Laboratory Services – LTC**

Commissioner Tombarello opened proposals from Elliot Hospital and Catholic Medical Center.

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

RFP Awards

- **Oxygen – LTC**

Moved: Commissioner Tombarello to award the Oxygen proposal to Genter Healthcare Inc., for a period of two (2) years, not to exceed \$24,000 annually, as recommended by the Director of Long Term Care Services. Commissioner Pratt seconded, voted all in favor.

- **Body Wash – LTC**

Moved: Commissioner Tombarello to award the Body Wash Products proposal to Geriatric Medical for a period of two (2) years, not to exceed \$25,000 annually, as recommended by the Director of Long Term Care Services. Commissioner Pratt seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- **Lawsuit Dismissal**

Moved: Commissioner Tombarello to authorize the Director of Long Term Care Services to instruct legal counsel to dismiss the currently pending lawsuit against Joyce Enos now that the Walker lien has been satisfied. Commissioner Pratt seconded, voted all in favor.

- **Kelly Lien Release**

Moved: Commissioner Tombarello to approve the release of the Kelly lien in consideration of receiving a counteroffered sum of \$6,000 and no less. Commissioner Pratt seconded, voted all in favor.

V. New Business

- **Open Enrollment**

Theresa Young explained that the retiree options are not ready for open enrollment and notified the Board that a delay in open enrollment period for retirees may be necessary.

Moved: Commissioner Pratt to approve delaying open enrollment for up to two weeks if necessary. Commissioner Tombarello seconded, voted all in favor.

Commissioner Pratt declared a recess at 6:22pm for a non meeting with legal counsel.

Commissioner Pratt reconvened the meeting at 6:50pm.

Theresa Young was called back to the meeting.

- **Drug Court Discussion Request**

Laura notified the Board of a request from Judge Wageling to come before the Board to discuss the future of the Rockingham County Drug Court. The Board agreed to offer time at the December 3, 2014 meeting for Judge Wageling's discussion request. The Board directed Laura to inform Judge Wageling that any requests for funding must be received with a detailed budget by December 1.

- **Finance Update**

Theresa provided an update on the DOL audit.

Theresa updated the Board that an RFP for banking services was sent out. Discussion ensued about the current banking services and rates.

Discussion ensued regarding an expense freeze and 2015 budget goals. The Board discussed having a zero increase in operating budgets notwithstanding non-recurring or one-time expenses. The Board discussed the expectation of having no additional positions or re-grading for payroll budgets. Commissioner Pratt directed Laura to draft a memo to the departments regarding the expense freeze.

Theresa discussed sending an RFP out for position review consulting. The RFP will need to be discussed and reviewed with HR prior to sending it out. Theresa said it could be ready to send out by November 14, 2014.

Discussion ensued regarding the 27th payroll period either being incurred in 2014 or 2015 budget. The Board agreed to incur the expense in 2014 and to ask for a line item transfer request. Theresa explained that Elected Officials would not get a paycheck on the 27th period because the annual salary would have been paid out through 26 periods. The Board directed Theresa to draft a memo to send to the Elected Officials.

Theresa Young stated three documents are missing from her personnel file. She stated that she has personal copies of the documents that are missing. Commissioner Pratt asked how long it took for Theresa to get a copy of her personnel file. Theresa stated it took a little over a week to get a copy of her file and noted that HR is currently working on open enrollment. Discussion ensued regarding the length of time an employee should have a copy of their file when requested.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140590, T140621, T140679, T140680, T140681, T140688, T140730, T140731, T140751, T140752, T140753, T140754, T140761, T140828, T140832, T140833, T140834, T140799, T140800, T140802, T140805, T140806, and T140837, totaling \$517,098.75; payroll warrants 1016SD and 1023SD, totaling \$12,494.38; accounts payable wire payments T140798, T140801, T140803, T140804, T140831, and T140763 totaling \$263,459.53, for a grand total to be approved of \$793,052.66. Commissioner Pratt seconded, voted all in favor.

Moved: Commissioner Pratt to authorize the Finance Director to send out an RFP for consultant services regarding evaluations of county positions on November 14. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner Pratt to appoint the Finance department as the lead department for open enrollment. Commissioner Tombarello seconded, voted all in favor.

Commissioner Pratt stated she thinks legal counsel should be contacted regarding the missing personnel files Theresa Young reported.

Moved: Commissioner Pratt to send a personnel matter to legal counsel for investigation. Commissioner Tombarello seconded, voted all in favor.

Laura Collins sought permission to attend the CDBG Implementation Workshop on November 18 in Concord. The workshop is at no cost and is required for CDBG grantees/administrators. Commissioner Pratt stated she did not think the grant administration should remain with the Commissioners Executive Assistant and noted that other departments, consultants, and finance handled most of the grant work. Laura Collins stated the grants administration is part of her job description and asked if the responsibility is removed from the Commissioners Executive Assistant position if it would mean the position would be re-graded. Commissioner Pratt stated the Commissioners Executive Assistant position would not be re-graded nor would pay be lowered. Discussion ensued. The Board approved Laura to attend the workshop. Finance will also send a representative to the workshop.

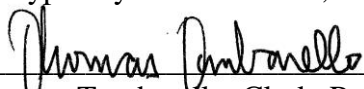
Commissioner Pratt stated the position of HR Director needed to be posted. Georgia Millot was contacted by phone and she provided a job description via email at the Commissioners' request. At Commissioner Pratt's request, Georgia will also try to locate on her personal computer the job posting for Interim HR Director that she applied to via LaborNet.

Moved: Commissioner Tombarello to post the position of HR Director on November 1. Commissioner Pratt seconded, voted all in favor.

VI. Adjourn

Commissioner Pratt moved to adjourn at 8:30pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
November 5, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Steve Woods, Long Term Care Director
Theresa Young, Finance Officer
Georgia Millot, Interim HR Director
Steve Church, Corrections Superintendent
Linda Stilkey, Corrections Senior Administrative
Assistant

Jayne Jackson, Corrections Office Manager
Major Dave Consentino, Corrections Assistant
Superintendent

Excused Absence:

Commissioner Thomas Tombarello, Clerk

Also Present:

Representative Kevin St. James

I. Call to Order

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

II. Retirees Health Plan Discussion

Theresa Young informed the Board of the recommendations by Gallagher Benefit Services.

- **2015 Retiree Benefit (Health and Dental)**

Moved: Commissioner Pratt to provide a post 65 medical and prescription health plan through AMWINS, in addition to the pre and post 65 retiree health plans offered by NNEBT, HealthTrust, and Health Plans Inc., as recommended by Gallagher Benefit Services; and that Gallagher Benefit Services will notify outgoing vendors currently providing voluntary benefits that the County will be terminating the relationship; and that the retiree dental plan offered remains with Delta Dental as proposed by Gallagher Benefit Services. Commissioner Coyle seconded. Discussion ensued regarding how many people are currently on the plans. Voted all in favor.

- **2015 Employee Benefit (Health related)**

Moved: Commissioner Pratt to approve the addition of a limited FSA with a limit of \$2,500 to complement the new High Deductible Health Plan, to be administered through Concepts in Benefits, Inc. Commissioner Coyle seconded, voted all in favor.

III. Reports:

RFP Openings

- **Postage Machine & Meter Lease – BOC**

Commissioner Coyle opened proposals from Pitney Bowes, Formax, and New England Imaging Products.

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

- **Surplus Vehicle (Ford Econoline Van) – Sheriff**

Tabled until next meeting.

RFP Awards

- **Gloves – LTC**

Moved: Commissioner Coyle to award the Gloves proposal to Central Paper Products Company and Geriatric Medical, for an amount not to exceed \$45,000 annually, as recommended by the Long Term Care Services Director. Commissioner Pratt seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Pratt to approve and sign accounts payable warrant T140850, totaling \$1,846.83 and accounts payable warrant T140862, totaling \$27,727.99, for a grand total of \$29,574.82. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Pratt to approve a payroll expense of \$1,174,833.31 for the period ending November 2, 2014. Commissioner Coyle seconded, voted all in favor.

Commissioner Pratt declared a recess at 3:55pm for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 4:42pm.

- **Approval of Minutes: 10/22, 10/24, 10/29**

Moved: Commissioner Coyle to approve the minutes of the October 22, 2014 Board of Commissioners meeting, as corrected. Commissioner Pratt seconded, voted all in favor.

Moved: Commissioner Coyle to approve the minutes of the October 24, 2014 Board of Commissioners meeting, as corrected. Commissioner Pratt seconded, voted all in favor.

Approval of the minutes of the October 29 meeting tabled until next meeting due to the absence of Commissioner Tombarello.

- Commissioner Liaison Updates
 - ✓ Commissioner Pratt: County Attorney, Delegation, Finance/Treasurer, Human Resources, Register of Deeds
 - HR Director Posting
 - HR Director – Primex Recruitment
 - Personnel File – Theresa Young

Tabled.

Tabled.

Tabled.

Human Resources – Georgia Millot, Interim HR Director

- **Anti-Harassment/Anti-Bullying Statement and Intervention**

Georgia presented a Workplace Bullying and Disruptive Behavior handout, and described information regarding the increase of bullying in the workplace. Georgia noted a national trend of increased bullying in the workplace towards workers with disabilities. Georgia noted that she will be bringing the EAP in for training on

preventing and handling bullying behaviors in the workplace. Commissioner Pratt asked if this was going to work its way into the personnel policies. Georgia affirmed she would be working on drafting policies.

Long Term Care Services – Steve Woods, Director

- **Surplus Equipment Request**

Moved: Commissioner Coyle to approve the disposal of a dish dispenser, cart, and slicer in accordance with NH RSA 28:8-a as recommended by the Long Term Care Services Director in the surplus equipment request dated November 5, 2014. Commissioner Pratt seconded, voted all in favor.

- **Exception Request - LTC Weekender Policy**

Moved: Commissioner Coyle to approve an exception to the Long Term Care weekender policy and allow an employee to use 13 hours of earned time for illness from earned balances not available by policy. Commissioner Pratt seconded, voted all in favor.

