



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 7, 2015 – 12:00 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Major Darin Melanson, Deputy Sheriff
Georgia Millot, Interim HR Director
Major Dave Consentino, Corrections Assistant
Superintendent
Cathy Stacey, Register of Deeds
Sandy Buck, Treasurer

Jude Gates, Director of Facilities
Theresa Young, Finance Officer
Steve Woods, Long Term Care Services
Director
Robin Magarian, Administrator in Training
(LTC)
Pat Conway, County Attorney
Chris Cole, Sheehan Phinney Bass + Green
Liz Bailey, Sheehan Phinney Bass + Green

I. Call to Order

Commissioner Coyle called the meeting to order at 12:08pm.

II. Board of Commissioners Positions Vote and Liaison Assignments

Moved: Commissioner St James to appoint Commissioner Tombarello as Chair. Commissioner Tombarello seconded, voted all in favor.

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

Moved: Commissioner Coyle to appoint Commissioner St. James as Clerk. Commissioner Tombarello seconded, voted all in favor.

Commissioner Tombarello to be the liaison for the Sheriff, E&MS, and Registry of Deeds departments.

Commissioner Coyle to be the liaison for the County Attorney, Finance, and Long Term Care departments.

Commissioner St. James to be the liaison for the HR, Corrections, and Delegation departments.

III. Reports

RFP Openings

- Dental Services – Long Term Care Services

No proposals were received.

Moved: Commissioner Coyle to send the RFP for dental services back out. Commissioner Tombarello seconded, voted all in favor.

RFP Awards

- Nutritional Supplements – Long Term Care Services

Moved: Commissioner Coyle to award the Nutritional Supplements proposal to McKesson Medical-Surgical for a period of one (1) year, not to exceed \$30,000.00, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign accounts payable warrants T140964, T140965, T140961, T140963, T140994, T140922, T140596, T140896, T140861, T140989, T140844, T140923, T140988, T140999, T141001, and T141000 totaling \$451,022.10; payroll warrants 1231SD and 1224SD totaling \$28,697.17; accounts payable wire payment T141003 totaling \$1,465,875.00; and general ledger warrants 14717 and 14730 totaling \$534.50, for a grand total to be approved of \$1,946,128.77. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 12/30

Moved: Commissioner Coyle to approve the minutes of the December 30, 2014 Board of Commissioners meeting. Commissioner Tombarello seconded. Motion passed 2-0 with Commissioner St. James abstaining.

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey noted she would send the Board some information on current legislation. Cathy noted that the Board needs to appoint EC members and encouraged them to attend.

Moved: Commissioner Coyle to appoint Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, and Jude Gates to the NHAC executive committee. St. James seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Deputy County Attorney Position Posting

Pat explained the updated job description to the Board. Discussion ensued on the salary for the position.

Moved: Commissioner Coyle to approve the posting of the Deputy County Attorney position, as recommended by the County Attorney. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Surplus Equipment Request

Moved: Commissioner Coyle to declare the equipment outlined in the Long Term Care Services Director's memorandum dated January 7, 2015, as surplus pursuant to NH RSA 28-8a, and to be disposed of accordingly by Engineering & Maintenance Services, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

- Nurse Practitioner Training Request

Moved: Commissioner Coyle to approve the nurse practitioner training request as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Commissioner St. James noted he was favorable to amending the training policy to exclude New England states. Further discussion ensued regarding limiting the policy to only those requiring overnights or airfare, and whether those in probationary period would have to pay back training costs if terminated. Item will be taken up at future meeting. Voted all in favor.

- Medicaid Rates Calculation Letter

Steve explained the Medicaid rates calculation and the critical questions on rate-setting still not being answered. Cathy Stacey also noted the \$4.9 million that was not carried forward may be to offset the Governor's budget deficit.

The Board agreed to sign and send the letter presented by Steve to the appropriate officials.

- Facility Credentialing/Recredentialing Application

Moved: Commissioner Coyle to approve and sign the Facility Credentialing/Recredentialing application, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

Steve mentioned the CPR training for the facility staff. This item will be addressed at the next meeting.

Sheriff's Office – Michael W. Downing, High Sheriff

- Exception Request PPP 6-15

Discussion ensued regarding the request and the policies that would require exceptions. Theresa stated the exception would apply to many employees who worked on the Sunday noted.

Moved: Commissioner Tombarello to approve an exception to Personnel Policies and Procedure 6-15B, 6-15E, and 8-2G, as recommended by the High Sheriff. Commissioner St. James seconded. Discussion ensued. Motion failed with all voting no.

- Homeland Security Grant Award \$89,442

Moved: Commissioner St. James to approve a grant award from Homeland Security in the amount of \$89,442.00, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

The Board thanked the Sheriff's Office for their work in soliciting grants to help the County.

IV. New Business

- NHAC Executive Committee Appointments

Discussion ensued on the appointments to be made to the NHAC Executive Committee at the January 9, 2015 NHAC Executive Committee meeting.

The Board agreed to appoint Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, and Steve Woods.

- Regional Public Health Network – Request for time with Commissioners

The Board was favorable to meeting with the Regional Public Health Network, but stated it should wait until after the budget process has been completed in March.

- Medicaid Reimbursement for Drug Court Presentation

Commissioners Tombarello and St. James will try to attend the January 20 presentation.

V. Old Business

Discussion ensued regarding the 2015 budget open issues.

VI. Commissioners Non-Public Session(s)

Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Tombarello seconded, voted all in favor.

- NH RSA 91-A:3 II (a) personnel in the Registry of Deeds

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Cathy Stacey, Georgia Millot, Chris Cole, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel in the Corrections department

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Dave Consentino, Georgia Millot, Chris Cole, Liz Bailey, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel in the County Attorney's Office

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Georgia Millot, Chris Cole, Liz Bailey, and Laura Collins.

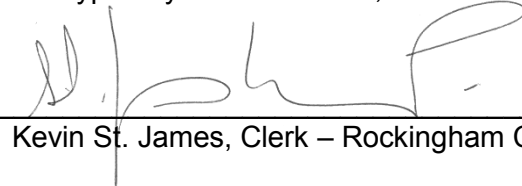
There being no further business to come before the Board in non-public session, Commissioner Tombarello moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 3:12pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 8, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Patricia Conway, County Attorney
Martha Breen, Sheriff's Office Manager
Major Darin Melanson, Deputy Sheriff
Katherin Mann, Sheriff's Executive Assistant
Georgia Millot, Interim HR Director
Jonathan Forbes, HR Generalist

Major Dave Consentino, Corrections Assistant
Superintendent
Jayne Jackson, Corrections Office Manager
Jude Gates, Director of Facilities
Cathy Stacey, Register of Deeds
Janice Demers, LTC Office Manager
Steve Woods, LTC Director
Theresa Young, Finance Officer

I. Call to Order

Commissioner Tombarello called the meeting to order at 3:38pm.

II. New Business

- Authorization letter

Motion: Commissioner St. James that as of January 7, 2015, Commissioner Thomas Tombarello holds the position of Chair, Rockingham County Board of Commissioners, and is authorized to sign all documents on behalf of Rockingham County, as approved by the majority vote of the Board. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Tombarello abstaining.

III. Old Business

- Electricity – E&MS

Motion: Commissioner St. James to amend the November 19, 2014 electricity vote to direct the Director of Facilities, Planning, & Information Technology to Integrys Energy Services, beginning with the meter reading in March and continuing through December 2015, as recommended by the Director of Facilities, Planning, & Information Technology.

IV. 2015 Budget - Final Reviews

Discussions ensued on the following departmental budgets:

- Delegation
- County Attorney
- Sheriff
- Finance Office
- Engineering & Maintenance Services
- Corrections
- Human Resources
- Non-County Specials
- Long Term Care Services

Discussion ensued about revenues.

V. Commissioners Non-Public Session(s)

Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner St. James seconded, voted all in favor.

- NH RSA 91-A:3 II (a) personnel

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Georgia Millot, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel

Those present were Commissioner Tombarello, Commissioner Coyle, and Commissioner St. James.

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 St. James seconded, voted all in favor.

Moved: Commissioner St. James to seal the minutes of the January 8, 2015 non-public sessions 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, voted all in favor.

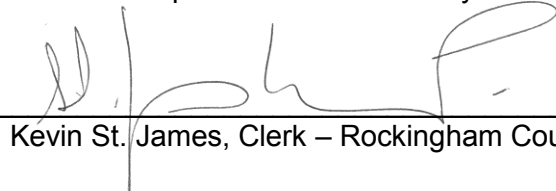
VI. Adjourn

Commissioner Coyle moved to adjourn at 6:01pm. Commissioner St. James seconded, voted all in favor.

Minutes of the public session and first non-public session taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Minutes of the second non-public session taken by Commissioner Coyle and typed by: Laura Collins

Received by:



Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 13, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Patricia Conway, County Attorney
Major Darin Melanson, Deputy Sheriff
Jonathan Forbes, HR Generalist
Major Dave Consentino, Corrections Assistant
Superintendent

Cathy Stacey, Register of Deeds
Janice Demers, LTC Office Manager
Steve Woods, LTC Director
Theresa Young, Finance Officer
Rick Laughton, Teamsters 633 Union
Brianna Burns, County Attorney's Office

I. Call to Order

Commissioner Tombarello called the meeting to order at 3:29pm

II. Guest – Rick Laughton

Moved: Commissioner St. James to go into non-public session in accordance with NH RSA 91-A:3 II (a) to discuss compensation of personnel. Commissioner Coyle seconded, voted all in favor.

Those present Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Rick Laughton, Brianna Burns, Theresa Young, Patricia Conway, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

III. Reports

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 01/07, 01/08

Moved: Commissioner St. James to approve the minutes of the January 7, 2015 Board of Commissioners meeting, as corrected. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the minutes of the January 8, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve discussed the ongoing issues with Medicaid rate-setting and managed care.

Cathy Stacey stated she would be speaking to the Board about current legislation.

Long Term Care Services – Steve Woods, Director

- Contract Extension Request

Moved: Commissioner St. James to approve an extension of the Prime Vendor Nursing Medical Supplies contract, at the same rates, through February 27, 2015, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Facility Information and Application

Moved: Commissioner St. James to approve the submission of the Facility Information and Application 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.

Registry of Deeds – Cathy Stacey, Register

- Deputy Register of Deeds Appointment

Moved: Commissioner St. James to approve the appointment of Becky Jo Burns to the position of Deputy Register of Deeds, for the period of January 7, 2015 through January 4, 2017, as recommended by the Register of Deeds. Commissioner Coyle seconded. Discussion ensued about the position. Voted all in favor.

- Simplifile Contracts

Moved: Commissioner St. James to approve Simplifile Submitter Agreements on an ongoing basis until further notice for electronic recordings previously approved at the May 15, 2013 and March 18, 2014 Board of Commissioners meetings, and authorize the Chair to sign the agreements with risk and legal review already completed, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

IV. Old Business

HR brought questions to the Board on a couple of PCNs.

V. 2015 Budget Reviews

Discussion ensued about the updates to the 2015 budget proposal.

Commissioner St. James thanked Superintendent Church for his work on decreasing his operating expenses.

Commissioner Tombarello commended all the departments for their hard work on reducing their expenses and helping to keep the overall budget under control.

The Board went through each department's budget for final comments.

Patricia Conway noted she is putting off hiring and staggering hiring dates for her open positions.

Major Melanson discussed the reduction of \$50,000 from the Sheriff's budget.

Steve Church noted the areas he reduced in the Corrections budget. Commissioner St. James discussed having trustees working in the towns as an act of goodwill. He said it would work within the Corrections budget with the exception of needing a bus for transportation. Dave Consentino noted the program had been historically successful. The Board noted once the program was up and running, the budgeting of transportation could be discussed.

Commissioner Coyle asked about the percentage increase as the budget noted a 2 percent increase. Theresa reviewed the budget and noted it should be 1.6 percent increase.

Theresa noted that any necessary transfers would have to be done at the January 22 Delegation meeting.

Steve Woods noted he and Janice had gone through final revisions of the Long Term Care budget and that it is tight but feasible.

Theresa stated the open issue list will be addressed at the January 21 Board meeting, but none of the items would affect the budget.

Commissioner St. James asked to revisit the Delegation line. Commissioner St. James wants to fund the Delegation line as the Delegation requested it. Commissioner Coyle noted that in his discussion with Chairman Norman Major, the \$40,000 was supposed to move back to General Government. Commissioner Coyle went on to explain the money is budgeted for a known expense and would not be legal to put into a contingency expense line. Commissioner St. James is in disagreement and stated that he is for putting the money in the contingency line as requested by the Delegation.

Budget approval to be revisited after non-public session.

VI. **Commissioners Non-Public Session** (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- **NH RSA 91-A:3 II (a) compensation of personnel.**

Moved: Commissioner St. James to go into non-public session in accordance with NH RSA 91-A:3 II (a) to discuss compensation of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Pat Conway, and Laura Collins.

- **NH RSA 91-A:3 II (a) personnel**

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public. Commissioner Tombarello seconded. Voted all in favor.

Discussion ensued on the Primex Human Resources worksheet that Rick Alpers had provided at a previous meeting.

- **NH RSA 91-A:3 II (a) personnel**

Moved: Commissioner St. James to go into non-public session in accordance with NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James, in accordance with New Hampshire RSA 24:21-b, proposed \$79,811,912 in appropriations and for use of the County during 2015. That \$45,681,496 is proposed to be raised in county taxes, that \$28,952,417 is proposed as an estimate of revenues from other sources, and that \$5,178,000.00 is proposed as fund balance for a total of \$79,811,912 in resources. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to increase the wage of Brianna Burns to \$14.71 per hour, non-retroactive, pending approval and signed agreement between the Union and the Board of Commissioners. Commissioner Coyle seconded, voted all in favor.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 6:59pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 14, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Major Darin Melanson, Deputy Sheriff
Major Dave Consentino, Corrections Assistant
Superintendent

Kathy Nikitas, Deputy Finance Officer
Stephen Church, Corrections Superintendent
Liz Bailey, Sheehan Phinney Bass + Green

I. Call to Order

Commissioner Tombarello called the meeting to order at 3:35pm.

II. Reports

RFP Openings

- Occupational Health Services – Occupational Health

Commissioner St. James opened a proposal from Exeter Hospital.

Moved: Commissioner St. James to authorize the Finance Officer to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,230,125.13 for the period ending January 11, 2015. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a payroll expense in the amount of \$2,789.30 for the period ending January 11, 2015. Commissioner Coyle seconded. Commissioner Coyle asked if the timesheet had been signed off. Kathy Nikitas stated it had not been to her knowledge. Motion passed 2-1.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff

Commissioner Tombarello stated the Board is currently working on the division director evaluation reviews.

III. 2015 Budget Wrap-up

The Board reviewed and signed the 2015 Budget Proposal letter and the MS-46 form.

Commissioner Tombarello declared a recess at 3:47pm for a nonmeeting to consult with legal counsel.

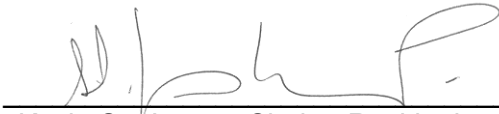
Commissioner Coyle left the meeting at 4:43pm.

Commissioner Tombarello reconvened the meeting at 5:12pm.

IV. Adjourn

Commissioner St. James moved to adjourn at 5:23pm. Commissioner Tombarello seconded. Vote all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 21, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Major Dave Consentino, Corrections Assistant
Superintendent
Steve Woods, Long Term Care Director
Jude Gates, Director of Facilities

Patricia Conway, County Attorney
Cathy Stacey, Register of Deeds
Commissioner George Maglaras, Strafford
County
Commissioner Leo Lessard, Strafford County
Brooke Gardner, Intern – Commissioner Coyle
Liz Bailey, Sheehan Phinney Bass + Green

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:35pm.

II. Guest – Strafford County Commissioner George Maglaras (NHAC discussion)

Commissioner Tombarello introduced Commissioner Maglaras. Commissioner Maglaras thanked the Board for the relationship housing Rockingham County's female inmates.

Commissioner Maglaras discussed some of the changes within NHAC. He noted the proposal for a dues holiday. He noted the organization is looking to be able to provide more services and build a stronger structure. He stated the NHAC is asking for a year to show performance improvement.

Commissioner Coyle asked what Commissioner Maglaras meant by performance. Commissioner Maglaras stated some programs that used to be in-house have shifted to external service providers, and he believes they could be moved back in-house, such as training.

Commissioner Maglaras believes there is more opportunity for sharing resources among the counties.

Commissioner Coyle asked about the plans for an Executive Director. Discussion ensued about the interviewing process. Commissioner Maglaras noted the top candidates all had experience with managed care. Further discussion ensued on managed care.

Discussion ensued on the impending request to cut \$7 million from nursing home rates by DHHS Commissioner Toumpas.

Further discussion ensued on the proposed salary and benefits of the next NHAC Executive Director.

Discussion continued on managed care. Commissioner Coyle asked Commissioner Maglaras if the goal was to have the counties take over managed care. Commissioner Maglaras stated he believed the counties are better suited to manage their own costs.

Commissioner Coyle stated he was not necessarily comfortable with the fact that the counties have the same representation at the table regardless of size.

Commissioner Coyle asked for clarification on how many staff positions the NHAC was looking for. Commissioner Maglaras stated there would only be the Executive Director and Administrative Director. Cathy Stacey asked if the Administrative Director position was being morphed into more. Commissioner Maglaras affirmed he was looking to expand the role.

Commissioner Maglaras wants to bring the candidate before the Commissioners on February 6 prior to the Executive Committee vote.

Commissioner Coyle stated he was concerned with Commissioner Maglaras' goal of the counties taking over managed care.

Steve Woods noted that there was not much time to prevent what Commissioner Toumpas is proposing. The Board noted they had received calls from many Representatives with concerns.

The Board agreed to attend the February 6 NHAC meeting.

Commissioner Lessard noted the association was not where it had been in the past, but the goal was to improve the performance and meet the needs of the counties.

Commissioners Maglaras and Lessard left the meeting.

Commissioner Tombarello declared a recess for a non-meeting to consult with legal counsel at 4:30pm.

Commissioner Tombarello reconvened the meeting at 4:39pm.

III. Reports

RFP Openings

- Prime Vendor (Nursing Medical Supplies) – Long Term Care

Commissioner St. James opened proposals from Geriatric Medical, Medline, 4MD Medical Solutions, Central Paper Company, and McKesson

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

Commissioners Office – Thomas Tombarello, Chair

- Postage Machine & Meter Lease Contract Extension

Moved: Commissioner St. James to approve the extension of the Postage Machine & Meter Lease contract at the same rates through February 28, 2015, as recommended by the Commissioners Office. Commissioner Coyle seconded. Discussion ensued on the length of time it takes for contracts to go through legal and risk review. Voted all in favor.

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

Moved: Commissioner St. James to approve and sign 2014 accounts payable warrants T140597, T140959, T140966, T140967, T140968, T140969, T140985, T140986, T140990, T140991, T141007, T141008, and T141009 totaling \$297,164.00; accounts payable wire payments T140944, T140977, and T141004 totaling \$141,288.39; and general ledger warrants 14762 and 14784 totaling \$394.17 for a grand total to be approved of \$438,846.56. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve and sign 2015 accounts payable warrants T150016, T150041, T150051, T150106, T150109, and T150123 totaling \$57,815.35; payroll warrants 0108SD and 0115SD totaling \$4,774.04; and general ledger warrants 15026 and 15029 totaling \$544.50, for a grand total to be approved of \$63,133.89. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the overspending of the general government line for legal expenses.

Moved: Commissioner St. James to approve a line item transfer request of \$22,500 from general government intermediate nursing care/nursing facility to general government legal. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 1/13, 1/14

Moved: Commissioner St. James to approve the minutes of the January 13, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the minutes of the January 14, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods discussed the latest news on the nursing home rates. Commissioner Coyle suggested Steve have a quick overview ready to present at the budget public hearing.

- Commissioner Liaison Updates
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James brought up an issue with 12 employee buy-out forms. All of the buy-out forms were dated before the deadline but have not been processed for various reasons.

HR and Finance will review the forms and this will be addressed at the next meeting.

County Attorney's Office – Patricia Conway, County Attorney

- Out of State Training Request

Moved: Commissioner St. James to approve an out-of-state training request for two (2) County Attorney employees, at no cost to the County except for mileage/transportation expenses to and from the airport, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Commissioner Coyle asked Pat the status of the position postings. Discussion ensued.

Corrections – Stephen Church, Superintendent

- Contract Extension Request

Moved: Commissioner St. James to approve the extension of the Commissary contract through December 28, 2015, at no cost to the County, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello declared a recess for a non-meeting to consult with legal counsel at 5:19pm.

Commissioner Tombarello reconvened the meeting at 5:30pm.

Finance Office – Theresa Young, Finance Officer

Commissioner St. James asked Theresa when the Nyhart contract goes back out for bid. Theresa stated it would go back out to bid at the next major actuarial overhaul needed.

- Write-offs

Moved: Commissioner St. James to approve 2014 Long Term Care, Sheriff's Office, and Finance Office write-offs in the amount of \$250,533.14, as outlined in the Finance memorandum dated January 14, 2015, and as recommended by the Long Term Care Services Director, High Sheriff, and Finance Officer. Commissioner Coyle seconded, voted all in favor.

- Venyu Solutions Contract Extension

Moved: Commissioner St. James to approve a Master Services Agreement and contract extension for online backup services of the Finance Office server from February 1, 2014 through January 31, 2015, at the rate of \$156.00 per month, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

- Venyu Solutions Contract Approval

Moved: Commissioner St. James to approve a Master Services Agreement and contract with Venyu Solutions for a period of 12 months, for \$150.00 per month, 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.

- Nyhart Service Agreement Approval

Moved: Commissioner St. James to approve and authorize the Chair to sign a service agreement with Nyhart for the Interim GASB 45 report for the fiscal year ending December 31, 2014 in the amount of \$2,400.00, with legal and risk review already completed, pending review and comment of the Delegation Office, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

IV. Old Business

- Budget subcommittee schedule

The Board reviewed the budget subcommittee schedule and made attendance determinations.

V. Reports continued

Long Term Care Services – Steve Woods, Director

- Position Posting Approval

Moved: Commissioner St. James to approve the posting of a Nursing Supervisor/Restorative position, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- WorkForce - Interim HR Manager Rights

Moved: Commissioner St. James to grant the Long Term Care Services Director interim manager rights of the Human Resources group in WorkForce in order to process edits and approve timesheets. Commissioner Coyle seconded, voted all in favor.

Steve Woods provided a brief update on the HR department.

VI. Adjourn

Moved: Commissioner St. James to adjourn at 6:28pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: St. James K.P.
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 22, 2015 – 6:00 p.m.

I. Call to Order

Commissioner Tombarello called the meeting to order at 6:02pm.

Moved: Commissioner Coyle to approve a separation agreement between Rockingham County and a Rockingham County employee, effective January 22, 2015. Commissioner St. James seconded, voted all in favor.

Moved: Commissioner St. James to approve an exception request for an HR employee as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello declared a recess at 6:35pm to attend the Public Hearing on the Commissioners' 2015 Proposed Budget and Executive Committee meeting.

Commissioner Tombarello reconvened the meeting at 9:31pm.

Discussion ensued on the budget proposal.

II. Adjourn

Moved: Commissioner Coyle to adjourn at 10:15pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: Kevin St. James
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 28, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Theresa Young, Finance Officer
Jude Gates, Director of Facilities, Planning, &
IT

Stephen Church, Corrections Superintendent
Major Dave Consentino, Corrections Assistant
Superintendent
Steven Woods, LTC Services Director
Patricia Conway, County Attorney
Dan Reidy, UNH Co-op Extension
Executive Councilor Christopher Sununu

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:34pm.

II. Guest – Dan Reidy, UNH Co-operative Extension

Dan discussed the co-op extension and the advisory council. He noted it would be beneficial for one of the Commissioners to be on the advisory council. The Commissioners stated they would look at their schedules and get back to Dan.

III. Reports

RFP Openings

- Dental Services – Long Term Care

Commissioner St. James opened a proposal from Golden Tides Dental.

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

- Mental Health Services – Long Term Care

Commissioner St. James opened proposals from Generations and Silver Birch Geriatrics.

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

Commissioners Office – Thomas Tombarello, Chair

- HealthTrust Certification to Protect Information

Moved: Commissioner St. James to approve and authorize the Chair to sign the HealthTrust Certification to Protect Information, pending comment from the Benefit Consultant. Commissioner Coyle seconded, voted all in favor.

Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss compensation of personnel.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Pat Conway, Steve Woods, 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. Commissioner St. James seconded, voted all in favor.

Moved: Commissioner St. James to approve an exception to Personal Policies and Procedures 6-4 and 6-7, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

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

- Change Order Request

Moved: Commissioner St. James to approve a change order request to ThermoDynamics, Inc. for \$78,795.00, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded. Commissioner Coyle asked why this hadn't been sent out for bid. Jude explained this is part of the project already awarded to ThermoDynamics. Further discussion ensued on the reasons for the increase from the estimate for this particular portion of the work. Jude will have the quote and work evaluated further. Motion withdrawn.

Discussion ensued about the inmate that attempted to escape the previous weekend.

Commissioner St. James commented that he had come in over the storm and wanted to recognize the staff at the Jail, Sheriff's Office, and Long Term Care for the great job they did in maintaining operations and meeting the needs of residents.

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

Moved: Commissioner St. James to approve and sign departmental warrants T140598, T140970, T140971, T140972, T140987, T140992, T141011, T141012, T141022, T141014, T141015, T141016, T141017, T141018, T141019, T141020, and T141021 totaling \$306,814.55 for a grand total to be approved \$306,814.55. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a payroll expense of \$1,165,036.43 for the period ending January 25, 2015. Commissioner Coyle seconded. Commissioner Coyle asked if the HR employee pay was included in the payroll. Theresa Young stated it was not.

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Laura Collins was dismissed. Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Theresa Young, and Steve Woods.

Theresa Young and Steve Woods were dismissed.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

The motion on the table passed, all in favor.

Moved: Commissioner St. James to approve a payroll expense of \$1,708.25 for the period ending January 25, 2015. Commissioner Coyle seconded. Commissioner Coyle asked if the employee's timesheet had been approved by Representative Major. Theresa stated it had not been according to the printouts. Commissioner St. James noted he would discuss the matter with Representative Major. Motion passed 2-1.

- Approval of Minutes: 1/21, 1/22

Moved: Commissioner St. James to approve the minutes of the January 21, 2015 Board of Commissioners meeting, as corrected. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Coyle to approve the minutes of the January 22, 2015 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods presented an update on the Medicaid managed care issue and the Governor's support of the cut.

Steve Church discussed a pending bill regarding Felonies First. Pat Conway noted she is on the Felonies First committee. Discussion ensued.

IV. Guest - Executive Councilor Christopher Sununu

Executive Councilor Christopher Sununu joined the meeting at 4:41pm.

Discussion ensued regarding the cut in the nursing home rates and the lack of carryover of the \$4.9 million. Councilor Sununu stated he could bring DHHS Commissioner Toumpas in to have a discussion and answer lingering questions. He went on to note there is a meeting in early April to discuss Stage II implementation. Steve Woods noted that time is not on our side and that once May or June comes, it would be a moot point. Councilor Sununu noted the 100% of costs that are covered under Medicaid doesn't cover the \$6 million of administrative costs. Commissioner Coyle noted that the \$7 million cut essentially constitutes about \$500,000 for Rockingham County which would have to be downshifted to the County taxpayers, and with no warning. Discussion ensued.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff

Commissioner Tombarello noted the Deeds subcommittee meeting went well.

The Commissioners noted they had been attending town meetings to discuss the budget proposal. Commissioner St. James relayed that Rye had said no Commissioner had ever attended one of their meetings and they were pleased to have the discussion.

Councilor Sununu will get back with the Commissioners to schedule time at either the February 4 or February 11 meeting. Councilor Sununu left the meeting at 5:04pm.

Pat Conway asked about the policy for letting her staff work from home during weather emergencies. The Commissioners noted it was her decision.

Commissioner Tombarello declared a recess at 5:06pm for a non-meeting to consult with legal counsel.

Commissioner Coyle left the meeting at 5:15pm.

Commissioner Tombarello reconvened the meeting at 5:43pm.

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner St. James, Steve Woods, and Laura Collins.

There being no further business to discuss in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Attendance Rules & Regulations Update Approval

Moved: Commissioner St. James to approve an update to the Long Term Care Attendance Rules and Regulations, as outlined in the Long Term Care memorandum dated January 28, 2015, and as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Security Contract Addendum/Approval

Moved: Commissioner St. James to approve an addendum to the original Madison Security Group contract signed on December 18, 2013, to continue services for the period and fees outlined, as awarded on December 10, 2014, and as recommended by the Long Term Care Services Director, Director of Facilities, Planning, & Information Technology, and the Commissioners Office. Commissioner Tombarello seconded, voted all in favor.

V. New Business

Moved: Commissioner St. James to approve the normal compensation for essential employees who reported to work within two (2) hours of their scheduled shift, per the Long Term Care Services Director's Weather Emergency memorandum dated January 28, 2015, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

VI. Old Business

- Open Enrollment Exceptions

Moved: Commissioner St. James to approve the open enrollment exceptions as outlined in the Finance Officer's memorandum dated January 28, 2015, and as recommended by the Finance Officer and Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- HR Director Posting Approval

Moved: Commissioner St. James to approve the posting of the HR Director position, pending updated job description. Commissioner Tombarello seconded, voted all in favor.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 6:25pm. Commissioner St. James seconded, voted all in favor.

Minutes of the public session, first non-public session, and third non-public session taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Minutes of the second non-public session taken by Commissioner St. James and typed by Laura Collins

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 30, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk

Steve Woods, LTC Director
Kathy Nikitas, Deputy Finance Officer

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:39pm.

Discussion ensued on the budget subcommittee meetings.

II. Old Business

- 2015 Open Enrollment Exceptions

Moved: Commissioner St. James to approve the open enrollment exceptions outlined in the Finance Officer's memorandum dated January 29, 2015, as recommended by the Finance Officer and Long Term Care Services Director/Interim HR Director. Commissioner Coyle seconded, voted all in favor.

- DOL Audit – February 4, 2015

Discussion ensued regarding the DOL audit and interim report. Item tabled pending further information from the Finance Officer.