IV. New Business

- **HealthTrust Annual Meeting**

Moved: Commissioner Coyle to designate and approve Cathy Ann Stacey, Register of Deeds, to vote on behalf of the Board of Commissioners at the HealthTrust Annual Meeting on December 10, 2014. Commissioner Pratt seconded, voted all in favor.

A letter designating Cathy Stacey to vote on behalf of the Board will be signed at the next meeting.

V. Old Business

- **VAWA Grant Award – County Attorney**

Awarded at the July 30, 2014 meeting; signature obtained.

- **Copier Lease – LTC**

Awarded at the August 27, 2014 meeting; signature obtained.

- **VINE Service Renewal – DOC**

Awarded at the September 30, 2014 meeting; signature obtained.

- **CDBG Grant Administration**

Tabled.

VI. Jail Study Work Session

Steve Church continued with the discussion on the jail study action plans.

Steven informed the Board that DOC has developed a Department Employee Advisory Committee to improve communication and facilitate ideas and input.

Steve discussed Matrix suggestions regarding submissions to the annual report, and believes Matrix is suggesting we be more specific to the public on goals and progress in annual report.

Steve reviewed Matrix suggestions for Command Staff meetings. Matrix suggested Superintendent, Majors, and Lieutenants attend a quarterly Command Staff briefing. Steve noted this would actually be a vast reduction, as the Command Staff are involved in briefings at the beginning of each shift.

Steve reviewed some of the programs and public outreach that have been developed and are under development. Dave Consentino provided a brief description of the jail's use of twitter to reach out to the public.

Steve explained the limitations on using an employee newsletter for communication in the jail because it could only contain information that would be safe if it fell into the hands of inmates. Commissioner Pratt suggested Steve ask Matrix to provide a sample of a newsletter that meets their suggestions.

Steve noted that Matrix made suggestions on staff training but did not report on the existing training.

Steve described how Matrix's suggestion to have a Criminal Justice Council is similar in context to the existing Jail Overcrowding Committee. Commissioner Pratt asked if there were options Steve would like to see next year. Steve explained wanting to expand the model of separating out inmates that are getting treatment, but that it is not feasible at this time given space restrictions. Commissioner Pratt asked if there was any evidence that these programs were effective. Steve affirmed evidence of effectiveness and referenced the program in Strafford County.

Steve mentioned that the second jail survey results had been received and the results seemed more in line with expectations. The Board requested that Steve provide a summary of what he believes is missing or incomplete in the Matrix report.

VII. New Business (continued)

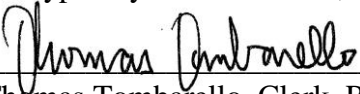
Discussion ensued regarding budgets and expenses for the remainder of the fiscal year. A memorandum regarding expenditures will be distributed to the departments.

Discussion ensued on preparation of the 2015 budget packet.

VIII. Adjourn

Commissioner Coyle moved to adjourn at 6:36pm. Commissioner Pratt seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Thomas Tombarello, Clerk, Rockingham County Commissioner



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Office of the Long Term Care Director
117 North Road - Brentwood, New Hampshire
November 6, 2014 – 5:30 p.m.

Present:

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

Also Present:

Liz Bailey, Sheehan Phinney Bass + Green

I. Call to Order

Commissioner Pratt called the meeting to order at 5:32pm.

II. Reports:

RFP Openings

- **Surplus Vehicle (Ford Econoline Van) – Sheriff**

Commissioner Tombarello opened a proposal from Hico.

Moved: Commissioner Tombarello to authorize the High Sheriff to review, evaluate the proposal, and return with a recommendation. Commissioner Pratt seconded. Motion passed with Commissioner Coyle abstaining.

III. Old Business

- **Approval of Minutes: 10/29**

Moved: Commissioner Tombarello to approve the minutes of the October 29, 2014 Board of Commissioners meeting, as corrected. Commissioner Pratt seconded, motion passed with Commissioner Coyle abstaining due to absence.

- **Payroll approval**

Moved: Commissioner Tombarello to approve a payroll expense of \$1,649.69 for the period ending November 2, 2014. Commissioner Pratt seconded. Commissioner Coyle noted it had come to his attention that the Delegation Coordinator does not appear to work the hours claimed at the County. Motion passed 2-1 with Commissioner Coyle voting no.

Commissioner Pratt declared a recess at 5:43pm for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 5:50pm.

Commissioner Pratt declared a recess at 5:50pm.

Commissioner Pratt reconvened the meeting at 8:30pm.

Commissioner Pratt declared a recess at 8:31pm for a non meeting to consult with legal counsel.

Commissioner Pratt reconvened the meeting at 8:54pm.

IV. Adjourn

Commissioner Coyle moved to adjourn the meeting at 8:54pm. Commissioner Pratt seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
November 12, 2014 – 3:30 p.m.

Present:

Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Theresa Young, Finance Officer
Katherine Nikitas, Deputy Finance Officer
Jude Gates, Director of Facilities
Georgia Millot, Interim HR Director
Cathy Stacey, Register of Deeds
Major Darin Melanson, Deputy Sheriff

Patricia Conway, County Attorney
Steve Woods, Director of Long Term Care

Excused Absence:

Commissioner Katharin K. Pratt, Chair

Also Present:

Liz Bailey, Sheehan Phinney Bass + Green

I. Call to Order

Commissioner Coyle called the meeting to order at 3:31pm.

Commissioner Coyle declared a recess at 3:31pm for a non meeting to consult with legal counsel.

Commissioner Coyle reconvened the meeting at 3:35pm.

Moved: Commissioner Coyle to ratify the proposed agreement between the Rockingham County Commissioners and the Rockingham County Delegation, dated November 12, 2014, pending Delegation approval. Commissioner Tombarello seconded, voted all in favor.

Commissioner Coyle declared a recess at 3:37pm for a non meeting to consult with legal counsel.

Commissioner Coyle reconvened the meeting at 4:30pm.

Commissioner Coyle moved to go into non-public session pursuant with NHRSA 91-A:3 II (a) to discuss personnel. Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Coyle, Commissioner Tombarello, Georgia Millot, Theresa Young, Kathy Nikitas, Liz Bailey, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner Coyle moved to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

Commissioner Coyle declared a recess at 4:33pm for a non meeting to consult with legal counsel.

Commissioner Coyle reconvened at 4:44pm.

I. Reports:

RFP Openings

- **Catch Basin Repairs – E&MS**

Proposals received: Rome Construction Inc., Eastern Excavation Inc., General Contractor Inc., and Greener Group 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, voted all in favor.

- **Electricity – E&MS**

Proposals received: Integrys Energy Services Inc., Standard Power of America, UMG Inc., and Freedom Energy Logistics.

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, voted all in favor.

- **Replace Fan Coil Units – E&MS**

Proposals received: Thermo Dynamics Inc., Palmer & Sicard Inc., and Dry Air 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, voted all in favor.

- **Concrete Demolition & Replacement – E&MS**

Proposals received: Jewett Construction Company Inc. and General Contractor 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, voted all in favor.

- **Waste Removal – E&MS**

Proposals received: G. Mello Disposal Corp and Waste Management.

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, voted all in favor.

- **Replacement Flooring/Fernald – E&MS**

Proposals received: Portsmouth Quality Flooring (2) and Cadieux's Flooring 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, voted all in favor.

- **Goodyear Tires – E&MS**

Proposals received: Hampton Ford Hyundai and Sullivan Tire Company 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, voted all in favor.

- **Paper Products – LTC**

Proposals received: Contract Paper Group, Unipak, Geriatric Medical, Central Paper Products Company, Inc., All American Poly, and Central Poly Corp.

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

- **Wheelchairs – LTC**

Proposals received: MedicalEshop Inc., AliMed, Medical Place Inc., Products Unlimited, Patterson Medical Holdings Inc., Garden State Medical Supply LLC, Med-Electronics, DiscountRamps.com, Binson Hospital Supply, Direct Supply, Astrix Medical Supplies, Allstate Medical, and MMS.

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

- **MS7000 MKII – Registry of Deeds**

Proposals received: Inception Technologies Inc. and Donnegan Systems Inc.

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

- **Additional Entry Control – Sheriff**

Proposal received: One Source Security

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

RFP Awards

- **Replacement Detention Doors – E&MS**

Moved: Commissioner Tombarello to award the Replacement Detention Doors proposal to Exactitude Hardware Consultants for an amount not to exceed \$101,547, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued regarding how much was budgeted for the project. Voted all in favor.

- **HVAC System Cleaning – E&MS**

Moved: Commissioner Tombarello to award the HVAC System Cleaning proposal to AirDuct Klean for an amount not to exceed \$7,425, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Elevator Cab Upgrade/Blaisdell – E&MS**

Moved: Commissioner Tombarello to award the Elevator Cab Upgrade/Blaisdell proposal to Stanley Elevator Company Inc., for the amount of \$49,700, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued regarding the budgeted amount for the project. Voted all in favor.

- **Condensing Unit/Vegetable Freezer – E&MS**

Moved: Commissioner Tombarello to award the Replacement Condensing Unit/Vegetable Freezer proposal to Dowling Corporation for the amount of \$6,964, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Network Cabling/Video Visits – E&MS**

Moved: Commissioner Tombarello to award the Network Cabling/Video Visits proposal to Arcomm Communications for the amount of \$61,544, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Replacement Doors – E&MS**

Moved: Commissioner Tombarello to award the Replacement Doors proposal to Kamco Supply Corp for the amount of \$19,275, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued regarding the budget amount for the project. Voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of warrants**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140591, T140622, T140682, T140689, T14073, T140733, T140757, T140762, T140807, T140852, T140885, T140952, T140881, T140882, T140883, T140884, T140886, T140890, T140897, T140898, totaling \$ 327,722.04; payroll warrants 1030SD, 1027MC, 1106SD, totaling \$ 6,626.43; accounts payable wire payments T140840, T140838, T140851, T140880, T140891 totaling \$ 134,850.13; and general ledger warrants 14597, 14606, 14638, 14641, 14595, 14596 totaling \$1,751.00 for a grand total to be approved of \$470,949.60. Commissioner Coyle seconded, voted all in favor.

- **Approval of Minutes: 11/05, 11/06**

Postponed until 11/19.

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

Cathy Stacey reminded the Board of the NHAC Executive Committee meeting on Friday.

Corrections – Stephen Church, Superintendent

- **Inmate Administrative Transfer Request**

Moved: Commissioner Tombarello to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as outlined and recommended in the Corrections Superintendent's report dated November 5, 2014. Commissioner Coyle seconded, voted all in favor.

Finance – Theresa Young, Finance Officer

- **Danville Lost Check**

Item withdrawn.

- **2015 Medical and STD Renewal**

Moved: Commissioner Tombarello to approve the HealthTrust Inc. 2015 Medical Coverage and Rates and 2015 Short-term Disability Coverage and Rates, and to authorize the Vice Chair to sign all necessary documents pending legal and risk review, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

Human Resources – Georgia Millot, Interim HR Director

- **Leaves Report**

Georgia presented the current leaves report to the Board.

- **Open Enrollment 2015 – update**

Georgia informed the Board about a pending issue with a rate change in the County Attorney's office.

- **Staff Turnover Rates**

Postponed until 11/19.

Long Term Care Services – Steve Woods, Director

- **2015 Long Term Care Rates**

Postponed until 11/19.

Sheriff – Michael W. Downing, High Sheriff

- **Exception Request: PPP 8-9**

Postponed until 11/19.

II. Old Business

- **CO Holiday Balances**

Steve requested the Board entertain a vote on the payout of holiday time for certain COs.

Moved: Commissioner Coyle to authorize the payout of holiday for the four (4) Correctional Officers identified to have 2013 holiday balances restored. Commissioner Tombarello seconded, voted all in favor.

- **Drug Court Funding**

Theresa asked for guidance on paying invoices for Drug Court that were outside of the scope of the approved funding purposes. She stated she had been informed that Drug Court had incorporated. Commissioner Coyle stated to wait until confirmation of the incorporation.

- **Approval of warrants**

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140591, T140622, T140682, T140689, T14073, T140733, T140757, T140762, T140807, T140852, T140885, T140952, T140881, T140882, T140883, T140884, T140886, T140890, T140897, T140898, totaling \$ 327,722.04; payroll warrants 1030SD, 1027MC, 1106SD, totaling \$ 6,626.43; accounts payable wire payments T140840, T140838, T140851, T140880, T140891 totaling \$ 134,850.13; and general ledger warrants 14597, 14606, 14638, 14641, 14595, 14596 totaling \$1,751.00 for a grand total to be approved of \$470,949.60. Commissioner Coyle seconded, voted all in favor.

Commissioner Coyle declared a recess at 5:26pm.

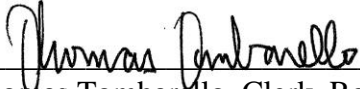
Commissioner Coyle reconvened the meeting at 5:28pm.

Moved: Commissioner Tombarello to authorize payment of 64 hours of holiday time for a county attorney employee that would not have otherwise been paid out. Commissioner Coyle seconded, voted all in favor.

III. Adjourn

Commissioner Coyle moved to adjourn the meeting at 5:32pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
November 19, 2014 – 3:30p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities
Georgia Millot, Interim HR Director
Dave Consentino, Corrections Assistant
Superintendent
Jude Gates, Director of Facilities, Planning, & IT

Patricia Conway, County Attorney
Theresa Young, Finance Officer
Steve Woods, Director of Long Term Care Services

Also Present

Representative Kevin St. James
Attorney Jason Grosky

I. Call to Order

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

II. Reports:
RFP Openings

- **Service Provider of Medicare Claim Submissions – LTC**

Commissioner Tombarello opened proposals from Ability and Axiom Systems, Inc.

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

RFP Awards

- **Postage Machine & Meter Lease – Commissioners Office**

Moved: Commissioner Tombarello to award the Postage Machine & Meter Lease proposal to Formax for \$729.22 per month for a three year period, as recommended by the Commissioners Office. Commissioner Coyle seconded. Commissioner Coyle asked about the pricing. Laura explained the pricing included the leases for six different units for the different departments. Voted all in favor.

- **Telecommunications Services – E&MS**

Moved: Commissioner Tombarello to award the Telecommunications Services proposal to Bayring Communications for three years for \$3,954.58 per month plus \$0.03/minute for in-state long distance calls and \$0.025/minute for out of state long distance calls, and to authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Commissioner Pratt asked about the position description for the Interim IT Manager. Georgia explained it would be completed in early December after open enrollment had wrapped up. Discussion ensued. Commissioner Pratt asked that Georgia provide the description as is for now.

Moved: Commissioner Tombarello to approve the extension of the existing contract with Bayring Communications at the current rates until a new contract is executed and installation is complete. Commissioner Coyle seconded, voted all in favor.

- **Electricity – E&MS**

Moved: Commissioner Tombarello to direct the Director of Facilities, Planning, and Information Technology to the default electricity provider, PSNH, for the first three months of the period (January through March 2015), and to Integrys Energy Services for the months of April through December 2015 for a fixed rate of \$0.0836/kilowatt hour, and to authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Jude Gates left the meeting at 3:44pm.

- **Linen Products – LTC**

Moved: Commissioner Tombarello to award the Linen Products proposal to ATD American Company, Harbor Linen LLC, Hotel Linen Source, McKesson Medical-Surgical Minnesota Supply, and Paradise Pillow Inc., for a one year period, not to exceed \$20,000, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

- **Soft Drink Products – LTC**

Moved: Commissioner Tombarello to award the Soft Drinks proposal to Seacoast Coca-Cola, for a one year period, not to exceed \$24,000, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

- **Bread Products – LTC**

Moved: Commissioner Tombarello to award the Bread Products proposal to Bimbo Bakeries, for a one year period, not to exceed \$62,000, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

- **Surplus Vehicle (Ford Econoline Van) – Sheriff**

Moved: Commissioner Tombarello to award the Surplus Vehicle proposal to HICO Development Inc for an amount of \$226.00, as recommended by the High Sheriff. Commissioner Pratt seconded. Vote passed with Commissioner Coyle abstaining.

- **Additional Entry Control – Sheriff**

Withdrawn.

Commissioners Office – Katharin K. Pratt, Chair

- **Approval of payrolls**

Moved: Commissioner Tombarello to approve a payroll expense of \$1,197,884.42 for the period ending November 16, 2014. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to go into non-public session pursuant with NHRSA 91-A:3 II (a) to discuss compensation of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner Coyle moved to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner Tombarello to approve a payroll expense of \$1,649.68 for the period ending November 16, 2014. Commissioner Pratt seconded. Motion passed 2-1. Commissioner Coyle voted no and stated he would like someone to review and sign off on the employee's payroll.

- **Approval of Minutes: 11/05, 11/06, 11/12**

Moved: Commissioner Tombarello to approve the minutes of the November 5, 2014 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed with Commissioner Tombarello abstaining due to absence.

Moved: Commissioner Tombarello to approve the minutes of the November 6, 2014 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve the minutes of the November 12, 2014 Board of Commissioners meeting, as corrected. Commissioner Coyle seconded. Motion passed with Commissioner Pratt abstaining due to absence.

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

Theresa and Steve informed the Board of the newly formed NHAC Legislative Committee. Cathy Stacey was appointed as head of the Legislative Committee comprising 10 members. The Legislative Committee will be reporting back to the NHAC Executive Committee on a regular basis. Discussion ensued. The Board asked that communication be sent to Cathy Stacey and NHAC President Bronwyn Asplund-Walsh, recommending that the Legislative Committee send reports back to the Commissioners. Laura will draft the letter and provide to Theresa before 1pm on Thursday.

Commissioner Pratt asked Steve Church if he was familiar with a Cheshire County issue regarding correctional officer certification. Steve provided the Board with a summary of the issue.

Moved: Commissioner Pratt to designate Commissioner Tombarello to be the Rockingham County Commissioners representative for the NHAC Certification Review and Appeals Board. Commissioner Coyle seconded, voted all in favor.

- **Commissioner Liaison Updates**

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

Commissioner Tombarello stated that further union negotiations were scheduled for Friday.

Commissioner Tombarello noted that he, Jude, and Steve met with the Security companies and hope to provide a recommendation soon.

Corrections – Stephen Church, Superintendent

- **Rapiscan Agreement**

Moved: Commissioner Tombarello to approve a bid waiver to Rapiscan Systems for an amount of \$19,650.00 for installation, training, and service for a two year period, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve a proposal from Rapiscan Systems for the installation of an X-Ray machine at \$3,500, and two years of service at \$16,150.00 per year, with the first year service fee waived, and to authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

County Attorney – Patricia Conway, County Attorney

Patricia Conway briefed the Board on her posting and exception requests. Commissioner Coyle asked if Pat planned to keep the same structure in the County Attorney's office. Pat stated she intends to review the structure but in the meantime believes it is necessary to fill the vacant positions. Commissioner Coyle stated he was concerned with the hiring of new positions when the structure had yet to be reviewed and the office has been at this staffing level for the majority of the year. Pat stated the attorneys in the office are operating with an average of 100 cases each. Commissioner Coyle asked if the budget would support the hiring of additional attorneys given the recent terminations and subsequent payouts in the office. Theresa provided a budget analysis to the Commissioners for the County Attorney's office for the remainder of the year.

Commissioner Coyle asked Pat to provide further information about the staff caseloads and dockets for the remainder of the year. Commissioner Pratt noted this was why keeping up with the time and attendance was important and asked Pat to have her staff keep up on it. Commissioner Pratt also noted her opposition to having public positions be posted internally only. Commissioner Pratt asked Pat if she had plans to fill the Deputy County Attorney position. Pat said she would like to fill the position but her priority is filling the vacant ACA III positions first. Discussion ensued regarding how many positions were necessary at this time.