- UNH Cooperative Extension Advisory Council

The Board agreed that Commissioner St. James would be the primary Board representative for the Advisory Council, with Commissioner Tombarello serving as the alternate.

- HR Director Job Description

The Board approved the HR Director job description and it will be posted per the vote on January 28, 2015. Resumes will be sent to Interim HR Director Steve Woods, then on to the Commissioners.

Discussion ensued on the agenda for the following week. Steve informed the Board there would be a press conference Monday at 11am at the Merrimack County nursing home to discuss Medicaid managed care.

Commissioner Tombarello declared a recess at 4:04pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 5:32pm.

Commissioner Coyle relayed to Kathy Nikitas that the Board was very concerned that the DOL audit report had not been given to the Board. Kathy Nikitas stated the report contained a lot of inaccuracies. Commissioner Coyle noted it should be given to the Board and the Board should have been made aware, regardless of what the report contained. Commissioner Tombarello is going to attend the DOL audit on February 4th with Theresa and Kathy, and he has the Board's authority to settle as necessary. Kathy Nikitas will send Laura the time and location of the hearing.

III. Adjourn

Commissioner Tombarello moved to adjourn the meeting at 5:47pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes

Chairman's Office

119 North Road ~ Brentwood, New Hampshire

February 3, 2015 – 4:25 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair (via phone)
Commissioner St. James, Clerk
Steve Woods, LTC Director

Steve Church, DOC Superintendent
Major Dave Consentino, DOC Asst
Superintendent
Theresa Young, Finance Officer
Liz Bailey, Sheehan Phinney Bass + Green

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 4:27pm.

II. New Business

- February 2 Weather Emergency

Moved: Commissioner Tombarello to approve the normal compensation for essential employees who reported to work within two (2) hours of their scheduled shift during the February 2, 2015 7:00am to February 3, 2015 7:00am weather emergency, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

III. Adjourn

Commissioner St. James moved to adjourn the meeting at 4:29pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: _____


Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
February 4, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Steve Church, DOC Superintendent
Steve Woods, LTC Director
Pat Conway, County Attorney
Major Darin Melanson, Deputy Sheriff

Jude Gates, Director of Facilities, Planning, & IT
Brooke Gardner, Intern
Kathy Nikitas, Deputy Finance Officer
Theresa Young, Finance Officer
Cathy Stacey, Register of Deeds
DHHS Commissioner Nicholas Toumpas

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:41pm.

II. Reports

RFP Openings

- East Kingston Site – Sheriff's Office

Commissioner St. James opened proposals from 2-Way Communications and Green Mountain Integrated Communication Solutions.

Moved: Commissioner St. James to authorize the Sheriff's Office to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

Commissioner Coyle joined the meeting at 3:45pm.

- BOC Meeting Materials Submission and Signature Policy

Moved: Commissioner St. James to approve the Board of Commissioners Meeting Materials Submission and Signature Policy, as recommended by the Commissioners Office. Commissioner Tombarello seconded, voted all in favor.

- Legal Consultation Policy

Moved: Commissioner St. James to approve the Legal Consultation Policy, as recommended by the Commissioners Office. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 1/28

Moved: Commissioner St. James to approve the minutes of the January 28, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Kathy Nikitas joined the meeting at 3:48pm.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello mentioned the Commissioners will be attending the meeting on February 6 regarding the NHAC Executive Director candidate.

Cathy Stacey joined the meeting at 3:50pm.

- Commissioner Liaison Updates

- Commissioner Coyle: County Attorney, Finance, Long Term Care

Steve Woods briefed the Board on the LTC employee that had been terminated.

County Attorney's Office – Patricia Conway, County Attorney

- Exception Request PPP 6-3

Moved: Commissioner Coyle to approve the appointment of Patricia LaFrance as Deputy County Attorney in accordance with NH RSA 7:33-f, and as recommended by the County Attorney. Commissioner St. James seconded, voted all in favor.

Moved: Commissioner Coyle to approve an exception to Personnel Policies and Procedures 6-3, as recommended by the County Attorney. Commissioner St. James seconded, voted all in favor.

- Position Posting Approval

Commissioner Coyle noted he would like to see the County Attorney position postings appear in the Bar News. Steve Woods stated he would help with the process.

Moved: Commissioner Coyle to approve the posting of three (3) Assistant County Attorney I positions, as recommended by the County Attorney, so long as they are advertised in the NH Bar News. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Exception Request PPP 6-7

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-7, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Position Posting Approval

Moved: Commissioner St. James to approve the posting the MDS Assistant position, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Affiliation Agreement – Seacoast School of Technology

Moved: Commissioner St. James to approve an affiliation agreement with Seacoast School of Technology - Health Science Technologies, and authorize the Chair to sign all necessary documents having already been through legal and risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael W. Downing, High Sheriff

- Exception Request PPP 6-15

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-15, as recommended by the High Sheriff. Commissioner Coyle seconded. Commissioner Coyle asked if this was the exception approved every year by the Board. Major Melanson affirmed. Voted all in favor.

III. **New Business**

Theresa Young joined the meeting at 4:00pm.

Commissioner Coyle asked about the two COs that had their grievances approved in December and had not yet had the pay change processed. He had received a call from the Teamsters and they were not pleased the change had not been processed yet. Theresa stated she had contacted Steve Church the previous week and that Steve said he was working on them. Steve noted he had told Theresa he was waiting on the paperwork from HR.

IV. Old Business

- Occupational Health Services RFP – Finance Office

Moved: Commissioner St. James to reject the Occupational Health Services bid from Exeter Hospital and send the Occupational Health Services RFP out again, as recommended by the Finance Officer. Commissioner Coyle seconded. Commissioner Coyle asked why the recommendation was to send it back out. Kathy Nikitas stated the vendor was price competitive, but other factors affected the decision, such as the fact that they wouldn't be able to have the person available until after March 1. Voted all in favor.

- February 2 Weather Emergency

Moved: Commissioner St. James to amend the vote from February 3, 2015 to approve the normal compensation without use of earned time to applicable essential employees who arrived within two (2) hours of their scheduled shift during the weather emergency from February 2, 2015 at 6:00am through February 3, 2015 at 7:00am, per Personnel Policies and Procedures 7-5. Commissioner Coyle seconded, voted all in favor.

- HR Recruitment Process

The Board decided to interview candidates on a rolling basis through the position posting. The Board directed the position be advertised, and up to \$500 could be spent.

Discussion continued on the NHAC. Cathy Stacey noted the Commissioners Council meeting and the Executive Committee meeting on Friday, February 6. Discussion ensued on the NHAC budget increase. Theresa briefed the Board on the status of the MOU regarding the Executive Director. She will provide further information on the candidate as well as the dues holiday before the Board attends the Friday meetings.

V. Medicaid Managed Care w/ Guests Executive Councilor Christopher Sununu & DHHS Commissioner Nick Toumpas

Executive Councilor Chris Sununu and DHHS Commissioner Toumpas joined the meeting at 4:29pm.

Commissioner Toumpas gave the Board a brief overview of the issues to date and stated he was willing to answer any remaining questions.

Steve Woods noted the nursing homes still don't know the answers to many of the questions on the rate-setting and managed care.

Commissioner Toumpas noted the different phases in the process surrounding the Medicaid Managed Care. He noted they held three or four forums to find out what was working and what was not. He also noted that DHHS then had conversations with the private nursing homes, and many questions had been presented. He noted the Governor had directed that the process had to be followed.

Steve noted the timing was worrisome, and would not give the nursing homes adequate time to prepare for budget shortfalls. Commissioner Toumpas stated he was not going to push something through that affects the most vulnerable people in the population without ensuring it has gone through proper scrutiny. He noted he would change the timelines if it was determined to be necessary.

Commissioner Toumpas noted the budget process required him to reduce appropriations to address the budget shortfalls. He noted he had more than 250 positions he was holding vacant in order to reduce the budget. He noted the \$7 million dollars, and Commissioner Coyle commented that was money that was supposed to be paid to the nursing homes anyway. Discussion ensued. Commissioner Coyle noted not bringing the \$4.9 million forward would cost the County hundreds of thousands of dollars. Commissioner Toumpas explained part of it gets made up by pro-share and part

of it gets made up by MQIP. Commissioner Coyle stated that Medicaid doesn't come close to covering the actual costs in the nursing homes.

Commissioner Tombarello asked Commissioner Toumpas what the positions he had on hold were. Commissioner Toumpas stated they were positions across the board, including mental health workers, case workers, and so on. He went on to brief the Board on DHHS planned projects, services, and contracts that had been taken off the table in order to reduce the budget.

Commissioner Coyle asked if the law requires the department to return the funds to the nursing homes, how is it that the department took the funds to reduce the budget. Commissioner Toumpas noted he had attended the fiscal committee on January 23. He noted the competing statutes of having to reduce the budget along with one requiring the funds be paid out in incremental rates. He stated they reduced the nursing home appropriations by \$7 million, and stated it effectively served to eliminate the surplus.

Commissioner Coyle asked who ultimately made the decision to cut the \$7 million from the nursing homes. Commissioner Toumpas stated the legislature did not direct it, except for directing the overall budget be reduced. He stated that he could not bring the reduction plan forward without the Governor's approval.

Commissioner Coyle asked that Commissioner Toumpas relay the County's concerns to Governor Hassan, and that these reductions are hurting the nursing homes and are going to hurt the County taxpayers.

Commissioner Tombarello asked if the two managed care organizations are ready to move forward. Commissioner Toumpas noted they are not ready to move forward, and that it will take longer. He stated he will be looking at the work to be done and the available resources, and amending timelines as necessary.

Further discussion ensued. Commissioner Tombarello asked if there was no other place to take the \$4.9 million. Commissioner Toumpas stated there wasn't, and discussed the \$24 million lapse, and using half to cover certain costs.

Discussion continued. The Board thanked Commissioner Toumpas for coming to the meeting. Commissioner Toumpas left the meeting at 5:32pm.

VI. Reports continued

Discussion ensued on the cities and towns that the Sheriff's Office dispatches for.

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

Moved: Commissioner St. James to approve and sign departmental warrants T150017, T150033, T150034, T150042, T150043, T150052, T150061, T150082, T150110, T150111, T150112, T150071, T150129, T150130, and T150135 totaling \$185,329.50; accounts payable wire warrants T141023, T150217, T150128, T150133, T150136, and T150137 totaling \$421,340.65; payroll warrants 0122SD and 0129SD totaling \$8,770.76; and general ledger warrants 14781 and 15038 totaling \$1,415,746.00; and autopay warrants T150091, T150092, T150093, T150094, T150095, T150096, T150097, T150098, and T150099 totaling \$1,820,919.88, for a grand total to be approved of \$3,852,106.79. Commissioner Coyle seconded. Discussion ensued on the autopay warrants. Voted all in favor.

VII. Commissioners Non-Public Session

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss compensation of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Theresa Young, and Laura Collins.

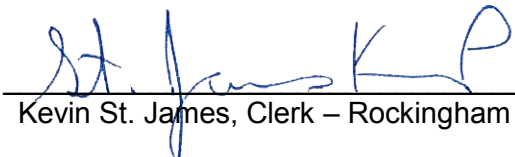
There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

Discussion ensued on the NHAC.

VIII. Adjourn

Commissioner St. James moved to adjourn the meeting at 6:15pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
February 6, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:46pm.

II. New Business

- February 5 Weather Emergency

Moved: Commissioner Tombarello to approve the use of earned time for essential employees who reported to work within two (2) hours of their scheduled shift during the February 5, 2015 6:00am to 12:00pm weather emergency, as recommended by the Interim HR Director/Long Term Care Services Director. Commissioner St. James seconded. Motion passed 2-1.

III. Commissioners Non-Public Session

Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner St. James seconded. Voted all in favor.

Those in attendance were Commissioner Tombarello, Commissioner Coyle, and Commissioner St. James.

Theresa Young was called in at 3:55pm. Theresa Young was dismissed at 4:05pm.

Kathy Nikitas and Chuck Nickerson were called in at 4:10pm. Kathy Nikitas and Chuck Nickerson were dismissed at 4:30pm.

Steve Woods was called in at 4:35pm.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

While in non-public session, the Board made the following vote:

Moved: Commissioner St. James to pay a finance employee full pay for coming into work during the weather emergency on January 27, 2015. Commissioner Coyle seconded, voted all in favor.

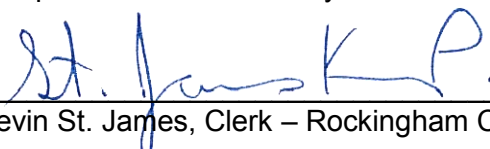
IV. Adjourn

Commissioner St. James moved to adjourn the meeting at 4:55pm. 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 St. James and typed by Laura Collins.

Received by: _____


Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
February 11, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, DOC Superintendent
Patricia Conway, County Attorney
Patricia LaFrance, Deputy County Attorney

Jude Gates, Director of Facilities, Planning,
& IT
Robin Bernier, IT/Telecom Manager
Kathy Nikitas, Deputy Finance Officer
Major Darin Melanson, Deputy Sheriff
Steve Woods, LTC Director
Cathy Stacey, Register of Deeds
Brooke Gardner, Commissioners Intern

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,177,429.72 for the period ending February 5, 2015. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,708.26 for the period ending February 5, 2015. Commissioner Coyle seconded. Commissioner Coyle asked if the payroll had been signed off. Kathy Nikitas stated it had not been to her knowledge. Motion passed 2-1.

Moved: Commissioner St. James to approve a line item transfer totaling \$3,186 for the County Attorney's Office. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 1/30, 2/03, 2/04

Moved: Commissioner St. James to approve the minutes of the January 30, February 3, and February 4, 2015 Board of Commissioners meetings. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve briefed the Commissioners on the Medicaid Managed Care updates, press conference, and Senator Forrester's proposed bill.

Cathy Stacey briefed the Board on pending legislation.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James will be attending the Delegation subcommittee meeting on Friday. Commissioner St. James briefed the Board on the cuts made by the Commissioners/HR/General Government subcommittee.

Commissioner Tombarello asked Pat if he could send her information on someone interested in interning with the County Attorney. Pat affirmed she would look at the information.

Corrections – Stephen Church, Superintendent

- Inmate Transfer Report

Steve noted the academy graduation on Friday.

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated February 04, 2015. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the possibility of adding dispatch services for some of the towns and cities not currently using Rockingham County's dispatch.

Engineering & Maintenance Services – Jude Gates, Director

- Revised ARD-1

Moved: Commissioner St. James to approve the submission of an application to the New Hampshire Department of Environmental Services, Air Resources Division, for the annual air resources permit and authorize the Chair to sign the application as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Hybrid Entity Resolution

Moved: Commissioner St. James to approve the hybrid entity resolution in its entirety. Commissioner Coyle seconded, voted all in favor.

The Board adopted the following resolution:

WHEREAS, Rockingham County is a political subdivision of the State of New Hampshire; and

WHEREAS, Rockingham County is a single legal entity comprised of separate departments or divisions;

WHEREAS, one such division of Rockingham County is Rockingham County Long Term Care Services;

WHEREAS Rockingham County Long Term Care Services is a health care provider subject to federal privacy and security regulations (the "Privacy Rule" and the "Security Rule", respectively) promulgated under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH Act").