The Commissioners stated the departments would be reviewing staffing in their budgets in the next couple of weeks. Commissioner Coyle said he would prefer these items be addressed in two weeks after the information requested is provided.

- **Exception Request: PPP 11-2 ACA III**

Moved: Commissioner Tombarello to approve an exception to Personnel Policy and Procedure 11-2 for the posting of three (3) Assistant County Attorney III positions, as recommended by the County Attorney. Commissioner Coyle seconded. Motion failed with all voting no.

- **Exception Request: PPP 11-2 ACA II**

Moved: Commissioner Tombarello to approve an exception to Personnel Policy and Procedure 11-2 for the posting of one (1) Assistant County Attorney II position, as recommended by the County Attorney. Commissioner Pratt seconded. Motion failed with all voting no.

- **Position Posting Request ACA III**

Moved: Commissioner Tombarello to approve the internal and external posting of three (3) vacant Assistant County Attorney III positions in the County Attorney's Office. Commissioner Pratt seconded. Discussion ensued. Voted all in favor.

Other position postings not applicable at this time and no motions presented.

Long Term Care Services – Steve Woods, Director

- **2015 Long Term Care Rates**

Steve explained the 2015 rates proposal.

Commissioner Coyle left the meeting at 5:35pm.

Moved: Commissioner Tombarello to approve the 2015 Long Term Care Rates as provided in the rate proposal and analysis, and recommended by the Director of Long Term Care Services. Commissioner Pratt seconded, voted all in favor.

- **Exception Request – 2014 Budget Revenues and Expenses Memo**

Moved: Commissioner Tombarello to approve an exception to the 2014 Budget Revenues and Expenses Memo for an amount not to exceed \$6,500, as recommended by the Director of Long Term Care Services. Commissioner Pratt seconded. Voted all in favor.

Discussion ensued regarding exception requests to the budget freeze.

- **Kelly Lien Release**

Moved: Commissioner Tombarello to approve the release of the Thomas Kelly lien as all conditions have been satisfied, as recommended by the Director of Long Term Care Services. Commissioner Pratt seconded, voted all in favor.

III. New Business

Moved: Commissioner Tombarello to approve the extension of the existing security contract with Madison Security at the current rates until a new contract is executed, not to exceed 60 days. Commissioner Pratt seconded, voted all in favor.

IV. Old Business

- **Staff Turnover – HR**

Georgia informed the Board of the progress on working on solutions for the high staff turnover in the County. She asked if the Commissioners wanted the data before solutions have been established. Commissioner Pratt affirmed she would like the Board to receive the data. Commissioner Pratt further asked for a summary of the reasons staff were leaving to accompany the data.

- **Copier Lease – LTC**

Signature obtained.

- **Exception Request: PPP 8-9 – Sheriff**

Withdrawn.

- **2015 Budget**

Discussion ensued regarding the expectations for the start of the 2015 budget process. The Board confirmed the expectations previously given. Laura will send the budget letter out to the departments and Theresa will make available the budget packet on the shared drive.

- **Right to Know request**

Commissioner Pratt directed that Laura send the response to Representative Schlachman's Right to Know request to Theresa Young and Georgia Millot to review for confidential information, and then it should be sent to Liz Bailey for further review, prior to sending it out. Commissioner Pratt asked what the deadline was to provide Rep Schlachman the response. Laura stated she had told Representative Schlachman it would be ready by Friday. Commissioner Pratt said an extension would be needed.

Theresa Young discussed the drug court invoice that had been sent in for payment. Discussion ensued regarding the breakdown of fees for work done for the Drug Court versus other work done by Seacoast Mental Health staff. Commissioner Pratt directed Theresa to get more details on the invoice and asked if there was any information available on the structure of the program. Steve Church said he could provide information on the program structure. Discussion ensued regarding the effectiveness of the program.

Theresa stated that retirees are not happy with the open enrollment process and that the reasons she has been given are because they wanted to have a session so they could all get together and visit. Discussion ensued regarding the confusion with AMWINS and the information provided to the retirees. Theresa further discussed that retirees had a high deductible plan option but that it wouldn't come with the \$750 county contribution.

Discussion ensued regarding the process for the high deductible plan and the timeline of the County's contribution deposit, dependent on budget approval.

Theresa discussed that retirees may need exceptions to the open enrollment deadline in order to evaluate the high deductible plan.

Commissioner Pratt asked that Georgia provide stats on how many individuals took the different plans at the December 3 meeting.

V. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Theresa Young requested a non-public session to discuss personnel. Georgia Millot asked Theresa if the nonpublic was about HR or herself. Theresa Young stated no.

Moved: Commissioner Tombarello to go into non-public session pursuant with NHRSA 91-A:3 II (a) to discuss personnel. Commissioner Pratt seconded, voted all in favor.

Laura Collins, Executive Assistant, was dismissed at the request of Theresa Young.

Those present were Commissioner Pratt, Commissioner Tombarello, Theresa Young, and Steve Woods.

There being no further business to come before the Board in non-public session, Commissioner Tombarello moved to go out of non-public session. Commissioner Pratt seconded, voted all in favor.

Moved: Commissioner Pratt to engage Primex to assist with search for HR Director per their proposal. Commissioner Tombarello seconded, voted all in favor.

VI. HR/Finance Study Work Session

Postponed until 12/3 meeting.

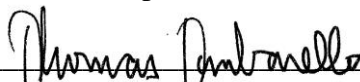
VII. Adjourn

Commissioner Pratt moved to adjourn at 8:20pm. Commissioner Tombarello seconded, voted all in favor.

Minutes of the public session taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Minutes of the first nonpublic session taken and typed by: Laura Collins

Minutes of the second nonpublic session taken by: Commissioner Pratt and typed by Laura Collins.

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



BOARD OF ROCKINGHAM COUNTY
COMMISSIONERS MEETING

Commissioners Conference Room
County Complex - Brentwood, New Hampshire
November 25, 2014 – 3:30p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Georgia Millot, Interim HR Director

Theresa Young, Finance Officer

Excused Absence

Commissioner Thomas Tombarello, Clerk

I. Call to Order

Commissioner Coyle joined by conference call at 3:38pm. Commissioner Pratt called the meeting to order at 3:38pm.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

• **Approval of warrants**

Moved: Commissioner Pratt to approve and sign accounts payable warrants T140592, T140623, T140734, T140735, T140810, T140811, T140814, T140815, T140816, T140841, T140853, T140854, T140855, T140856, T140892, T140903, T140904, T140909, T140910, and T140911, totaling \$486,886.02; payroll warrants 1113SD, 1120SD, and 1121MC, totaling \$61,243.19; accounts payable wire payment T140889 totaling \$1,465,875.00; general ledger warrants 14530, 14531, 14532, 14533, 14658, 14666, 14667, 14534, 14535, 14536, 14601, 14602, 14657, 14659, and 14669 totaling \$211,471.12 for a grand total to be approved of \$2,225,475.33. Commissioner Coyle seconded. Commissioner Coyle asked if any lines had been overspent. Theresa stated no lines had been overspent by more than \$1,000. Voted all in favor.

• **Approval of line item transfer requests**

Theresa stated the line item transfer requests that cannot be done today will be ready for submission to the Executive Committee at the December 10 Delegation Organizational meeting. Theresa discussed the line item transfer requests from the County Attorney, Delegation, and Registry of Deeds.

Commissioner Coyle joined the meeting in person.

Discussion ensued regarding the 27th payroll for 2014 and elected official salaries.

Moved: Commissioner Coyle to approve a line item transfer request for \$8,500 for the County Attorney. Commissioner Pratt seconded, voted all in favor.

Moved: Commissioner Coyle to approve a line item transfer request for \$1,853 for the Register of Deeds. Commissioner Pratt seconded, voted all in favor.

Further discussion ensued about the 27th payroll and the sweep.

Theresa discussed the remaining line items transfer requests for the County Attorney and Human Resources, to be addressed at 9:00am on December 1.

Sweep motion to be signed off December 1.

A bid waiver request for the Delegation's legal services will be executed at the December 3 meeting. Commissioner Coyle attempted to call Representative Norman Major to get clarification on the Delegation's line item transfer request, but he could not be reached. The item will be taken back up on December 1.

Discussion ensued regarding the Executive Committee ratifying the Melanson Heath contract at the December 1 Executive Committee meeting.

Commissioner Pratt noted that Tom Reid will be calling Commissioner Coyle and Commissioner Tombarello regarding Jim Boffetti's appointment.

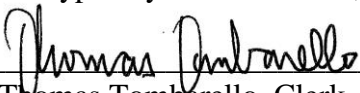
Discussion ensued regarding the non-county specials funding letters. The Board agreed to send letters to the same agencies as in 2014.

The Board provided clarification to the budget freeze memo, to be sent to the departments. The update will state that non-routine purchases above \$2,500 will require an exception request.

III. Adjourn

Commissioner Coyle moved to adjourn the meeting at 4:56pm. Commissioner Pratt seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
December 01, 2014 – 9:00 a.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Steve Woods, Long Term Care Director
Theresa Young, Finance Officer

Liz Bailey, Sheehan Phinney Bass + Green
Representative Kevin St. James

Excused Absence:

Commissioner Kevin L. Coyle, Vice Chair

I. Call to Order

Commissioner Pratt called the meeting to order at 9:00am.

II. Reports:

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Tombarello to approve a transfer request for \$10,000 for the Delegation. Commissioner Pratt seconded, voted all in favor.

Moved: Commissioner Tombarello to approve a line item transfer request for \$5,400 for the County Attorney's Office. Commissioner Pratt seconded, voted all in favor.

Theresa will present for approval a line item transfer request for the 27th payroll on December 3.

Discussion ensued regarding the agreement with the Delegation and the 2014 audit.

Commissioner Pratt recessed the meeting at 9:19am.

Commissioner Pratt reconvened the meeting at 10:31am.

Those present were: Commissioner Pratt, Commissioner Tombarello, Steve Woods, Georgia Millot, Theresa Young, and Liz Bailey.

Discussion ensued regarding the NHAC Legislative Committee and the involvement of the Commissioners. Theresa Young stated the bylaws were being readdressed and would be sent out for review.

Moved: Commissioner Tombarello that as of December 5, 2014, the Commissioners are users in the Workforce system and Commissioner Tombarello is designated as the approver for the Commissioners Executive Assistant and Division Directors timesheets. Commissioner Pratt seconded, voted all in favor.

III. Adjourn

Commissioner Pratt moved to adjourn at 10:51am. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
December 03, 2014 – 3:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Church, Corrections Superintendent
Major Dave Consentino, Corrections Assistant
Superintendent
Cathy Stacey, Register of Deeds
Georgia Millot, Interim HR Director
Patricia Conway, County Attorney
Major Darin Melanson, Deputy Sheriff

Jude Gates, Director of Facilities
Robin Bernier, Interim IT Manager
Theresa Young, Finance Officer

Also Present:

Representative Kevin St. James
Judge Tina Nadeau
Judge Marguerite Wageling
Joan Bishop, Drug Court Coordinator
Guests – Drug Court

I. Call to Order

Commissioner Pratt called the meeting to order at 3:35pm.

II. Drug Court – Judge Wageling / Judge Nadeau

Judge Nadeau provided an overview of the Drug Court program. Judge Wageling reviewed the budget with the Commissioners. Discussion ensued.

Christine McMahon from gave an overview of the work done by her organization to help people overcome barriers to economic self-sufficiency. She explained some of the federal programs that could potentially help offset the funded costs of Drug Court, including expanded Medicaid, TANF, vocational benefits, etc, and stated the offsets were projected to increase over the long term.

Discussion ensued regarding a presentation of Drug Court information to the Delegation. The Commissioners noted that the budget would not be approved until March, and that even with appropriation, payments could not be made until the budget was approved. The Commissioners also noted the Drug Court budget should show funding from other sources as well as in-kind.

Further discussion ensued regarding the success rates of Drug Court.

Commissioner Pratt declared a recess at 4:30pm for a nonmeeting with legal counsel.

Commissioner Pratt reconvened the meeting at 4:40pm.

III. Reports:

Sheriff's Office – Michael W. Downing, High Sheriff

- **Bid Waiver Request**

Moved: Commissioner Tombarello to approve a bid waiver to Adamson Industries Corp for an amount of \$15,100, as recommended by the High Sheriff. Commissioner Pratt seconded. Discussion ensued. Voted all in favor.

Corrections – Stephen Church, Superintendent

- **Bid Waiver Request**

Moved: Commissioner Tombarello to approve a bid waiver to Adamson Industries for an amount of \$15,100, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

RFP Award

- **Konica Minolta MS7000 MKII – Registry of Deeds**

Moved: Commissioner Tombarello to award the Konica Minolta MS7000 MKII proposal to Donnegan Systems, Inc. for an amount of \$15,404.39, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

Registry of Deeds – Cathy Ann Stacey, Register

- **Bid Waiver Request**

Moved: Commissioner Tombarello to approve a bid waiver to Kofile Preservation for an amount of \$10,500, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

RFP Awards

- **Concrete Demolition & Replacement – Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Gas Pump portion of the Concrete Demolition & Replacement proposal to Jewett Construction Co, Inc. for \$24,127, and the Jail sally port portion of the proposal to Bob Frizzel General Contractor, Inc. for \$7,950, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Catch Basin Repairs – Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Catch Basin Repairs proposal to Greener Group, LLC for a cost not to exceed \$21,686; and further to issue a PO for \$11,258 with approval to increase the amount up to \$21,686 should it be determined upon excavation that additional pipe must be replaced, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued. Voted all in favor.

- **Replacement Flooring/Fernald – Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Replacement Flooring/Fernald proposal to Cadieux's Flooring, Inc. for \$44,553, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Waste Removal – Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Waste Removal proposal to G. Mello Disposal Corporation for the stated rates for the period of January 1, 2015 through December 31, 2015, and authorize the Chair to sign all

necessary documents pending legal and risk review, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Service Provider for Medicare Claim Submissions – Long Term Care**

Moved: Commissioner Tombarello to award the Service Provider for Medicare Claim Submissions proposal to Ability for a three year period, not to exceed \$7,500 per year, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

- **Laboratory Services – Long Term Care**

Moved: Commissioner Tombarello to award the Laboratory Services proposal to Elliot Hospital Laboratory Services, for a three year period, not to exceed \$24,000 per year, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

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

Discussion ensued regarding approval of employee timesheets.

Moved: Commissioner Tombarello to approve a payroll expense of \$1,233,614.66 for the period ending November 30, 2014. Commissioner Coyle seconded. Voted all in favor.

Moved: Commissioner Tombarello to approve a payroll expense of \$1,657.99. Commissioner Pratt seconded. Vote passed 2-1.

- **Approval of Tuition Reimbursement Requests**

No vote required for the approval of tuition reimbursement requests.

- **Approval of Minutes: 11/19, 11/25**

Moved: Commissioner Tombarello to approve the minutes of the November 19, 2014 Board of Commissioners Meeting. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Coyle to approve the minutes of the November 25, 2014 Board of Commissioners Meeting, as corrected. Commissioner Pratt seconded. Motion passed with Commissioner Tombarello abstaining due to absence.

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

Theresa stated the Legislative Service Requests (LSRs) are out.

Steve informed the Board of the concerns about managed care rate-setting as it has just been learned it would only be for the first year and negotiations between the providers and MCOs for the following year would have to start soon. Steve noted that Proshare and MQIP cannot be paid as they are currently. Discussion ensued. Steve will follow up with the National Association of Counties and keep the Board informed.

Engineering & Maintenance Services

- **Mobile Access Policy**

Robin Bernier discussed the Mobile Policy draft policy and the authorization form. Theresa Young asked if this policy had anything to do with working from home. Robin and Jude said the policy is only about mobile access to County information. Item to be taken back up at the next meeting.

- **IT/Telecom Manager**

Moved: Commissioner Coyle to go into non-public session pursuant with NHRSA 91-A:3 II (a) to discuss personnel. Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Jude Gates, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner Tombarello moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- **Tobin Lien Release**

Moved: Commissioner Tombarello to approve the release of Lien on Real Property, located at 91 Lower Scotland Drive, Raymond, NH. Commissioner Coyle seconded, voted all in favor.

- **Kelly Lien Release**

Signature on new form obtained.

- **Letter to RCNH**

Steve brought a copy of a letter from a current resident's family member expressing appreciation of the high quality care her loved one is receiving.

IV. Old Business

- **RSVP MOU – Long Term Care**

Signature obtained.

- **Line Item Transfer Request– Human Resources**

Not necessary as the line is not overspent by more than \$999.

- **Line Item Transfer Request – County Attorney**

Moved: Commissioner Tombarello to approve a line item transfer request for \$5,400 in the amount to correct the previous line item transfer request that was approved at the December 1, 2014 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve line item transfer request for \$279,582 for the Finance Office. Commissioner Coyle seconded, voted all in favor.

Theresa discussed the proposed sweep. Discussion ensued about the remaining funds from 2014 falling to fund balance if the 27th payroll is paid out of 2015 budget.

Moved: Commissioner Tombarello to request the authority from the Executive Committee for a sweep transfer to accommodate the January 1, 2015 payroll to be paid on December 31, 2014 out of the 2014 budgeted appropriations. Commissioner Coyle seconded, voted all in favor.

Theresa further discussed the Statement of Revenues, Expenditures and Changes in Fund Net position. She went on to discuss the GASB 54 & RC Fund Balance. Items to be further addressed December 10 at 9:30am.

Discussion ensued regarding Drug Court funding. The Board agreed that payment for the \$66,000 will be authorized for Seacoast Mental Health.

- **Bid Waiver – Commissioners on behalf of Delegation**

Moved: Commissioner Tombarello to approve a bid waiver to Attorney Sumner Kalman for an amount up to \$24,000 for legal services incurred by the Delegation. Commissioner Coyle seconded, voted all in favor.

V. Commissioners Non-Public Session

Moved: Commissioner Tombarello to go into non-public session pursuant with NHRSA 91-A:3 II (a) to discuss compensation of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Georgia Millot, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner Tombarello moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

VI. HR/Finance Study Work Session

Tabled.

VII. Adjourn

Commissioner Coyle moved to adjourn at 6:56pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by Laura Collins, 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
December 10, 2014 – 9:00 a.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Major Darin Melanson, Deputy Sheriff
Jude Gates, Director of Facilities
Theresa Young, Finance Officer

Also Present:

Liz Bailey, Sheehan Phinney Bass + Green
Kevin St. James, Commissioner-elect

Excused Absence

Commissioner Kevin L. Coyle, Vice Chair

I. Call to Order

Commissioner Pratt called the meeting to order at 9:36am.

II. Reports

Finance – Theresa Young, Finance Officer

Moved: Commissioner Tombarello to request authority from the Executive Committee for a sweep transfer in the amount of \$1 million for capital fund renovations in Long Term Care. Commissioner Pratt seconded, voted all in favor.

RFP Openings

- Elevator Fire Service-Fernald – Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Stanley Elevator Company Inc., Embree Elevator, and Pine State Elevator.

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

Sheriff's Office – Michael W. Downing, High Sheriff

- Exception Request: Payroll

Moved: Commissioner Tombarello to approve an exception request to payroll policy for a Sheriff's Office employee, as recommended by the High Sheriff. Commissioner Pratt seconded. Discussion ensued about payouts and tax brackets. Voted all in favor.

RFP Awards

- Goodyear Tires – Engineering & Maintenance Services

Moved: Commissioner Tombarello to award the Goodyear Tires proposal to Sullivan Tire Co., Inc., in the amount of \$7,262.97, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Pratt seconded, voted all in favor.