NOW, THEREFORE, THE ROCKINGHAM COUNTY COMMISSIONERS ADOPT THE FOLLOWING "HIPAA HYBRID ENTITY DESIGNATION AND POLICY":

HIPAA HYBRID ENTITY DESIGNATION AND POLICY

I. Introduction

The HIPAA Security Rule and HIPAA Privacy Rule, codified at 45 CFR 164, Subparts C and E, respectively, were promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH Act"). The HIPAA Privacy Rule and the HIPAA Security Rule (collectively, the "HIPAA Rules"), require certain healthcare-related entities that are subject to the HIPAA Rules, known as

“covered entities,” to comply with certain standards to protect the confidentiality, integrity and availability of individually identifiable health information. Under the HIPAA Rules, a legal entity that performs both covered and non-covered functions may designate itself as a “hybrid entity.” A hybrid entity may exclude from its covered entity status those components of the entity that do not engage in “covered functions” (as defined below). Those components of the hybrid entity that do engage in covered functions must comply with the HIPAA Rules. A hybrid entity must designate any component of the hybrid entity that would meet the definition of a covered entity if it were a separate legal entity as a “health care component.”

II. Definitions

Covered entity means a health plan, a health care clearinghouse or a health care provider who transmits any health information in electronic form in connection with a transaction covered by HIPAA.

Covered functions means those functions of a covered entity the performance of which makes the entity a health plan, health care provider, or health care clearinghouse.

Health care component means a component or combination of components of a hybrid entity designated by the hybrid entity as such in accordance with 45 CFR 164.105(a)(2)((iii)(C).

HIPAA means the Health Insurance Portability and Accountability Act of 1996.

HIPAA Rules means the HIPAA Security Rule and HIPAA Privacy Rule, codified at 45 CFR 164, Subparts C and E, respectively.

HITECH Act means the Health Information Technology for Economic and Clinical Health Act of 2009.

Hybrid entity means a single legal entity (1) that is a covered entity, (2) whose business activities include both covered and non-covered functions; and (3) that designates its health care component(s) and documents such designation.

Protected Health Information (“PHI”) means health information that is created or received by a health care provider, health plan, employer, or health care clearinghouse and (1) relates to (a) the past present, or future physical or mental health or condition of an individual; (b) the provision of health care to an individual; or (c) the past, present, or future payment for the provision of health care to an individual and (2) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual; and (3) is transmitted by electronic media, maintained in electronic media, or is transmitted or maintained in any other form or medium.

III. Designation of Health Care Component

The Rockingham County Commissioners have determined that Rockingham County performs both covered functions and non-covered functions. The Rockingham County Commissioners hereby designate Rockingham County as a hybrid entity and designate Rockingham County Long Term Care Services as a health care component of such hybrid entity.

IV. Implementation Procedures

As a hybrid entity, Rockingham County must ensure that the health care component of the entity complies with the applicable requirements of the HIPAA Rules. Rockingham County will operationally segregate all non-covered functions from the covered functions. In particular, Rockingham County will ensure that:

Rockingham County Long Term Care Services does not disclose PHI to a non-health care component of the County in circumstances that would be prohibited by the HIPAA Rules if Rockingham County Long Term Care Services were a separate and distinct legal entity from the County;

Rockingham County Long Term Care Services complies with the HIPAA Rules;

Where possible, staff and office space should be segregated between covered functions and non-covered functions; and

If a person performs duties for both Rockingham County Long Term Care Services and non-health care components of the County such person will not use or disclose PHI created or received in the course of his or her work for Rockingham County Long Term Care Services in a manner prohibited by the HIPAA Rules.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on February 11, 2015.

- Surplus Equipment Request

Moved: Commissioner St. James to declare equipment outlined and recommended in the IT/Telecom Manager's memorandum dated February 11, 2015 surplus and to be disposed of accordingly. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Rockingham VNA & Hospice Agreements

Moved: Commissioner St. James to approve the Inpatient Care Agreement between Rockingham Visiting Nurse Association and Hospice and Rockingham County, for a period of one (1) year, and authorize the Chair to sign all necessary documents, with legal and risk review already completed, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the Inpatient Respite Care Agreement between Rockingham Visiting Nurse Association and Hospice and Rockingham County, for a period of one (1) year, and authorize the Chair to sign all necessary documents, with legal and risk review already completed, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the Provision for Hospice Care Services Agreement between Rockingham Visiting Nurse Association and Hospice and Rockingham County, through September 30, 2015, and authorize the Chair to sign all necessary documents, with legal and risk review already completed, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Steve Woods briefed the Board on the LTC census, as well as the wing that has been shut down due to incidents of the flu.

III. New Business

- February 8 Weather Emergency

Moved: Commissioner St. James to approve the use of earned time for essential employees who reported to work within two (2) hours of their scheduled shift during the February 8, 2015 10:45pm

through February 9, 2015 11:00pm weather emergency, as recommended by the Interim HR Director / Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

IV. Old Business

- Exception Request Amendment – County Attorney

Moved: Commissioner St. James to amend the exception request approval for the County Attorney's Office at the February 4, 2015 meeting to stipulate Grade 40, Step 8. Commissioner Coyle seconded, voted all in favor.

Pat asked if the 10 day posting period for the ACA I could start from Monday, when the posting appeared on the Bar News website. The Board stated they preferred the posting period start on the 18th when it appears in the printed Bar news. Pat asked if she would be able to hire an intern in her office for one of the three positions, before the posting period ended. Commissioner St. James stated he did not agree with hiring before the end of the posting period.

Moved: Commissioner Coyle to approve the hiring of one ACA I position prior to the end of the posting period. Commissioner Tombarello seconded. Motion passed 2-1.

- Matrix Consulting Group

Discussion ensued on the remaining work for the Corrections and HR/Finance studies from Matrix Consulting Group. HR/Finance study will be discussed at the next meeting. Steve Church noted he was not looking for anything further from the report. He noted he submitted his rebuttal report to the Board and to Matrix. The Board directed Laura to email Matrix and inform them no further work was required on the Corrections report, and directed Kathy to send the remaining balance due for the Corrections study to Matrix.

- Alcohol Fines

Commissioner St. James asked the Board about the alcohol fines assessed in 2014 on New Adventures Entertainment. Discussion ensued about the fines that were assessed and deposited into the general fund, and the request from City of Portsmouth to allocate some of those funds to the Portsmouth PD. Pat will pull the court order addressing the fine.

- Payroll Position Postings

Moved: Commissioner St. James to approve the posting of the Payroll Manager and two Payroll Practitioner Senior positions, with updated job descriptions provided to HR by 2:00pm Friday, February 13, 2015. Commissioner Coyle seconded. Discussion ensued regarding the job descriptions and the request from Finance to regrade the Payroll Clerk and Payroll Administrator to grade 34. Salaries will be addressed by the Board as necessary. Voted all in favor.

V. Public Comment

No comments received.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Moved: Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded voted all in favor.

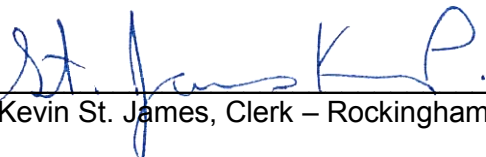
Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, Jude Gates, Robin Bernier, and Laura Collins.

There being no further business to come before the Board in non-public, Commissioner Coyle moved to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

VII. Adjourn

Commissioner Coyle moved to adjourn the meeting at 5:03pm. Commissioner Tombarello seconded. Voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
February 17, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Steve Woods, LTC Director
Leslie Fabian, Nursing Director

Nicole Mitchell, LTC Employee
Jude Gates, Director of Facilities, Planning,
& IT
Cathy Stacey, Register of Deeds
Theresa Young, Finance Officer
Brooke Gardner, Intern

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:33pm.

II. Non-Public Session NH RSA 28:10a (3:30-4:00pm)

Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner St. James seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner St. James, Steve Woods, Leslie Fabian, and Laura Collins.

Nicole Mitchell joined the meeting at 3:38pm.

Commissioner Coyle joined the meeting at 3:39pm.

There being no further business to come before the Board in non-public session, Commissioner Tombarello moved to go back into public session. Commissioner St. James seconded, voted all in favor.

Ms. Mitchell left the meeting.

Moved: Commissioner Coyle to accept the recommendation of the Long Term Care Services Director as outlined in his letter of February 9, 2015 regarding a nursing home employee, effective February 28, 2015. Commissioner St. James seconded, voted all in favor.

III. Reports

RFP Openings

- Hot Water Heat Exchangers – E&MS

Commissioner St. James opened proposals from Standard of New England, Power & Process Inc., RL Stone Co., The Granite Group, Frank I. Rounds Company and F.W. Webb.

Moved: Commissioner St. James 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.

- Elevator Upgrade / DOC – E&MS

Commissioner St. James opened proposals from Embree Elevator, Stanley Elevator Company Inc., and NH Elevator Inc.

Moved: Commissioner St. James 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.

- UST Piping Upgrades – E&MS

Commissioner St. James opened proposals from M.B. Maintenance Inc. and Gold Eagle Contracting, Inc.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, and Information Technology to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded. A representative from Gold Eagle Contracting Inc. was present and provided the Board with information on his bid. He also discussed his recommendation to replace the tank instead of repairing or replacing the liner. Voted all in favor.

- Occupational Health Services – Finance Office

Commissioner St. James opened proposals from Exeter Hospital and Concentra.

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

RFP Awards

- Dental Services – Long Term Care

Moved: Commissioner St. James to award the Dental Services proposal to Golden Tides Dental for a period of two (2) years, not to exceed \$55,000 per year, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Mental Health Services – Long Term Care

Moved: Commissioner St. James to award the Mental Health Services proposal to Generations Geriatric Mental Health for a period of two (2) years, not to exceed \$13,000 per year, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued on what services would be provided. Voted all in favor.

- Prime Vendor for Medical Supplies – Long Term Care

Moved: Commissioner St. James to award the Prime Vendor for Medical Supplies proposal to Geriatric Medical for a period of three (3) years, not to exceed \$200,000 per year, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued on other vendors. Voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

- Information Request Copy and Mailing Fee Policy

Moved: Commissioner St. James to approve the Commissioners Office Information Request Copy and Mailing Fee Policy as amended and recommended by the Commissioners Office. Commissioner Coyle seconded, voted all in favor.

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

Moved: Commissioner St. James to approve and sign departmental warrants T150018, T150019, T150020, T150021, T150035, T150037, T150039, T150045, T150049, T150053, T150054, T150113, T150114, T150139, T150141, T150162, T150083, T150176, T150177, T150178, T150179, T150185 totaling \$395,818.66; AP wire warrant T150182 totaling \$1,465,875.00; payroll warrants

0205SD, 0212SD totaling \$2,364.95; general ledger warrants 15075, 15076, 15074, 15073 totaling \$8,162.63, for a grand total to be approved of \$1,872,221.24. Commissioner Coyle seconded. Commissioner Coyle asked if that included the DHHS payment. Theresa affirmed it did. Theresa also noted the \$5,000 payment for Matrix that was approved to come out of the Delegation line as a known expense from 2014. Voted all in favor.

- Approval of Minutes: 2/06, 2/11

Moved: Commissioner St. James to approve the minutes of the February 11, 2015 Board of Commissioners meeting as corrected. Commissioner Coyle seconded. Discussion ensued about the three open finance positions and the process for hiring. Theresa stated HR in the past had agreed to screen the positions and keep the scoring sheet. Discussion ensued. Voted all in favor.

Moved: Commissioner St. James to approve the minutes of the February 6, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey provided the Board an update on the current proposed legislation. Steve Woods briefed the Board that Medicaid Managed Care Phase II would be delayed until 2016.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff

Commissioner Tombarello asked Jude what the overtime was looking like with all the storms. Jude said overtime is up and she is tracking it.

- Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James discussed the progress on the HR Director search. He also discussed the offer to have trustees help shovel out the fire hydrants and the towns that have accepted.

Commissioner St. James also briefed the Board on the Delegation budget subcommittee and LTC subcommittee meetings he attended.

Finance Office – Theresa Young, Finance Officer

- 2015 Accounts Payable Authorization Approvals
 - Health Plans Inc.- 2015 weekly claims
 - Health Plans Inc.- 2015 administrative payments
 - Comp-SIGMA Ltd – 2015 worker’s compensation weekly funding and payments
 - HealthTrust - 2015 health and short term disability insurance premiums
 - Delta Dental - 2015 administrative payments and weekly claims
 - Northern New England Benefit Trust - 2015 health insurance premiums

Moved: Commissioner St. James to authorize the Finance Office to process 2015 payments, claims, and/or premiums to Health Plans Inc., Comp-SIGMA Ltd, Health Trust, Delta Dental, and Northern New England Benefit Trust as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

Theresa briefed the Board on the Delta Dental contract changes and the conflict with the law firms. She went on to discuss and provide handouts on cash accounts and current activity on legal and insurance claims. Theresa mentioned there would be a meeting on the liability portion of worker’s comp at 10:00am the following day. Discussion ensued on the Interim NHAC Executive Director position and that it would be discussed at the NHAC Officers meeting on Wednesday.

Theresa asked the Board for direction on an old court case and whether it was considered closed. The Board agreed it was closed.

Discussion ensued again on the Finance positions. Steve Woods will collect the resumes and forward them on to Theresa Young. Scoring and acknowledgment letters will be handled in the Finance Office.

Commissioner Tombarello declared a recess at 5:15pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 6:03pm.

Long Term Care Services – Steve Woods, Director

- Rental Service Agreement

The agreement was tabled until the next meeting.

- Great Bay Community College Letter

The letter was provided to the Board but not discussed.

IV. New Business

- Weather Emergency February 14

Moved: Commissioner Tombarello to approve the use of earned time for essential employees who reported to work within one (1) hour of their scheduled shift during the February 14, 2015 10:45pm through February 15, 2015 7:00am weather emergency, as recommended by the Interim HR Director / Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

V. Old Business

- HR/Finance Study

Tabled until the next meeting.

- Annual Report

Discussion ensued on the annual report.

VI. Public Comment

No comments from the public received.

VII. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

VIII. Adjourn

Commissioner Tombarello moved to adjourn the meeting at 6:24pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
February 25, 2015 – 3:30 p.m.

Present:

Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Jude Gates, Director of Facilities, Planning, & IT
Lt. Kevin Walsh, Admin Services Division –
Sheriff's Office

Steven Woods, LTC Director
Theresa Young, Finance Officer
Stephen Church, DOC Superintendent

Excused Absence:

Thomas Tombarello, Chair

I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 3:35pm.

II. Reports

RFP Awards

- Rejection of East Kingston Site Proposals – Sheriff's Office

Moved: Commissioner St. James to reject all received proposals for the East Kingston Site and reissue the RFP. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense for the period ending February 22, 2015 in the amount of \$1,177,506.44. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a payroll expense for the period ending February 22, 2015 in the amount of \$1,708.26. Commissioner Coyle seconded. Commissioner Coyle asked who from the Delegation had approved the timesheet. Theresa noted only the employee had approved it. Motion failed 1-1.

- New Hampshire Association of Counties Legislative Updates

Theresa Young noted that George Maglaras, Stafford County Commissioner, was appointed the Interim Executive Director of the NHAC. Theresa has requested the minutes from the meeting.