- Security Services – Long Term Care

Moved: Commissioner Tombarello to award the Security Services proposal to Madison Security Group, Inc. for a period of two (2) years, for an amount not to exceed \$35,000 per year, as recommended by the Director of Long Term Care Services, Director of Facilities, Planning, & Information Technology, and the Commissioners. Commissioner Pratt seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

- December 24 and December 31 BOC meetings

The Board of Commissioners approved moving the December 24 and December 31 meetings to December 23 and December 30, respectively. Theresa Young stated payroll could be ready for December 30.

- New Hampshire Association of Counties Legislative Updates

Executive Director position has been posted; NHAC is looking for input from Commissioners.

Cathy Stacey has been reviewing the LSRs. Commissioner Pratt asked Kevin St. James about the process for LSRs. Discussion ensued.

Commissioner Pratt declared a recess at 9:52am.

Commissioner Pratt reconvened the meeting at 12:05pm.

RFP Openings

- Banking Services – Finance Office

Commissioner Tombarello opened proposals from People’s United Bank, Santander Bank, TD Bank, and Citizen’s Bank.

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

Moved: Commissioner Tombarello to reject the Optima Bank and Trust proposal due to late submission. Commissioner Pratt seconded, voted all in favor.

The Optima Bank and Trust proposal will remain sealed and stored in the Commissioners vault.

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Tombarello to approve and sign accounts payable warrants T140593, T140594, T140624, T140736, T140820, T140821, T140822, T140824, T140842, T140857, T140858, T140893, T140918, T140772, T140912, T140927, T140928, T140929, T140930, T140931, T140932, T140934, T140935, T140936, T140937, and T140938 totaling \$480,229.90; payroll warrants 1126SD and 1204SD totaling \$4,490.84; accounts payable wire payments T140926 and T140927 totaling \$19,962.52; and general ledger warrants 14672, 14673, and 14704 totaling \$870.00, for a grand total to be approved of \$505,553.26. Commissioner Pratt seconded, voted all in favor.

- Approval of Minutes: 12/1, 12/3

Moved: Commissioner Tombarello to approve the minutes of the December 1, 2014 Board of Commissioners meeting. Commissioner Pratt seconded, voted all in favor.

Moved: Commissioner Tombarello to approve the minutes of the December 3, 2014 Board of Commissioners meeting, as corrected. Commissioner Pratt seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- ACA III Positions

Pat discussed the promotions of three Assistant County Attorneys.

- Exception Request PPP 6-7

Moved: Commissioner Tombarello to approve an exception request to Personnel Policies and Procedures Chapter 6-7, for a County Attorney employee, as recommended by the County Attorney. Commissioner Pratt seconded. Discussion ensued regarding the internal promotion of the County Attorney employee. Pat questioned the anniversary date. Discussion ensued regarding the effective date of the promotion. Further discussion ensued regarding the external posting of the positions. Georgia recommended the effective date be December 16 to accommodate the external postings. Theresa noted that her office had, once in the past, made an offer to an employee she was interested in prior to the closing period of the posting. Legal advice will be sought on the matter. Voted all in favor.

Discussion ensued regarding the ACA II position postings and the District Court contracts to be heard by the Board on December 17.

Pat Conway presented the Commissioners with letters she had received commending Ken Burlage.

Moved: Commissioner Tombarello to place the letters given to Pat Conway commending Ken Burlage into his personnel file. Commissioner Pratt seconded, voted all in favor.

Engineering & Maintenance Services – Jude Gates, Director of Facilities

- 2015 Telephone Allocation

Moved: Commissioner Tombarello to approve the 2015 Telephone Allocation as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Pratt seconded, voted all in favor.

Moved: Commissioner Tombarello to approve an exception to PPP 6-3 and 6-7 for an EMS employee. Commissioner Pratt seconded, voted all in favor.

Human Resources – Georgia Millot, Interim HR Director

- 2015 Holidays

Tabled until December 17.

Long Term Care Services – Steve Woods, Director

- Dental Services Contract Extension Request

Moved: Commissioner Tombarello to approve the extension of the Dental Services contract, at the current rates, through February 28, 2015, as recommended by the Director of Long Term Care Services. Commissioner Pratt seconded, voted all in favor.

Cathy Stacey updated the Board on the NHAC Legislative Committee. She will send out updates and a schedule of weekly meetings.

III. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- Corrections: NH RSA 91-A:3 II (a) to discuss compensation of personnel

Moved: Commissioner Tombarello to go into non-public session in accordance with NH RSA 91-A:3 II (a) to discuss compensation of personnel. Commissioner Pratt seconded, voted all in favor.

Those in attendance were Commissioner Pratt, Commissioner Tombarello, Georgia Millot, Liz Bailey, Steve Church, Dave Consentino, Theresa Young, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner Tombarello moved to go out of non-public. Commissioner Pratt seconded, voted all in favor.

IV. Adjourn

Commissioner Pratt moved to adjourn at 1:25pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, 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
December 17, 2014 – 2:30 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Thomas Tombarello, Clerk
Commissioner Kevin L. Coyle, Vice Chair
Steve Woods, Long Term Care Director
Stephen Church, Corrections Superintendent
Georgia Millot, Interim HR Director
Patricia Conway, County Attorney
Jude Gates, Director of Facilities
Theresa Young, Finance Officer

Also Present:

Liz Bailey, Sheehan Phinney Bass + Green
Kevin St. James, Commissioner-elect
Dan Grey, CEDC
Carol Kilmister, Primex
Rick Alpers, Primex
Bill Cahill
Jeffrey Padellaro
Guests - Corrections

I. Call to Order

Commissioner Pratt called the meeting to order at 2:31pm.

II. Commissioners Office – Katharin K. Pratt, Chair

• **Approval of payrolls**

Moved: Commissioner Coyle to approve a payroll expense in the amount of \$1,322,067.41 for the period ending December 14, 2014. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner Coyle to approve a payroll expense in the amount of \$2,197.13 for the period ending December 14, 2014 for the Delegation. Commissioner Tombarello seconded. Commissioner Coyle asked if the payroll had been signed off by Representative Norman Major. Theresa stated it had not been signed off to her knowledge. Voted, motion passed 2-1.

• **Approval of warrants**

Moved: Commissioner Tombarello to approve and sign accounts payable warrant T140948 totaling \$14,375.00. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

• **Letter**

Steve shared a letter commending the Long Term Care staff by someone who had recently stayed at the facility.

• **Exception Request – Weekender Policy**

Moved: Commissioner Coyle to approve an exception to the Weekender Policy for a Long Term Care employee, as recommended by the Director of Long Term Care. Commissioner Coyle seconded, voted all in favor.

• **Health Care License Renewal Application**

Moved: Commissioner Tombarello to approve the application for residential or health care license renewal and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- **Postage Machine & Meter Lease Contract Extension Request**

Tabled.

- **WorkForce Rights**

Tabled.

RFP Awards

- **Paper Products – Long Term Care**

Moved: Commissioner Tombarello to award the Paper Products proposal to Central Paper Products Company and Geriatric Medical, for a period of six (6) months, for an amount not to exceed \$50,000. Commissioner Coyle seconded, voted all in favor.

Bid Waiver Requests

- **Honeywell Building Solutions \$49,084 – E&MS**

Moved: Commissioner Tombarello to approve a bid waiver for Honeywell Building Solutions in the amount of \$49,084, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Workforce \$25,000 – Finance**

Moved: Commissioner Tombarello to approve a bid waiver for WorkForce in the amount of \$25,000, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

Engineering & Maintenance Services – Jude Gates, Director of Facilities

- **Exception Request – Spending Freeze**

Moved: Commissioner Tombarello to approve an exception to the November 4, 2014 spending freeze memorandum, in the amount of \$3,262 to repair the Jail freight elevator, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Corrections – Stephen Church, Superintendent

- **Corporal Positions (2) Posting**

Moved: Commissioner Tombarello to approve the postings of two Corporal positions, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- **Exception Requests PPP 8-2H**

Discussion ensued on the earned time exception requests. Tabled until next week.

County Attorney Office – Patricia Conway, County Attorney

- **ACA II Position Postings**

Pat discussed the staffing in the County Attorney Office and the information that she had provided in her letter. Commissioner Coyle asked what her plan was for the Deputy County Attorney position. Pat said she was going to fill it but not internally. Discussion ensued about the number of attorneys in the office. Commissioner Coyle asked if the plan for the ACA II positions was to promote from within. Pat stated she had gotten some resumes and would be looking both externally and internally. Commissioner Coyle stated he had done some comparison to Hillsborough County and they operate more leanly. He would like to see one less attorney in Rockingham County and does not want to see all open positions immediately filled, and then have to lay someone off. Commissioner Pratt asked Pat to confirm she had been interviewing for the Deputy County Attorney. Pat stated she had. It has not been posted yet. Discussion ensued whether it had to be posted. Legal advice will be pursued.

Moved: Commissioner Tombarello to approve the postings of three (3) Assistant County Attorney II positions, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

- **District Court Contracts**

Discussion ensued regarding the prosecution services contracts for Plaistow and Exeter. Pat explained the difference in the numbers in the contracts. Pat asked that the Commissioners waive the 3% increase as it was so late in the year. Commissioner Pratt noted the subject had been discussed with Jim Boffetti and Jim Reams that the contractual party must be Rockingham County and not the County Attorney Office. Commissioner Pratt asked if the service prices covered all the expenses. Theresa stated the 2015 estimated revenue would cover expenses. It was based on an assumption of a 2 percent salary increase. Commissioner Coyle asked about the Plaistow contract and noted there was no money in the budget for travel, but many of the contract activities require travel. Pat stated that Jill Cook would not be putting in for travel reimbursement. Commissioner Coyle expressed concerns that the budget may be too tight and may result in expenses not being covered.