Finance Office – Theresa Young, Finance Officer

- Dental Contract Review Authorization

Moved: Commissioner St. James to approve Donahue, Tucker & Ciandella PLLC to review the Northeast Delta dental contract for an amount not to exceed \$1,000, as recommended by the Finance Officer. Commissioner Coyle seconded. Commissioner Coyle asked why we were going through DTC. Theresa explained both the other contracted firms had a conflict of interest. Voted all in favor.

- GBS Compensation Disclosure

Moved: Commissioner St. James to approve the Gallagher Benefit Services Compensation Disclosure Statement and authorize the Chair to sign all necessary documents, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Rental Service Agreement

Moved: Commissioner St. James to approve the General Linen Service Co. Inc. rental service agreement for a period of 12 months, for an amount not to exceed \$4,999, and authorize the Chair to sign all necessary documents having already completed legal and risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued regarding the contract review process. Voted all in favor.

III. New Business

- Vice Chair Signature Authorization

Moved: Commissioner St. James to authorize the Vice Chair to sign approved documents in the absence of the Chair. Commissioner Coyle seconded, voted all in favor.

- Delegation Accounting Structure

Discussion ensued on the accounting structure in MUNIS. The Delegation would like to add a new object under their line for legal services. Theresa explained how this would complicate the accounting across the county for specific object accounting and reporting. Commissioner St. James will discuss the issue with Chairman Major.

IV. Old Business

- Contract Extension Request

Moved: Commissioner St. James to approve a one (1) month extension to the current Workers' Comp Occupational Health contract from the current expiration date of February 28, 2015 to March 31, 2015, for an amount not to exceed \$12,500 in total fees, and authorize the Chair to sign all necessary documents, as recommended by the Finance Office. Commissioner Coyle seconded, voted all in favor.

- Postage Machine & Meter Lease Approval Amendment

Moved: Commissioner St. James to amend the monthly amount in the Postage Machine and Meter Lease contract awarded to Formax on November 19, 2014 from \$729.22 to \$731.30, as recommended by the Commissioners Office. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the Diversion program and an employee at the jail that just received his U.S. citizenship.

Discussion ensued on the town meeting Commissioner St. James attended in Portsmouth. He noted Portsmouth's concerns and that he would be meeting with them again soon.

Steve Woods notified the Board that there was a short circuit in a resident room earlier in the day. It has been investigated and rectified.

Discussion ensued on the fireworks display for 2015. Commissioner St. James volunteered to sell food and be in a dunk tank.

- Approval of Minutes 2/17

Moved: Commissioner St. James to approve the minutes of the February 17, 2015 Board of Commissioners meeting as corrected. Commissioner Coyle seconded, voted all in favor.

- HR/Finance Study Progress Discussion

Discussion ensued on the progress of the report. Laura will put the study together with the two departmental responses and disperse to the Board.

Moved: Commissioner Coyle to pay the remaining balance due for the HR/Finance study to Matrix. Commissioner St. James seconded, voted all in favor.

Discussion ensued on the upcoming budget approval and Drug Court funding. Further discussion ensued on budget issues.

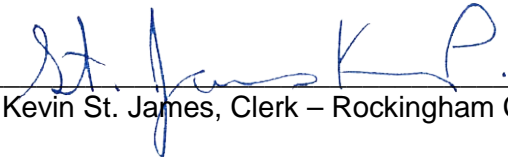
V. Public Comment

No comments from the public were received.

VI. Adjourn

Commissioner St. James moved to adjourn at 4:38pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
March 3, 2015 – 2:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Jude Gates, Director of Facilities, Planning,
& IT

Major Darin Melanson, Deputy Sheriff
Steve Woods, LTC Director
Theresa Young, Finance Officer
Steve Church, DOC Superintendent
Pat Conway, County Attorney
Cathy Stacey, Register of Deeds

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 2:33pm.

II. Reports

RFP Awards

- Rejection: Fan Coil Unit Replacements – E&MS

Moved: Commissioner St. James to reject the Fan Coil Unit Replacement proposals and reissue the RFP, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Elevator Upgrade/DOC – E&MS

Moved: Commissioner St. James to award the Elevator Upgrade/DOC proposal to NH Elevator Inc. for \$25,000, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Hot Water Heat Exchanger – E&MS

Moved: Commissioner St. James to award the Hot Water Heater Exchanger proposal to Power & Process for \$60,543, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- UST Piping Upgrades – E&MS

Moved: Commissioner St. James to award the UST Piping Upgrades proposal to MB Maintenance Inc., for \$104,120, pending authorization from the New Hampshire Department of Environmental Services, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued regarding the proposals received and there not being a current need to replace the tank. Voted all in favor.

- Occupational Health Services – Finance Office

Moved: Commissioner St. James to award the Occupational Health Services proposal to The Center for Occupational and Employee Health of Exeter Hospital for an amount of \$119,780 per year, for a period of two (2) years, 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.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign an amendment to the February 17, 2015 warrant approval with departmental warrant T150039 having an amount of \$6,097.98, a departmental warrant total of \$396,079.55, and a grand total to be approved of \$1,872,482.13. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve and sign departmental warrants T150022, T150023, T150046, T150055, T150063, T150084, T150115, T150116, T150145, T150146, T150147, T150200, T150072, T150183, T150193, T150194, T150195, T150196, T150197, T150198 totaling \$429,174.23; AP wire warrants T150100, T150199, T150201 totaling \$1,493,648.03; payroll warrants 0219SD, 0226SD totaling \$3,800.65; general ledger warrants 15103, 15105, 15107 totaling \$914.50, for a grand total to be approved of \$1,927,537.41. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 2/25

Moved: Commissioner St. James to approve the minutes of the February 25, 2015 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Tombarello abstaining due to absence.

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey updated the Board on the legislation, in particular bill 8, which would give Commissioner Toumpas the ability to move funds within categories without oversight. Cathy has also been working on fiscal notes with a few of the affiliates. She noted work submitted in December had not been forwarded on by the NHAC President.

Theresa noted for the Board that George Maglaras had been appointed interim Executive Director. She stated she hadn't been part of the discussion and that George Maglaras had called her.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff

Commissioner Tombarello noted that Sheriff Downing will be receiving Ganley Award on March 17.

- Commissioner Coyle: County Attorney, Finance, Long Term Care

Commissioner Coyle noted the inspection currently going on in LTC. Steve Woods noted the inspectors would be here through Thursday or Friday depending on the weather.

- Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James has a meeting with Mayor Lister and City Manager Bohenko of Portsmouth on Thursday.

Commissioner St. James gave an update on upcoming interviews for the HR Director.

Commissioner St. James met with Reps Major and Weyler and noted a meeting will be scheduled to discuss their request to change budget account numbers.

Corrections – Stephen Church, Superintendent

- Securus Agreement Amendment

Moved: Commissioner St. James to approve the Second Amendment to the Securus Master Services Agreement, signed May 17, 2012, and authorize the Chair to sign all necessary documents having already completed legal and risk review. Commissioner Coyle seconded. Commissioner St. James noted the contract was in legal and risk review for a long time. Voted all in favor.

- Hillsborough County Housing Agreement

Discussion ensued on other County housing agreements, and the possibility of having a multi-year agreement with Hillsborough.

Moved: Commissioner St. James to approve the Female Prisoner Housing Agreement between Hillsborough County and Rockingham County, for a period of one (1) year, and authorize the Board to sign all necessary documents having already been through legal and risk review, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- ACA I Appointment

Moved: Commissioner St. James to approve the appointment of Patrice Casian to the position of Assistant County Attorney I at Grade 37 Step 1, as recommended by the County Attorney. Commissioner Coyle seconded. Commissioner Coyle noted it was a problem in the past in the County Attorney's office with staff starting at lower steps and leaving the County for higher pay elsewhere. Discussion ensued. Voted all in favor.

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

- Bid Waiver: Honeywell Building Solutions \$23,255

Moved: Commissioner St. James to approve a bid waiver to Honeywell Building Solutions for an amount of \$23,255, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

Finance Office – Theresa Young, Finance Officer

- Robbin Grill CPA Engagement Letter

Moved: Commissioner St. James to approve and sign an engagement letter for Robbin Grill to prepare the HCFA-2540 and the New Hampshire Title 19 Annual Financial and Statistical Report for Long Term Care Providers for the year ended December 31, 2014. Commissioner Coyle seconded, voted all in favor.

- TD Equipment Capital Lease Agreement

Moved: Commissioner St. James to approve the revised TD Equipment Finance capital lease agreement and award a three year lease with \$191,366 for seven vehicles; \$23,259.50 for customized vehicle equipment; and interest of \$4,898.54 for a total of \$219,524.04, and authorize the Chair to sign all necessary documents as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

- Lease Financing Reimbursement Resolution

Moved: Commissioner St. James to adopt the lease financing reimbursement resolution as written. Commissioner Coyle seconded, voted all in favor.

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 customized vehicle

equipment for one (1) Department of Corrections 2015 Ford Police Interceptor Utility vehicle and one (1) Department of Corrections 2015 Ford Transit Full Size van (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 \$23,259.50. The vendors supplying the Equipment, to whom monies would be advanced by the County, are Adamson Industries Corp. (\$21,159.50 total) and Kenney Communications (\$2,100.00 total). Previously, monies totaling \$191,366.00 had been advanced for purchase of seven vehicles that are part of this same lease agreement with TD Equipment Finance. The grand total sought for financing with TD Equipment Finance for the vehicles and customized vehicle equipment is \$214,625.50.
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on March 3, 2015.

- Banking Services Update to Accounts

Moved: Commissioner St. James to authorize Citizens Bank to close the Rockingham County master account (account number 3312772186) consisting of the Workers Compensation account (sub account 10-8200292687), the Compensated Absences account (sub account 10-8200292835), and the Dental account (sub account 10-8200292688) and transfer the funds to TD Bank. Commissioner Coyle seconded, voted all in favor.

- Primex Contract Award

Moved: Commissioner St. James to award the Property and Liability and Unemployment Claims Management contract to Primex for calendar year 2015 for an amount not to exceed \$349,557 and \$99,162 respectively, as recommended by risk consultant USI Insurance Services LLC and the Finance Officer. Commissioner Coyle seconded, voted all in favor.

Theresa updated the Board on the cost reports. Medicaid is due by March 31 and Medicare is due by May 30. Theresa stated she has an interview scheduled for one of the payroll positions. Theresa stated she had sent an email out to the applicable departments about the removing of gracing from WorkForce.

Long Term Care Services – Steve Woods, Director

- Bid Waiver: CareWorx \$9,000

Moved: Commissioner St. James to approve a bid waiver for CareWorx Inc. for an amount of \$9,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Property Lien: Lavoie

Steve informed the Board about his lien request.

Moved: Commissioner St. James to place a lien on real property pursuant to NH RSA 166:20 for money owed to Rockingham County, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- LTC Per-Diem Employees

Steve discussed the staffing shortage LTC was currently experiencing.

- Weekender LNA/MNA Pay Rate

Steve withdrew the item prior to discussion.

III. New Business

Pat Conway informed the Board about a legal assistant in her office that is leaving for a job offered in Rochester because she is at the top of her pay scale and was offered higher pay.

Cathy Stacey informed the Board she contacted the Finance Director of Portsmouth regarding apparent concerns regarding assessor's services provided, and will be following up on those concerns.

Discussion ensued on comments made regarding the appointment of an interim Executive Director for the NHAC. Theresa stated she had told George that the only concern was from Commissioner Coyle regarding the pay. She stated she had informed them that Cathy Stacey didn't feel she needed the Board's approval since she was an elected official.

Cathy noted that the information coming out of the Officer's meeting was that Theresa attended the meeting and immediately recused herself because Cathy Stacey was going to be discussed. It was also stated that Theresa told the Officer's group that the Board did not support Cathy Stacey being the Interim ED.

Cathy Stacey noted George Maglaras informed her he had been told by Theresa Young that Cathy had a contentious relationship with the Board of Commissioners, and Commissioner Coyle in particular.

Theresa denied having made the comments and re-stated her previous comments.

IV. Old Business

- Change Order: Thermodynamics \$78,795

Moved: Commissioner St. James to approve a change order request to ThermoDynamics Inc. for \$78,795 as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Motion passed 2-1.

V. Public Comment

VI. 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.

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Theresa Young, Steve Woods, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – DOC

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, Steve Woods, and Laura Collins.

- NH RSA 91-A:3 II (e) legal – DOC

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, Steve Woods, Laura Collins, and Liz Bailey by telephone.

There being no further discussion to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello declared a recess at 4:33pm for the Executive Committee and County Convention meetings to adopt the 2015 budget.

VII. Adjourn

Commissioner Tombarello reconvened the meeting at 8:15pm. Commissioner Coyle moved to adjourn the meeting at 8:15pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
March 11, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Theresa Young, Finance Officer
Jude Gates, Director of Facilities, Planning,
& IT

Patricia LaFrance, Deputy County Attorney
Major Dave Consentino, Corrections
Assistant Superintendent
Major Darin Melanson, Deputy Sheriff
Steve Woods, LTC Director
Brooke Gardner, Intern
Cathy Stacey, Register of Deeds

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:33pm.

II. Reports

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 3/3

Moved: Commissioner St. James to approve the minutes of the March 3, 2015 Board of Commissioners Meeting as corrected. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Theresa met with George Maglaras on starting the payroll for the Interim ED position.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James met with the City of Portsmouth again. They are going to ask their State representatives about changing the tax rate calculations to per capita versus property value, and wanted to know if the Board would support it. The Board agreed that it was not in their purview to take a stance on the issue.

Portsmouth brought up the possibility of regionalizing the fire department and other instances of sharing resources, such as Human Resources.

Jude noted towns and cities had participated in the electricity RFP last year and benefited from the work done by the County.

Major Melanson noted he was working on the information requested regarding services provided to the towns and cities.

Commissioner St. James noted he believed a meeting with the Board and Rep Major and Rep Weyler was necessary regarding some of the resolutions adopted by the Delegation on March 3.

Commissioner St. James noted the No Moore Cancer benefit coming up on April 4. He also discussed the possibility of setting up a fund for fines received to be shared with the towns and cities. Theresa

discussed the prior discussions surrounding setting up such a fund. Patricia LaFrance noted the process in Hillsborough County when funds were received. Commissioner Coyle noted he thought the best option would be for the towns and cities to address it at the statute level, as the statute notes the funds go to the city/town, district, or county where the case gets prosecuted.

Commissioner St. James noted he went to the Felonies First meeting.

Commissioner Tombarello noted he and Commissioner St. James had attended the UNH Co-op Extension meeting on Monday, and he had attended Drug Court on Monday with Steve Woods.

Cathy Stacey joined the meeting at 3:47pm.

Cathy Stacey noted many of the bills that had been ITL'd have been swapped over to OTP.

Corrections – Stephen Church, Superintendent

- SecureAlert Agreement

Moved: Commissioner St. James to approve an agreement between SecureAlert Inc and Rockingham County for five (5) years, and authorize the Chair to sign all necessary documents having already completed legal and risk review, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Discussion ensued regarding the length of the contract. Voted all in favor.

- Inmate Administrative Transfer Report

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated March 5, 2015. Commissioner Coyle seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Legal Assistant II Position Posting

Moved: Commissioner St. James to approve the posting of a legal assistant II position as recommended by the County Attorney. Commissioner Coyle seconded. Discussion ensued on how the earned time balances would be paid. Theresa noted the balances would be paid out of the salary line because it wasn't planned for during budget planning. Theresa will provide the Board with alternative scenarios. Discussion ensued on the job description and posting. Patricia LaFrance said she believed they had enough room in the line for hiring the position. The Board requested that Patricia inform Pat Conway to keep an eye on the salary line. Voted all in favor.

Finance Office – Theresa Young, Finance Officer

Theresa noted the auditors would be in the following week.

- 2014 Write-Offs

Theresa discussed the proposed write-offs.

Moved: Commissioner St. James to approve the 2014 Long Term Care and Finance Office write-offs in the amount of \$388,185.16, as recommended by the Finance Officer and Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Theresa stated she and Kathy had asked for an edit to the letter to employees regarding the wage adjustment. Jim Reidy had sent an update to them just before the meeting. Laura will send Kathy Nikitas a request for the updated letter. The letter is to go out from the Commissioners on Thursday to approximately 45 employees. Theresa will provide the employee names to Laura.

- Delegation Resolution 4a

Theresa discussed the effect of the Delegation Resolution 4a regarding payroll and earned time balances. Discussion ensued. Theresa will draft a letter for the Board to provide to the Delegation.

Human Resources – Steve Woods, Interim Director

- NH Employment Security Agreement

Moved: Commissioner St. James to approve a contract between New Hampshire Employment Security and Rockingham County for the employment and on-the-job training services for an LNA, for the period of March 11, 2015 through June 5, 2015, in consideration of receiving \$3,489.92 from the New Hampshire Employment Security, 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.

Steve noted there would be seven interviews next week for the HR Director next week. Steve will provide the resumes to the Board ahead of the interviews.

Long Term Care Services – Steve Woods, Director

- Weekender Policy

Moved: Commissioner St. James to approve the updated Long Term Care Weekender Policy, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Property Lien: Tucker

Discussion ensued on the lien request.

Moved: Commissioner St. James to place a lien on real property pursuant to NH RSA 166:20 for money owed to Rockingham County, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael W. Downing, High Sheriff

- Exception Request PPP 9-3B

Major Melanson noted the tests were done in August and October.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 9-3B for the Sheriff's Office, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

Major Melanson asked the Board whether they should look to trade in vehicles or send out an RFP. The Board agreed to do both.

Steve Woods informed the Board that a nurse from LTC had passed away. Steve discussed the findings from the inspection from the previous week.

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,168,852.91 for the period ending March 8, 2015. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,708.25 for the period ending March 8, 2015. Commissioner Tombarello seconded. Voted, motion passed 2-1. Commissioner Coyle noted that he voted no because no one is approving the employee's timesheet, there has been fraud in the county before regarding payroll, and he believes this situation is ripe for fraud.

III. Public Comment

No comments received from the public.

Commissioner Tombarello recessed the meeting at 4:35pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 5:18pm.

IV. Adjourn

Commissioner Coyle moved to adjourn at 5:19pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
March 18, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections Superintendent
Steve Woods, LTC Director
Major Darin Melanson, Deputy Sheriff
Leslie Fabian, Nursing Director

Cathy Stacey, Register of Deeds
Patricia Conway, County Attorney
Kathy Nikitas, Deputy Finance Officer
Patricia LaFrance, Deputy County Attorney

Also Present:

Erik Hawkins, Exeter News-letter

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:30pm.

II. Reports

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150024, T150047, T150048, T150056, T150057, T150064, T150085, T150117, T150118, T150151, T150152, T150153, T150213, T150214, T150215, T150073, T150074, T150180, T150181, T150238, T150243, T150244, T150245, T150246, T150247, T150248, T150249, T150250, and T150252 totaling \$ 1,118,723.52; payroll warrants 0305SD, 0312SD, and 0313MC totaling \$9,237.47; general ledger warrants GL15112, GL15128, and GL15136 totaling \$544.00 for a grand total to be approved of \$1,128,504.99. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 3/11

Moved: Commissioner St. James to approve the minutes of the March 11, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Postage Contract Extension / Final Payment Request

Laura explained the difference in billing for the postage machines and meters.

Moved: Commissioner St. James to approve the extension of the postage contract with NEIP / FP Mailing Solutions through the first quarter of 2015 for the County's six (6) postage machines and meters, resulting in a net difference of \$202.50 for 2014 accrued payments and \$430.30 for 2015 payments. Commissioner Coyle seconded, voted all in favor.

Kathy Nikitas stated that the warrants approved today were for the old pricing, and new warrants would be issued for the difference in the rates.

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey briefed the Board on House Bill 664. She stated she thought it was important for the County to have a seat at the table on the Ways and Means Committee. She also updated the Board on Senate Bill 110. She is keeping tabs on it to make sure the County falls outside of the bill, due to the County being self-insured. Cathy went on to note that there are many budget questions surrounding House Bill 2 surrounding the proposed requirement for Sheriff's affiliates signing MOUs with regards to bailiffs. Major Melanson further discussed the issue and that many Sheriffs are refusing to sign it.

Steve Woods noted the reductions being proposed at the House Finance Division III meeting, many of which would affect the nursing homes.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James gave the Board an update on the HR Director interviews currently underway. Steve will set up interviews with the Board for the next few meeting days.

Commissioner Tombarello noted the Ganley Award ceremony for Sheriff Downing and stated the County should be very proud to have Michael Downing as its Sheriff.

County Attorney's Office – Patricia Conway, County Attorney

- Bid Waiver: Karpel Solutions \$19,600

Moved: Commissioner St. James to approve a bid waiver for Karpel Solutions in the amount of \$19,600, as recommended by the County Attorney. Commissioner Coyle seconded. Motion failed 2-1.

- ACA I Appointments (2)

Moved: Commissioner St. James to approve the appointment of two (2) Assistant County Attorneys, both at Grade 37 Step 1, as recommended by the County Attorney. Commissioner Coyle seconded. Motion passed 2-1.

Finance Office – Theresa Young, Finance Officer

- Allowance for Uncollectible Accounts

Kathy Nikitas explained the methodology used for allowance for uncollectible accounts.

Moved: Commissioner St. James to increase the December 31, 2014 Long Term Care Allowance for Uncollectible Accounts to \$1,210,095.40, an increase of \$122,391.77 in comparison to the 2013 balance of \$1,087,703.63, and approve the continuation of the current methodology in place for the calculation of the Allowance for Uncollectible Accounts for Nursing Home receivables as recommended by the Finance Officer and Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Settlement Agreement

Steve Woods explained the settlement agreement. He asked the Board if this was something he needed to bring before the Board. The Board affirmed and would like to continue to see the proposed agreements.

Moved: Commissioner St. James to approve a settlement agreement with PHX for an amount of \$5,263.98 on a Nursing Home resident bill of \$6,372.00, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Exception Request PPP 6-3

Steve explained his request. Commissioner Tombarello asked how long the position had been open. Leslie explained the incumbent had not yet left and that Long Term Care had asked to post early in order to make sure the position stayed filled as the position is critical for reimbursements.

Moved: Commissioner St. James to approve an exception to Personnel Policy and Procedures 6-3 for the hire of a Nursing Supervisor – Restorative at Grade 61 Step 10, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Motion passed 2-1.

III. New Business

Pat Conway asked why the Karpel bid waiver failed. Commissioner Coyle stated he thinks proposals should be sought for County services. Patricia LaFrance noted a similar bid from Hillsborough County. The Board noted the service will go out for bid.

Pat Conway mentioned that one of her legal assistants resigned yesterday. She noted she knew it wasn't on the agenda but asked for permission to post the position as she felt it was important to get it filled as soon as possible. The Board agreed that the process should be followed and the request can be added to next week's agenda.

Steve Church informed the Board that Merrimack County has offered the Academy Association and affiliates a floor in their facility for housing academy trainees for reimbursement of actual costs. Cathy Stacey noted the expense would probably be approximately \$300 a year.

Major Melanson noted that currently the academy is funded through forfeitures. The legislature is looking at making the academy tuition based, which is approximately \$8,000 for a candidate. Discussion ensued.

IV. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Commissioner St. James moved to go into nonpublic session pursuant to NH RSA 91-A:3 II (e) legal and (a) personnel. Commissioner Coyle seconded, voted all in favor.

- NH RSA 91-A:3 II (a) personnel

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, Steve Woods, and Laura Collins.

- NH RSA 91-A:3 II (e) legal

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello declared a recess at 4:55pm to consult with legal counsel. Commissioner Tombarello reconvened the meeting at 5:51pm.

V. Adjourn

Commissioner St. James moved to adjourn the meeting at 5:51pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
March 25, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Major Darin Melanson, Deputy Sheriff
Stephen Church, Corrections Superintendent
Theresa Young, Finance Officer
Patricia Conway, County Attorney
Steve Woods, LTC Director
Jude Gates, Director of Facilities, Planning, & IT

Patricia LaFrance, Deputy County Attorney
Cathy Stacey, Register of Deeds
Brooke Gardner, Intern

Also Present:

Erik Hawkins, Exeter News-letter
Representative James Devine
Jim Kimble, Union Leader

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:29pm.

II. Old Business

- NH RSA 29-A:2 Request

Moved: Commissioner St. James to approve County Attorney Patricia Conway's request for defense and indemnification pursuant to NH RSA 29-A:2 in legal matters relating to former employee Jerome Blanchard. Commissioner Coyle seconded. Motion failed 0-3.

Commissioner Tombarello noted for the members of the press that there would be no comment today or in the near future.

- Legal/Risk Review Discussion

Commissioner Tombarello noted that two days after being newly sworn in to office, he and Commissioner Coyle had agreed to a series of motions brought forth by former Chairwoman Pratt and the Finance Officer. He went on to note that after two years of evaluating the processes, they, along with input from new Commissioner St. James decided the County would be better served to bring some of those functions back to the Commissioners Office.

- Legal and Risk Review for Contracts Protocol

Moved: Commissioner St. James to designate the Commissioners Office as the coordinating office for obtaining legal and risk review for all new and renewing contracts, with all contracts to be submitted to the Commissioners Executive Assistant, who will provide the departments feedback and coordinate communications if needed, and shall report regularly to the Board of Commissioners. Further, that the Finance Office shall provide all applicable files and communications to the Commissioners Executive Assistant and provide assistance as needed in the process transfer. Commissioner Coyle seconded, voted all in favor.

- Legal Issues Notification Protocol

Moved: Commissioner St. James to direct that all departments shall notify the Commissioners Office via the Commissioners Executive Assistant of all legal issues or changes, and that the Commissioners

Executive Assistant will report regularly to the Board of Commissioners. Further, that the Finance Office shall provide all applicable files and communications to the Commissioners Executive Assistant and provide assistance as needed in the process transfer. Commissioner Coyle seconded, voted all in favor.

➤ Risk Management and Property and Liability Protocol

Moved: Commissioner St. James to direct that all departments shall notify the Commissioners Office via the Commissioners Executive Assistant of all property and liability claims, issues, or changes, and that the Board of Commissioners shall establish a risk management team to address risk management countywide and appoint the Vice Chair as Commissioner point of contact. Further, that the Finance Office shall provide all applicable files and communications to the Commissioners Executive Assistant and provide assistance as needed in the process transfer. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver: Karpel Solutions \$19,600

Moved: Commissioner St. James to approve a bid waiver to Karpel Solutions for \$19,600, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

- Medicaid Annual Report

Moved: Commissioner St. James to approve the Medicaid Annual Report for Nursing Facilities for the year ending December 31, 2014, and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director and the Finance Officer. Commissioner Coyle seconded. Theresa asked who would send the report to the Delegation Office. Steve Woods will send the report to Cheryl Hurley after it is signed. Voted all in favor.

III. Reports

RFP Openings

- Fire Sprinkler Upgrade – Engineering & Maintenance Services

Commissioner St. James opened proposals from Superior Fire Protection Inc. and John L. Carter Sprinkler Co., Inc.

Moved: Commissioner St. James 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.

- Coffee – Long Term Care Services

Commissioner St. James opened proposals from Donahue Brothers, Inc. and New England Tea & Coffee.

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

- Dairy Products – Long Term Care Services

Commissioner St. James opened proposals from HP Hood LLC, Garelick Farms, and Oakhurst Dairy.

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

- East Kingston Site – Sheriff’s Office

Commissioner St. James opened proposals from Green Mountain Integrated Communications Solutions and 2-Way Communications.

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

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,213,824.54 for the period ending March 22, 2015. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,708.25 for the period ending March 22, 2015. Commissioner Coyle seconded. Motion passed 2-1.

- Approval of Minutes: 3/18

Moved: Commissioner St. James to approve the minutes of the March 18, 2015 Board of Commissioners meeting as updated. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey updated the Board on the results of the Ways and Means Committee meeting. Cathy also provided information on House Bill 1, which requires Sheriffs to sign MOUs for bailiffs or the judicial branch won’t pay them. Cathy noted they will be meeting with several of the Senators on the matter to have the language removed.

Steve Woods updated the Board that there continues to be misinformation on the Medicaid Managed Care, and that the relationship with DHHS is becoming strained.

Theresa noted the Governor’s Council’s Annual Breakfast is on April 8 this year.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Representative James Devine provided information on the proposed gas tax increase to offset the NH DOT budget cuts. He also noted the House should be wrapped up with their business within 2 weeks.

Commissioner St. James noted the meeting between the Board and the Delegation Officers on April 14. He also noted the problems already occurring with the Delegation Coordinator being out of the WorkForce system.

Commissioner St. James provided an update on the HR department and that there have been multiple ongoing investigations, as well as several right-to-know requests for personnel files. Julie Hoyt is working again in the department on a per diem basis.

Steve Church noted that he and Commissioner St. James have been working on the diversion program. He noted they are still seeing the same number of bookings, but the lengths of stay have reduced. Steve informed the Board that he closed cell block E, and noted it was the first time in the history of the jail that a cell block has been able to be closed. Steve noted this would save 140 shifts a month, and allow for additional maintenance of the cell blocks.

Commissioner Tombarello noted the graduation of a drug court participant on Monday. Steve mentioned he has asked for the drug court budget and that he is not submitting bills until he has had a meeting with the drug court team. Commissioner Coyle noted he would not sign off on a bid waiver for the drug testing and counseling services because other service providers are available. Steve noted another company, CLM, could also provide services. Further discussion ensued.

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer Report

Steve Church noted the reasons for keeping a particular inmate housed in Rockingham County.

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated March 16, 2015. Commissioner Coyle seconded, voted all in favor.

- Sullivan County Housing Agreement

Discussion ensued on the per day fee charged by Sullivan County to house Rockingham County inmates.

Moved: Commissioner St. James to approve the Sullivan County Housing Agreement as recommended by the Corrections Superintendent, and to sign all necessary documents having completed legal and risk review within the last 12 months. Commissioner Coyle seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Legal Assistant I Position Posting

Pat reminded the Board of the Legal Assistant that was leaving employment this week. Commissioner St. James asked if the job description has been sent to HR. Pat will send the job description to HR for any update recommendations.

Moved: Commissioner St. James to approve the posting of a Legal Assistant I position, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Finance Office – Theresa Young, Finance Officer

Theresa noted the MS-42 report will be ready for signature tomorrow to provide to the Delegation. Commissioner Coyle asked that a copy be sent to the Board after it was signed.

Theresa stated the auditors asked about the inquiries of management files. The Board and Laura noted these had been provided to the auditors the previous week.