Moved: Commissioner Tombarello to go into non-public session in accordance with NH RSA 91-A:3 (a) to discuss the termination of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Theresa Young, Georgia Millot, Patricia Conway, and Laura Collins.

There being no further business to come before the Board in nonpublic session, Commissioner Coyle moved to go out of nonpublic. Commissioner Tombarello seconded, voted all in favor.

Discussion on the district court contracts to be continued later in the meeting.

III. Smuttynose Public Hearing (3:30pm)

Commissioner Pratt opened the public hearing on the progress of the Smuttynose CDBG Project.

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility and housing projects, up to \$500,000 for emergency activities, and up to \$12,000 is available per feasibility study grant. All CDBG projects must directly benefit low and moderate income persons. During a CDBG project, a progress update public hearing is required. The public hearing will update the public on, and take public comment on, the progress of the CDBG Project. This hearing is to report on the progress of the Smuttynose CDBG Project. CDBG funds were subgranted to Coastal Economic Development Corporation (CEDC), CEDC loaned \$475,000 to

Smuttynose for equipment as a part of its relocation/expansion project. Smuttynose was to create 25 jobs, 18 of which would be available low and moderate persons.

Project Progress (as submitted by CEDC): Smuttynose opened their new brewery in 2014 and it is currently operating with expanded brewing systems, a new bottling line, and greater warehouse space. This has allowed Smuttynose to expand into additional US markets as well as international markets (a first for Smuttynose Brewing Company) The brewery is using state-of-the-art energy efficiency systems throughout the building. At last count, the business had hired 17 new employees at the new brewery, leaving it just 8 short of its 25 job creation goal. The remaining jobs (and some) will be added when the new restaurant is open on site. Opening of the restaurant has been delayed to allow the brewing side of the new facility to ramp up to full speed. Construction of the restaurant (to be housed in the former Towle Farm House, is nearing completion and the opening is expected in early 2015.

Commissioner Pratt asked for public comment. No comments were presented. Commissioner Pratt closed the public hearing.

IV. Primex Proposal

Commissioner Pratt discussed the process of using Primex when the Long Term Care Director was hired. Rick Alpers from Primex provided an overview of Primex services for hiring recruitment.

Commissioner Tombarello asked about testing of candidates. Rick stated the testing modules would come into play more in second rounds of interviews if desired and that Primex testing would be more behavioral based.

Rick presented questions that Primex would need answered by the Commissioners before beginning any recruitment.

The Commissioners were asked when they were looking to make the HR position permanent. Commissioner Tombarello noted the incumbent interim may be in the role, and the Commissioners agreed the end of March would be the timing. Rick stated Primex would work backwards from any proposed hire date.

V. Grievances (2), Collective Bargaining Agreement (4:00pm)

Commissioner Tombarello asked for a synopsis of the grievances. Mr. Padellaro presented the original letter requesting hearings. Discussion ensued on the union contract, specifically sections 2, 5, and 7.

Mr. Padellaro discussed the grievance regarding pay for Mr. Remick and Mr. Bousely. He stated they weren't new, shouldn't have been probationary, and should have been paid the full rate. He noted in his discussion with Superintendent Church, the grievance was denied based on lack of authority.

Commissioner Coyle asked Steve to provide more details on the grievance. Steve explained the contracted increases in connection with probationary periods. Mr. Padellaro's position is that the individuals were already part of the unit and should not be subject to the probationary position.

Liz Bailey explained the 6 month probation period in article 2. She went on to discuss probationary status for the pay benchmarks reference in article 7. Liz stated the management perspective is this was followed and she does not believe there is a violation of the contract.

Commissioner Coyle asked Mr. Padellaro what he felt was a violation of the contract. Mr. Padellaro stated he did not believe the employees were probationary when promoted from Corporal to Sergeant because they are already in the bargaining unit.

Theresa noted the probationary language in article 2.

Commissioner Coyle asked Mr. Padellaro to confirm that his point is he believes once an employee clears one probationary period they are not subject to another probationary period. Mr. Padellaro confirmed this to be his point of view.

Mr. Padellaro went on to the second grievance regarding the shift differentials and how they are paid in the county based on arriving at their shifts fifteen minutes early. Second shifters arriving early would not be paid the shift differential for the 15 minutes they are working on first shift. First shifters would be paid the shift differential for their first 15 minutes of work. Discussion ensued.

Mr. Padellaro requested a 5 minute recess. The Board agreed to a short recess.

Commissioner Pratt reconvened the meeting.

Discussion ensued regarding the language in the contract. The Commissioners noted if the shift differential was changed, the other shift would be losing the 15 minutes of shift differential, which opens up a potential grievance from those workers.

Discussion ensued on having a sidebar agreement. Liz advised against having a sidebar agreement because the language is black and white in the contract. She also agreed that a shift differential change would impact one shift or the other.

Mr. Padellaro noted either way a mistake was made and they are willing to negotiate a sidebar. Liz Bailey restated she did not believe a mistake was made in the agreed upon contract.

Liz Bailey stated a decision from the Commissioners would be needed within 15 business days.

Moved: Commissioner Tombarello to go into non-public session in accordance with NH RSA 91-A:3 (e) to discuss legal matters. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, and Laura Collins.

There being no further business to come before the Board in nonpublic session, Commissioner Coyle moved to go out of nonpublic. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner Coyle to grant the first grievance regarding the probationary employees. Commissioner Tombarello seconded, voted all in favor.

Further discussion about the contract will need to be had with legal counsel.

Moved: Commissioner Coyle to deny the grievance involving shift differentials. Commissioner Tombarello seconded, voted all in favor.

Commissioner Coyle asked Liz to work with the Corrections Superintendent, Finance, and the Union, to see if a unanimous sidebar agreement could be reached.

Commissioner Pratt declared a recess at 5:06pm for a nonmeeting to consult with legal counsel.

Commissioner Tombarello left the meeting at 5:35pm.

Commissioner Pratt reconvened the meeting at 5:59pm.

Discussion continued on the District Contracts. The Board agreed there was not enough room between the expected revenue and anticipated expenses to cover possible unanticipated expenses. The Board agreed that Pat will go back and ask for the additional \$3,000 to cover expenses, and the matter will be discussed again at the next meeting.

- **Approval of Minutes: 12/10**

Tabled due to Commissioner Tombarello no longer being present.

VI. Reports:

Finance Office – Theresa Young, Finance Officer

- **Payroll Positions – Title Changes**

Tabled until the next meeting.

- **Finance Office Salary Structure Review Request**

Moved: Commissioner Coyle to complete a salary structure review of the Finance Office positions immediately, as recommended by the Finance Officer. Commissioner Pratt seconded. Commissioner Coyle asked who would be doing the review and how much it would cost. Theresa stated Don Tyler would be at a cost of \$150, and would have it turned around by Friday. Georgia asked what would be forwarded to Don Tyler because there was not an approved job description. Theresa stated the description from American Payroll Association would be the job description. Voted all in favor.

- **Payroll Practitioner Sr Position Posting**

Tabled until the next meeting.

Human Resources – Georgia Millot, Interim HR Director

- **2015 Holidays**

Tabled until the next meeting.

VII. New Business

VIII. Old Business

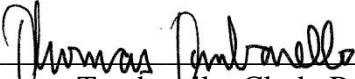
- **Strafford County Housing Agreement - Corrections**

Moved: Commissioner Coyle to approve the Strafford County and Rockingham County inmate housing agreement. Commissioner Pratt seconded, voted all in favor.

IX. Adjourn

Commissioner Coyle moved to adjourn at 6:27pm. Commissioner Pratt seconded, voted all in favor.

Minutes taken and typed by Laura Collins, 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
December 23, 2014 – 9:00 a.m.

Present:

Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Kevin St. James, Commissioner-elect
Theresa Young, Finance Officer
Georgia Millot, Interim HR Director
Steve Church, Corrections Superintendent
Major Dave Consentino, Corrections Assistant
Superintendent
Jayne Jackson, Corrections Office Manager
Katherin Mann, Sheriff's Executive Assistant

Martha Breen, Sheriff's Office Manager
Lt. Kevin Walsh, Sheriff's Office
Jackie Cali-Pitts, Delegation
Jude Gates, Director of Facilities
Robin Bernier, IT/Telecom Manager
Cathy Ann Stacey, Register of Deeds
Patricia Conway, County Attorney
Brynda Poggi, County Attorney's Office Manager

Excused Absence:

Commissioner Katharin K. Pratt, Chair

I. Call to Order

Commissioner Tombarello called the meeting to order at 9:01am.

II. Budget Meetings

Discussion ensued with the following departments on their 2015 Budget proposals.

- Salary Discussion
- Commissioners, Gen Govt, Grants
- Corrections
- Sheriff's Office
- E&MS, IT, Projects

RFP Awards

- **Elevator Fire Service Upgrade – Engineering & Maintenance Services**

Moved: Commissioner Tombarello to award the Elevator Fire Service Upgrade proposal to Stanley Elevator Co., Inc. for \$41,645, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- **Approval of Minutes: 12/10, 12/17**

December 10, 2014 minutes tabled.

Moved: Commissioner Tombarello to approve the minutes of the December 17, 2014 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

III. Reports

Commissioners Office – Katharin K. Pratt, Chair

- **Postage Machine & Meter Lease Contract Extension Request**

Tabled.

- **WorkForce Time & Attendance**

Moved: Commissioner Tombarello to authorize the Division Directors and Commissioners Executive Assistant to have self-edit rights in WorkForce, as recommended by the Commissioners Office. Commissioner Coyle seconded, voted all in favor.

- **Division Directors Salary Increases/Bonuses**

Moved: Commissioner Tombarello to authorize the salary increases and bonuses for the four benefit eligible Division Directors to be in the December 31, 2014 payroll, with the understanding their evaluations are forthcoming, as noted: Jude Gates, review period March 1, 2013 to March 1, 2014; Steve Church, review period October 27, 2013 to October 27, 2014; Steve Woods, review period May 29, 2013 to May 29, 2014; and Theresa Young, review period January 3, 2013 to January 3, 2014. Commissioner Coyle seconded, voted all in favor.