- TD Commercial Plus Card

Theresa stated the TD credit card program was not recommended after all due to the amount that would have to be spent before benefits kicked in. Finance is recommending that the County remain with AMEX. She also noted departments should use the PO system first if possible, for vendor tracking.

Theresa asked that it be noted that Finance managing the legal and risk processes was not something that occurred two years ago, but that Finance has been doing this for 15 years. She noted she was glad to see the process moved to another office.

Long Term Care Services – Steve Woods, Director

Steve explained the exception request.

- Exception Request PPP 6-4

Moved: Commissioner St. James to approve an exception to Personnel Policy and Procedure 6-4 for a Long Term Care employee, as recommended by the Long Term Care Services Director.

Commissioner Coyle seconded, voted all in favor.

- Census

Steve discussed the information in his census report.

IV. New Business

Commissioner St. James discussed the MacArthur Foundation Safety and Justice Challenge with the Board. He discussed the grant that would allow for furthering research and plan development into reducing incarceration, and that it would be a completely funded program not requiring matching funds. Commissioner Coyle asked what happened after the initial grant. Commissioner St. James noted that, depending on the size of the community, further funds could be provided for plan implementation. He noted Senator Ayotte had already endorsed it and he is waiting on the endorsement of Senator Shaheen, Representative Guinta, and Representative Kuster.

Moved: Commissioner St. James to approve the application for the McArthur Grant that Chief Justice Nadeau is submitting on behalf of the County. Commissioner Coyle seconded, voted all in favor.

V. Public Comment

No public comment received.

Commissioner Tombarello declared a recess at 4:24pm.

Commissioner Tombarello reconvened the meeting at 5:12pm.

VI. Adjourn

Commissioner St. James moved to adjourn at 5:12pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
April 1, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Steve Church, Corrections Superintendent

Major Darin Melanson, Deputy Sheriff
Steve Woods, LTC Director
Brooke Gardner, Intern
Patrick Valencia, Corrections Officer
Bill Doyle, NCEU

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:32pm.

II. Reports

RFP Openings

- Commercial Washer – Corrections

It was noted that the Tri-State Laundry bid had been received past the deadline. Commissioner Coyle asked how late past the deadline the bid was submitted. Laura stated it had been faxed at 3:21pm and the deadline was 3:00pm. Laura also noted an old RFP form had been used that allowed for the faxing of the bid as long as sealed copies were sent as well, and that no sealed bids from Tri-State had been received. Commissioner Coyle stated he wasn't inclined to reject the bid for being 21 minutes late. Laura noted a bid had recently been rejected for being two minutes late.

Moved: Commissioner St. James to reject the Tri-State Laundry bid due to submission past the deadline. Commissioner Tombarello seconded. Motion failed 0-3. Commissioner St. James opened the proposal from Tri-State Laundry and a proposal from Yankee Equipment.

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

- Air Mattress System – Long Term Care

Commissioner St. James opened proposals from Med-Part, McKesson, Products Unlimited, Direct Supply, Geriatric Medical, Allstate Medical, and Business Solutions.

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

- Mobile Data Terminals – Sheriff's Office

While Commissioner St. James opened proposals, Commissioner Tombarello noted that the Board had given a conditional offer to an HR Director candidate.

Commissioner St. James opened proposals from PatrolPC, Shi International, Data911, Rugged Depot, Sunnytech, Brite Computers, Mosaic Technology Corporation, Datalux Corp, and Coban Technologies.

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

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150025, T150049, T150058, T150065, T150086, T150119, T150120, T150203, T150217, T150219, T150220, T150221, T150268, T150280, T150281, T150282, T150285, T150286, T150287, and T150291 totaling \$370,052.94; AP wire warrant T150289 totaling \$31,441.48; payroll warrants 0319SD and 0326SD totaling \$3,357.63; general ledger warrants GL15140 totaling \$279.00, for a grand total to be approved of \$405,131.05. Commissioner Coyle seconded. Commissioner Coyle stated he has two concerns with the Delegation warrants: one is the attorney fees are likely to go over \$5,000 and the Delegation has not gone out to bid or requested a bid waiver per state statute; the second concern is that the Board has received legal advice that the Delegation is not authorized by statute to hire legal counsel. Commissioner Coyle noted that for those two reasons, he would vote no. Discussion ensued on the warrant for bills for Attorney Kalman. Commissioner St. James amended the motion to remove \$994.75 from warrant T150281 and make the amended total for departmental warrants to be approved \$369,058.19 and the grand total to be approved \$404,136.30. Voted all in favor. Jim Donnelly was called down and asked to amend the warrant sheet.

- Risk Management Team Discussion / Appointment

Moved: Commissioner St. James to appoint Commissioner Coyle, Laura Collins, and the Division Directors and Elected Officials or their designees as the new County Risk Management Team. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

The Board noted the Governor's Breakfast on April 8.

Moved: Commissioner St. James to approve the minutes of the March 25, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Human Resources – Steve Woods, Interim HR Director

- Open Enrollment Exception Requests

Moved: Commissioner St. James to accept the recommendations for open enrollment exceptions as outlined in the Finance Officer's memo dated March 26, 2015, and as recommended by the Finance Officer and Interim HR Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Exception Request PPP 8-2H

Steve discussed the exception request as it related to the open enrollment exception requests.

Moved: Commissioner St. James to approve an exception to Personnel Policy and Procedures 8-2H for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

III. Old Business

- Lien Release: Mailhot

Moved: Commissioner St. James to approve the discharge of lien held on real property located at 150 Hedding Road, Epping, New Hampshire. Commissioner Coyle seconded, voted all in favor.

- NH RSA 91-A:3 II (a) personnel

Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Chuck Nickerson, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

While in non-public session, the Board voted the following:

Moved: Commissioner St. James to put Chuck Nickerson in charge of the Finance Office until the Finance Officer returns to the office. Commissioner Coyle seconded, voted all in favor.

Major Melanson discussed the ongoing issue with the MOU requirement for bailiffs.

Major Melanson also noted the meeting with 2-Way communications, and that 2-Way recognized errors they made. They are working to fix the problems with the simulcast system.

- Drug Court

Commissioner Coyle noted that Drug Court is looking for space for their administration team. Steve Church noted they would need space for their therapy sessions as well. The Board directed Steve to work with Jude Gates to find space.

- NH RSA 91-A:3 II (a) personnel

Commissioner Tombarello moved to go into non-public session pursuant to 91-A:3 II (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, Steve Woods, Bill Doyle, Patrick Valencia, 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.

Commissioner Tombarello discussed issues arising out of staff working from home. A memo will go out to the Division Directors stating permission must be sought from the Board before working from home.

Commissioner Coyle noted that Pat Conway had met with Tom Reid and Representative Ken Weyler in her office. He noted there were some employees in the office that were upset to see Tom Reid in the County Attorney office.

Steve Woods informed the Board that Pat had informed him she had just found boxes containing files on Blanchard and Connolly. Steve noted Pat had sent them to HR and stated she wanted them back after.

Discussion ensued regarding pending litigation on the Department of Corrections.

- Smuttynose Closeout Agreement

Moved: Commissioner St. James to approve the CDFA Close-out Certification and Documentation for the CEDC/Smuttynose Project Grant, and authorize the Chair to sign all necessary documents pending receipt of final report. Commissioner Coyle seconded, voted all in favor.

IV. Public Comment

No public comments received.

V. Adjourn

Commissioner St. James moved to adjourn at 5:50pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
April 8, 2015 – 2:00pm

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk
Commissioner Coyle, Vice Chair (by
telephone at 3:25pm)
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities, Planning,
& IT

Cathy Stacey, Register of Deeds
Major Darin Melanson, Deputy Sheriff
Steve Woods, LTC Director
Theresa Young, Finance Officer
Pat Conway, County Attorney
Brooke Gardner, Intern

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 2:05pm.

II. Reports

RFP Openings

- Active Passive Trainer – Long Term Care Services

Commissioner St. James opened a proposal from Direct Supply.

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

RFP Awards

- Coffee Products – Long Term Care Services

Moved: Commissioner St. James to award the Coffee Products proposal to Donahue Brothers for a period of one (1) year, for an amount not to exceed \$35,000, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted both in favor.

- Dairy Products – Long Term Care Services

Moved: Commissioner St. James to award the Dairy Products proposal to Garelick Farms for a period of one (1) year, for an amount not to exceed \$175,000, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted both in favor.

- Air Mattress System – Long Term Care Services

Moved: Commissioner St. James to award the Air Mattress System proposal to Geriatric Medical for an amount not to exceed \$32,000, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded. Commissioner St. James asked why there wasn't a process to bid across counties. Steve stated many of the items would be difficult due to timing, individual county needs, etc. Discussion ensued on a central purchasing function. Voted both in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,182,219.26 for the period ending April 5, 2015. Commissioner Tombarello seconded, voted both in favor.

Moved: Commissioner St. James to approve departmental warrant T150281 in the amount of \$994.75. Commissioner Tombarello seconded. Commissioner Tombarello noted this was held from last week's warrant approval for a Delegation legal bill. The Board received further information from the Delegation and has agreed to approve the bill. Voted both in favor.

- Approval of Minutes: 4/01

Moved: Commissioner St. James to approve the minutes of the April 1, 2015 Board of Commissioners meeting. Commissioner Tombarello seconded, voted both in favor.

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey provided an update on Senate Bill 8. She noted she has a meeting on April 28 regarding with the Chair on the Finance Committee regarding the nursing homes and budget. Cathy noted the changes will affect the County to the tune of approximately \$700,000.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted the new HR Director, Alison Kivikoski, may start as early as April 20. Commissioner St. James also noted the Board will be meeting with the Delegation Officers on April 14.

Commissioner Tombarello noted Sheriff Downing will be receiving an award on April 10.

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer Report

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated April 1, 2015. Commissioner Tombarello seconded, voted both in favor.

- NH RSA 29-A:2 Request

Moved: Commissioner St. James to approve Department of Corrections Superintendent Stephen Church's request for defense and indemnification of himself, Officer Edna Dizdaravic, Officer Leland Hunter, and any individual employees that may be named later under "John and Jane Does" pursuant to NH RSA 29-A:2 in legal matters relating to U.S. District Court Civil Action No. 1:15-cv-99-PB. Commissioner Tombarello seconded, voted both in favor.

Pat Conway joined the meeting.

Human Resources – Steven Woods, Interim Director

- Training Request

Moved: Commissioner St. James to approve an out-of-state training request for two (2) Human Resources employees at no cost to the County except for mileage expenses, as recommended by the Interim HR Director. Commissioner Tombarello seconded. Commissioner St. James noted he would like to see a policy change to not require department heads to submit requests for out of state training

requests that are within a certain driving distance. The issue will be added to the agenda in two weeks. Voted both in favor.

III. New Business

Jude noted a call from Sig Arms asking if they could use the hay fields for training purposes. The County would not need insurance since they are active duty military. Jude stated she did not see any issue with the request and that they would ensure no damage was done to the property. She also stated they offered to provide rodent control on the grounds.

Commissioner St. James moved to authorize the Director of Facilities, Planning, and IT to pursue an MOU with Sig Arms for County rodent control and use of land for parachute training. Commissioner Tombarello seconded, voted both in favor.

Jude noted an employee grievance that had come up in conjunction with the DOL audit. The Board will forward the grievance on to legal counsel.

Jude noted the fire department did a walkthrough of the facilities last week and were very pleased with the County's records and staff.

Steve Woods asked to walk in a lien request and provided a brief background.

Commissioner St. James moved to place a lien on real property pursuant to NH RSA 166:20 for money owed to Rockingham County on 3 Dalton Road, Hampton, NH, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Steve discussed the terms of hire regarding the HR Director to start April 20, but allow her to have her scheduled vacation the following week. Theresa stated her start date would remain the same, but an exception would be needed for the week off without pay, unless all the conditions were laid out in the offer letter. The Board agreed they would draft the letter for the Board to sign.

Cathy Stacey asked Theresa Young if the Q1 budget had been updated with the correct numbers. Theresa stated they had been and that they had been sent in an email to the Elected Officials and Division Directors as well as put on the website. Laura asked if a second updated budget had been sent. Theresa stated the correct one was on the website and she would resend the email to Cathy.

IV. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – HR

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Tombarello seconded, voted both in favor.

Those present were Commissioner Tombarello, Commissioner St. James, Steve Woods, and Laura Collins.

Pat Conway joined the non-public session.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Tombarello seconded, voted both in favor.

V. Reports Continued

- Bid Waiver Request: PIF Technologies \$7,460

Commissioner Coyle joined the meeting by telephone.

Moved: Commissioner St. James to approve a bid waiver to PIF technologies for \$7,460, as recommended by the IT/Telecom Manager. Commissioner Coyle seconded, voted all in favor.

VI. Guest(s)

- Regional Prosecution Contract

Chief Briggs (Kingston), Chief Brackett (Atkinson), Chief Beaudoin (Hampstead), Chief Jones (Plaistow), and Chief Parsons (Danville) joined the meeting.

Chief Brackett noted they wanted to discuss the contracts early this year because of the inconsistencies in prior years. He also noted the proposed increase last year that the Commissioners waived. He noted they wanted to discuss the contracts early enough in time to incorporate into budget requests.

Discussion ensued on the contract portion allocations and the administrative fee increase.

Brooke Gardner joined the meeting.

Pat Conway discussed that the Board wanted the contract re-negotiated every year. Discussion ensued on whether the contract would be subject to the administrative increases every year. Discussion ensued that the base contract fee would remain the same, with salary increases and fees negotiated. Pat noted the prosecutor had stated she didn't need a full time legal assistant and could probably do fine with a part-time assistant. Chief Jones noted she had been letting her victim advocate assist the prosecutor, but that it wasn't a long term solution.

Commissioner Tombarello noted he would have the Finance Officer provide updated numbers on salary and benefits and add the negotiations to an agenda in June or July.

Theresa Young rejoined the meeting.

Commissioner Tombarello brought Theresa up to speed on the contract discussion and asked that Theresa provide updated salary numbers. Theresa stated part of it depended on what the Board decided for salary increases and benefits.

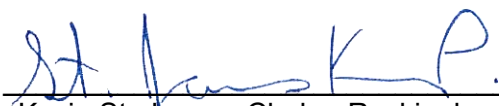
Commissioner Coyle left the meeting (by telephone).

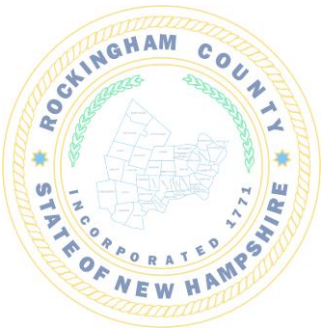
Commissioner Tombarello declared a recess at 4:07pm to consult with legal counsel. Commissioner Tombarello reconvened the meeting at 4:30pm.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 4:31pm. Commissioner St. James seconded, voted both in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
April 14, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Theresa Young, Finance Officer
Steve Church, Corrections Superintendent
Pat Valencia, Corrections Officer

Jude Gates, Director of Facilities, Planning, & IT
Brynda Poggi, County Attorney Office Administrator
Major Darin Melanson, Deputy Sheriff
Leslie Fabian, Director of Nursing
Steve Woods, Long Term Care Services Director

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:30pm.