Corrections – Stephen Church, Superintendent

- **Exception Requests PPP 8-2H**

Moved: Commissioner Tombarello to approve an exception to PPP 8-2H regarding emergency earned time payouts for a Corrections employee, as recommended by the Corrections Superintendent, and authorize payment in the December 24, 2014 STD run. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve an exception to PPP 8-2H regarding emergency earned time payouts for a Corrections employee, as recommended by the Corrections Superintendent, and authorize payment in the December 24, 2014 STD run. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve an exception to PPP 8-2H regarding emergency earned time payouts for a Long Term Care employee, as recommended by the Director of Long Term Care Services, and authorize payment in the December 24, 2014 STD run. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve an exception to PPP 8-2H regarding emergency earned time payouts for a Finance Office employee, as recommended by the Finance Officer, and authorize payment in the December 24, 2014 STD run. Commissioner Coyle seconded, voted all in favor.

- **Surplus Equipment Request**

Moved: Commissioner Tombarello to declare equipment outlined and recommended in the Corrections Superintendent's memorandum dated December 15, 2014 surplus, and to be disposed of accordingly by Engineering & Maintenance Services, pursuant to RSA 28-8a, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael W. Downing, High Sheriff

- **Exception Request Budget**

Moved: Commissioner Tombarello to approve an exception to the budget for a clothing allowance for a Sheriff's Office employee, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

Finance Office – Theresa Young, Finance Officer

- **Payroll Positions**

Tabled.

- **Payroll Practitioner Sr Position Posting**

Tabled.

- **Bid Waiver Request - Tyler Technologies \$62,405**

Tabled.

- **Bid Waiver Request – Tyler Technologies \$11,005**

Tabled.

- **2015 Holidays – Human Resources**

Moved: Commissioner Tombarello to approve the Rockingham County 2015 Holiday schedule for non-union and applicable union employees, as recommended by the Interim HR Director. Commissioner Coyle seconded, 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 T140595, T140625, T140843, T140859, T140860, T140895, T140919, T140920, T140921, T140953, T140954, T140955, T140956, T140957, T140978, T140973, T140950, T140949, T140894, T140974, T140976, T140979, and T140980, totaling \$ 979,119.29; payroll warrants 1211SD and 1218SD, totaling \$23,763.74; accounts payable wire payments T140975 totaling \$21,124.94; and general ledger warrant 14713 totaling \$290.50 for a grand total to be approved of \$1,024,298.47. Commissioner Coyle seconded, voted all in favor.

Budget Meetings Continued

- Human Resources

IV. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- Registry of Deeds: NHRSA 91-A:3 II (a) personnel

Moved: Commissioner Tombarello to go into nonpublic session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Coyle, Commissioner Tombarello, Cathy Stacey, Georgia Millot, and Laura Collins.

There being no further business to come before the Board, Commissioner Coyle moved to go out of nonpublic session. Commissioner Tombarello seconded, voted all in favor.

Budget Meetings Continued

- Registry of Deeds
- County Attorney

County Attorney's Office – Patricia Conway, County Attorney

- **District Court Contracts**

Moved: Commissioner Tombarello to approve the agreement for prosecution services by the Rockingham County Attorney's Office to the towns of Atkinson, Danville, Hampstead, Kingston, and Plaistow in the 10th Circuit-District Division-Plaistow, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor. Commissioner Tombarello noted that Pat Conway will inform the police chiefs that there will be an increase for 2016 to cover administrative costs.

Moved: Commissioner Tombarello to approve the agreement for prosecution services by the Rockingham County Attorney's Office to the towns of Exeter and Hampton Falls, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor. It was noted again that Pat will inform the police chiefs that there will be an increase for 2016 to cover administrative costs.

V. Old Business

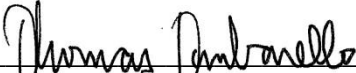
- **Open Enrollment Exceptions**

Tabled pending further review.

VI. Adjourn

Commissioner Tombarello moved to adjourn at 2:51pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken and typed by Laura Collins, 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
December 30, 2014 – 2:00 p.m.

Present:

Commissioner Katharin K. Pratt, Chair
Commissioner Kevin L. Coyle, Vice Chair
Commissioner Thomas Tombarello, Clerk
Steve Woods, Long Term Care Director
Janice Demers, LTC Office Manager
Theresa Young, Finance Officer
Kathy Nikitas, Deputy Finance Officer

Georgia Millot, Interim HR Director
Major Dave Consentino, Corrections Assistant
Superintendent
Cathy Ann Stacey, Register of Deeds
Sandy Buck, Treasurer
Jude Gates, Director of Facilities
Lt. Kevin Walsh, Sheriff's Office
Pat Conway, County Attorney

I. Call to Order

Commissioner Coyle called the meeting to order at 2:00pm.

Registry of Deeds – Cathy Ann Stacey, Register

- **Retirement Letter - signed**

Cathy presented information on an app that will allow employees to shop for pricing on medical procedures.

RFP Award

- **Paper Products – Corrections**

Moved: Commissioner Tombarello to award the Paper Products proposal for the Department of Corrections to Central Paper Products Co., Inc for a six (6) month period, for an amount not to exceed \$25,000.00, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

II. Department Budget Reviews

Discussion ensued on the following 2015 department budget proposals.

- Long Term Care
- Finance

Commissioner Pratt joined the meeting at 3:28pm.

III. Reports

RFP Awards

- **Banking Services – Finance**

Moved: Commissioner Tombarello to award the Banking Services proposal to TD Bank, as recommended by the Finance Officer and the Treasurer. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Katharin K. Pratt, Chair

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

Moved: Commissioner Tombarello to approve a payroll expense of \$1,218,372.83 for the period ending December 28, 2014. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve a payroll expense of \$1,676.02 for the Delegation for the period ending December 28, 2014. Commissioner Coyle seconded. It was asked if the timesheet had been approved. Theresa stated it had been approved by the employee. Motion passed 2-1.

- **Approval of Minutes: 12/10, 12/23**

Moved: Commissioner Tombarello to approve the minutes of the December 10, 2014 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed with Commissioner Pratt abstaining.

Moved: Commissioner Tombarello to approve the minutes of the December 23, 2014 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed with Commissioner Pratt abstaining.

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

Theresa informed the Board that interviews have occurred for the Executive Director and the NHAC is getting ready to make an offer.

Theresa further discussed an impending NHAC dues increase.

- **CGI Communications Agreement**

Moved: Commissioner Tombarello to approve the renewal of the agreement with CGI Communications to produce the Rockingham County videos on the County website, at no cost to the County, and authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Commissioners Office. Commissioner Coyle seconded, voted all in favor.

Finance Office – Theresa Young, Finance Officer

- **Bid Waiver Request – WorkForce \$68,500**

Moved: Commissioner Tombarello to approve a bid waiver to WorkForce Software for \$68,500.00, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

- **Bid Waiver Request - Tyler Technologies \$62,405**

Moved: Commissioner Tombarello to approve a bid waiver to Tyler Technologies for \$62,405.00, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

- **Bid Waiver Request – Tyler Technologies \$11,005**

Moved: Commissioner Tombarello to approve a bid waiver to Tyler Technologies for \$11,005.00, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

- **Payroll Positions**

Tabled until review is back from Don Tyler.

- **Payroll Practitioner Sr Position Posting**

Tabled until review is back from Don Tyler.

Theresa asked to revisit business from the previous meeting. She stated that the vote taken at the previous Commissioners meeting to allow the Division Directors and Commissioners Executive Assistant to have self-edit rights in WorkForce would prevent the Division Directors from managing their employees' timesheets. Discussion ensued.

Moved: Commissioner Coyle to remove the Division Directors from the vote taken on December 23, 2014 regarding Workforce rights. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- **Surplus Equipment Request (2)**

Moved: Commissioner Tombarello to declare the equipment outlined in the Long Term Care Services memo, dated December 30, 2014, as surplus equipment that has been disposed of pursuant to NH RSA 28-8a, and to remove them from Fixed Assets, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to declare the equipment outlined in the Long Term Care Services memo, dated December 30, 2014, as surplus equipment to be disposed of accordingly by Engineering & Maintenance Services, pursuant to NH RSA 28-8a, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael W. Downing, High Sheriff

- **Exception Request PPP 9-3B**

Moved: Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 9-3B, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

IV. Old Business

Pat Conway requested permission to post the Deputy County Attorney position. She discussed an updated job description. Georgia will provide the job description and the item will be on next week's agenda.

- **Exception Request(s) Open Enrollment**

Moved: Commissioner Tombarello to approve an exception to the evergreen open enrollment clause for an Assisted Living employee, that would provide cancellation of both health and dental benefits effective December 31, 2014, as recommended by the Director of Long Term Care Services, Interim HR Director, and Finance Officer. Commissioner Coyle seconded, voted all in favor.

Georgia asked for clarification on the applicant tracking portion on the Tyler Technologies bid waiver request and subsequent project and for confirmation that it wasn't intended to remove the HR recommendation from Matrix. The Board agreed that the bid waiver is only to buy the software and no decision has yet been made on departmental use.

V. Commissioners Non-Public Session

Commissioner Tombarello moved to go into nonpublic session pursuant to NH RSA 91-A:3 II (a) to discuss personnel in the County Attorney's Office. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Pratt, Commissioner Coyle, Commissioner Tombarello, Pat Conway, Georgia Millot, Theresa Young, and Laura Collins.

There being no further business to come before the Board, Commissioner Tombarello moved to go out of nonpublic session. Commissioner Coyle seconded, voted all in favor.

Theresa discussed the open items for the 2015 budget.

Discussion ensued regarding Union health plans.

VI. Adjourn

Commissioner Tombarello moved to adjourn at 5:36pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken and typed by Laura Collins, Executive Assistant – Commissioners Office

Received by:



Kevin St. James, Clerk, Rockingham County Commissioner