II. Reports

RFP Openings

- 2015 F-250 4X4 w/ Plow & Sander – Engineering & Maintenance Services

Commissioner St. James opened proposals from AutoServ Dealerships, Irwin Automotive Group, Grapone Ford, Autofair Ford, and Stoneham Ford.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Ware Washing – Long Term Care Services

Commissioner St. James opened proposals from Central Paper Products Co., Swish White River Ltd., and EBP Supply Solutions.

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

- Commercial Grade Bladder Scanner System – Long Term Care Services

Commissioner St. James opened proposals from Geriatric Medical, McKesson, and Products Unlimited.

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

RFP Awards

- Commercial Washer – Corrections

Tabled until April 22.

- Active Passive Trainer – Long Term Care Services

Moved: Commissioner St. James to award the Active Passive Trainer proposal to Direct Supply for an amount not to exceed \$12,500, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Mobile Data Terminals – Sheriff's Office

Moved: Commissioner St. James to award the Mobile Data Terminals proposal to Brite Computers for an amount of \$8,861.85 as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

- East Kingston Site – Sheriff's Office

Moved: Commissioner St. James to award the East Kingston Site proposal to Green Mountain Communications for an amount of \$129,831.70 as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael W. Downing, High Sheriff

- Training Request

Discussion ensued on amendments to the out of state training policy that would be discussed next week.

Moved: Commissioner St. James to approve an out of state training request for a Sheriff's Office employee at a cost of \$299 plus mileage expenses, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver – Sheriff's Office

Moved: Commissioner St. James to approve a bid waiver to Neptune Uniforms in the amount of \$11,616 to be paid out of the drug forfeiture fund, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

RFP Rejection

- Chaplain Services – Long Term Care Services

Moved: Commissioner St. James to reject and rescind an RFP award for Chaplain Services to Reverend Moynihan awarded at the September 3, 2014 Board of Commissioners meeting, due to lack of agreement on insurance requirements, and to reissue the RFP, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150050, T150059, T150066, T150087, T150204, T150205, T150206, T150228, T150229, T150230, T150231, T150254, T150255, T150270, T150075, T150281, T150284, T150295, T150296, T150300, and T150301 totaling \$425,227.05; AP wire warrants T150292, T150293, T150298, and T150299 totaling \$1,922,063.79; payroll warrants 0402SD and 0409SD totaling \$10,470.85; general ledger warrants 15168 and 15169 totaling \$534.50 for a grand total to be approved of \$2,358,296.19. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 4/08

Moved: Commissioner St. James to approve the minutes of the April 8, 2015 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Coyle abstaining.

- Surplus Equipment Request

Moved: Commissioner St. James to declare the equipment outlined in the Commissioner's Executive Assistant's memorandum dated April 9, 2015 surplus equipment, pursuant to NH RSA 28-8a, to be disposed of accordingly by Engineering & Maintenance Services. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the meeting he had in Concord with three other nursing home administrators, including Steve Norton. He noted Commissioner Toumpas would be attending the next NHAC Commissioner's Council meeting on Friday. Steve noted this could be an important meeting going forward and asked if the Commissioners would attend if possible. Commissioner St. James noted he would attend and Commissioners Tombarello and Coyle stated they would attend depending on their schedules.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted he and Steve Church had attended the Drug Court presentation in Concord earlier.

Commissioner Coyle noted the nursing home was fully in compliance.

Theresa stated that Gallagher Benefits Consulting will be coming in to speak with HR and Finance next week to discuss payroll functions. She also asked for a vote to obtain credit cards for the County Attorney and Commissioners Office.

Moved: Commissioner Coyle to authorize the Finance Director to apply for credit cards for County Attorney Patricia Conway and Commissioner Thomas Tombarello. Commissioner St. James seconded, voted all in favor.

Theresa noted she is still working on the wage adjustment spreadsheet noted in the EMS grievance. Discussion ensued on the dates being used for the adjustments. Theresa stated the dates were April 1 (2013) to April 1 (2014).

Commissioner Tombarello noted the rebate that had been sent to Jude for County LED lighting upgrades.

Human Resources – Steve Woods, Interim HR Director

- Employee Assistance Program Renewal

Discussion ensued on the contract terms.

Moved: Commissioner St. James to renew the Employee Assistance Program contract with E4 Health / Lifescope for April 18, 2015 through April 17, 2016, as recommended by the Gallagher Benefit Consultant, Finance Officer, and Interim HR Director. Commissioner Coyle seconded, voted all in favor.

- Interim HR Director Role

Moved: Commissioner St. James to dismiss Steven Woods as the Interim HR Director and remove WorkForce rights for the HR group effective April 20, 2015, as recommended by the Interim HR Director. Commissioner Coyle seconded. Motion passed 2-1 with Commissioner Coyle voting no.

Long Term Care Services – Steve Woods, Director

- Exception Request PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policy and Procedures 6-3 for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Lien Request

Moved: Commissioner St. James to place a lien on real property located at 2 Parklane Road, Hampstead, NH, pursuant to NH RSA 166:20 for money owed to Rockingham County, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

III. New Business

- VOCA Grant – County Attorney

Discussion ensued regarding the impending lack of state funding for victim witnesses. Pat Conway noted there is a federal grant that can be applied for that requires a 20 percent match. Discussion ensued on the funding available in the budget.

Moved: Commissioner St. James to approve the submission of a grant application to the federal Crime Victims Fund, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

- Training Request – Human Resources

Moved: Commissioner St. James to approve a training request for the incoming HR Director at a cost of \$169 for accommodations plus mileage expenses, as recommended by the Interim HR Director and HR Commissioner Liaison. Commissioner Coyle seconded. Commissioner St. James noted the incoming HR Director had already planned to attend the training before being hired, and it would be beneficial to the County. Voted all in favor.

IV. Old Business

Theresa discussed the hiring status in the Finance Office. She noted the two posted payroll practitioner positions, and stated the positions were hard to fill and that there had not been a lot of applicants. Theresa would like to swap a Long Term Care position to make the payroll positions the same grades. Theresa stated she has an applicant that she would like to hire. Commissioner Tombarello asked Theresa to provide an updated organizational chart for the finance office. Theresa stated she will bring a motion in two weeks to get approval for swapping the positions.

Jude informed the Board she had met with several members from the Town of Brentwood regarding expanding Prescott Road. Jude noted the town's funding would be in 2016 but they wanted to get the details ironed out beforehand. She noted the approval would have to go through the Delegation. Commissioner Coyle stated he would bring it up for discussion at the meeting with the Delegation Officers that evening.

V. Public Comment

No public comments received.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) compensation of personnel (Union) – Corrections

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) compensation of personnel. Commissioner Coyle seconded. Discussion ensued on the subject matter. The motion and second was rescinded and the meeting remained in public session.

Discussion ensued on Steve's request to have the vacation time paid out from the grievance. Commissioner Coyle asked if the amount was going to be taken out of Steve Church's current year budget. Discussion ensued regarding the vacation accruals.

Moved: Commissioner St. James to authorize the payout of vacation time on the May 7, 2015 payroll, based on the Corrections Superintendent's draft documentation and pending review from the Finance Officer, for Correctional Officers identified and verified to have 2013 vacation balances restored as a result of the October 2013 grievance of union contract article 21.8 granted by the Corrections Superintendent on January 7, 2014. Further that the Corrections Superintendent recommends this one time payout as it is to the benefit of the employee and the employer and understands that this is meant to be non-precedent setting. Commissioner Coyle seconded. Theresa asked for a copy of the motion. Voted all in favor.

Steve noted there were four people identified that had not received holiday time even though use was denied. The union contract stipulates that holiday time is use or lose. Pat Valencia stated the members identified did not have a chance to schedule their holiday time before time off was denied. Commissioner Coyle noted some of the members on the list had used a high amount of vacation and sick time instead of using their holiday time. Commissioner St. James stated if someone scheduled their vacation in February they wouldn't have the option to change the hours to holiday time when the denial of time off came in April. It was noted that Steve Church had accommodated time off as best he could. Commissioner Coyle asked if an employee had scheduled vacation days, and then learned that holidays were denied, if Steve would have let them switch the vacation time to holiday time. Steve affirmed he would have. Discussion ensued regarding why the issue was being revisited.

Moved: Commissioner St. James to authorize the payout of holiday time based on the Corrections Superintendent's draft documentation and pending review from the Finance Officer, for Correctional Officers identified and verified to have 2013 holiday balances. Further the Corrections Superintendent recommends this one time payout as it is to the benefit of the employee and the employer and understands that this is meant to be non-precedent setting. Commissioner Tombarello seconded. Motion passed 2-1.

Commissioner Tombarello declared a recess at 4:58pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 5:52pm.

Further discussion ensued regarding the decision to allow the payout of lost holiday time. The Board reviewed the documentation and agreed it needed further consideration.

Moved: Commissioner Tombarello to reconsider the motion on holiday time payout, and to revisit the issue at the next meeting with actual figures. Commissioner St. James seconded, voted all in favor.

VII. Adjourn

Commissioner St. James moved to adjourn at 5:53pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
April 17, 2015 – 10:17 a.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Steve Church, Corrections Superintendent

Steve Woods, Long Term Care Services
Director
Cathy Stacey, Register of Deeds
Robyn Magarian, Administrator in Training

I. Emergency Meeting

Moved: Commissioner Coyle to call an emergency meeting pursuant to NH RSA 91-A:2 II for the purpose of appointing an interim person in charge of the Sheriff's Office until such a time as the Delegation appoints the High Sheriff. Commissioner St. James seconded, voted all in favor.

Commissioner Tombarello called the meeting to order at 10:17 a.m.

Moved: Commissioner St. James to appoint Major Darin Melanson as the person in charge of the Sheriff's Office until the Delegation appoints a High Sheriff pursuant to NH RSA 661:9 I. Commissioner Coyle seconded, voted all in favor.

II. Old Business

Moved: Commissioner Coyle to approve the payment of \$1,600 for a civil penalty to the Department of Labor. Commissioner St. James seconded, voted all in favor.

Commissioner St. James asked Commissioner Coyle to follow-up on asking Pat Conway to conduct an investigation on a previous matter discussed by the Board. Commissioner Coyle stated he would be talking to Pat today.

Commissioner St. James asked that the Board review the IEU contract prior to renewing. Commissioner St. James will be following up with IEU directly.

III. Adjourn

Commissioner Coyle moved to adjourn at 10:25am. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: St. James K.P.
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
April 21, 2015 – 4:00 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Steve Church, Corrections Superintendent
Theresa Young, Finance Officer
Kathy Nikitas, Deputy Finance Officer

Jude Gates, Director of Facilities, Planning, & IT
Alison Kivikoski, Human Resources Director
Major Darin Melanson, Deputy Sheriff
Patricia Conway, County Attorney
Cathy Stacey, Register of Deeds
Leslie Fabian, Nursing Director
Steve Woods, Long Term Care Services Director

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 4:03pm and welcomed the new HR Director, Alison Kivikoski, to the County.

II. Reports

NHAC update

Cathy Stacey informed the Board of legislation that would affect the jail. Particularly, there is an amendment to HB 472 to send probation violators to the County jail instead of a half-way house, with stays anywhere from 1 to 30 days. Cathy Stacey noted many of the parole violators are often on drugs and the County would then absorb the costs associated. She further stated the Legislative Committee will be testifying on the matter. Cathy asked that the Board get involved and provide input.

Registry of Deeds – Cathy Stacey, Register

Cathy informed the Board she would need a new copier and presented the Board with a quote. It is under \$5,000 and will not need to go out to bid.

Sheriff's Office – Major Darin Melanson, Deputy Sheriff

Commissioner Tombarello noted that Major Melanson was put in charge of the Sheriff's department, and asked that the departments offer as much support as possible.

Major Melanson discussed the arrangements for Sheriff Downing's wake.

Commissioner St. James joined the meeting at 4:10pm.

- Bid Waiver: Mainstay Technologies \$34,250

Moved: Commissioner St. James to approve a bid waiver to Mainstay Technologies for \$34,250, as recommended by Deputy Sheriff Melanson. Commissioner Coyle seconded, voted all in favor.

RFP Openings

- Blood Coagulation Meter Kit – Long Term Care

Commissioner St. James opened proposals from Geriatric Medical, Medline, McKesson, Moore Medical, and Products Unlimited.

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

- Tub & Trolley – Long Term Care

Commissioner St. James opened a proposal from Arjo Huntleigh.

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

- Microwave Ring Network – Sheriff's Office

Commissioner St. James opened proposals from 2-Way Communications, Yankee Equipment, Timberline Construction Corp, Green Mountain Communications, and Direct Network Services.

Moved: Commissioner St. James to authorize the Deputy Sheriff Melanson to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Vehicles – Sheriff's Office

Commissioner St. James opened proposals from Grappone Ford and Colonial Chevrolet.

Moved: Commissioner St. James to authorize Deputy Sheriff Melanson to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

RFP Awards

- Commercial Washer – Corrections

Moved: Commissioner St. James to award the Commercial Washer proposal to Yankee Equipment for an amount not to exceed \$10,230, as recommended by the Corrections Superintendent. Commissioner Coyle seconded and asked what was in the budget for it. Steve stated there was \$15,000 budgeted. Voted all in favor.

- Fire Sprinkler Upgrade – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Fire Sprinkler Upgrade proposal to John L. Carter Company Inc. for an amount of \$39,356, as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded. Commissioner Coyle asked if it would require a transfer. Jude stated it would not. Voted all in favor.

- F-250 4X4 Truck with Plow and Sander – Engineering & Maintenance Services

Moved: Commissioner St. James to award the F-250 4X4 Truck with Plow and Sander proposal to Autofair Ford for an amount of \$35,906.24, with financing to be determined by the Finance Office, as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded. Commissioner Coyle asked what was in the budget. Jude noted the first year of the lease was budgeted. Discussion ensued on older vehicles in the fleet. Voted all in favor.

- Commercial Grade Bladder Scanner System – Long Term Care Services

Moved: Commissioner St. James to award the Commercial Grade Bladder Scanner System to Geriatric Medical for an amount not to exceed \$8,475, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Theresa noted it was a draft payroll report and if there was any change between now and 6pm she would bring it to the next Commissioners meeting.

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,162,044.73 for the period ending April 19, 2015. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the lack of approval on the Delegation Coordinator's timesheet. The Board had met with the Delegation Officer on April 14 and thought the issue had been settled. Commissioner St. James will discuss with Rep Major.

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,708.26 for the period ending April 19, 2015. Commissioner Tombarello seconded. Motion passed 2-1.

- Approval of Minutes: 4/14, 4/17 (Emergency Meeting)

Moved: Commissioner St. James to approve the minutes of the April 14, 2015 and April 17, 2015 Board of Commissioners meetings. Commissioner Coyle seconded, voted all in favor.

- Out of State Conference and Training Policy

Moved: Commissioner St. James to approve the Out of State Conference and Training Policy as updated on April 21, 2015. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on NHAC's previous request for furniture. Commissioner Coyle asked when the dues would come due. Theresa they would come due in the next couple of weeks. Commissioner Coyle asked Theresa to flag the dues when they came as he was not sure he was in support of paying them.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Pat Conway asked the Board for clarification on the investigation they had previously mentioned. Discussion ensued.

Corrections – Stephen Church, Superintendent

- Training Request

Moved: Commissioner St. James to approve a training request for a Department of Corrections employee at a cost of \$700 to the County, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Benefits Administration

Commissioner Tombarello asked Commissioner St. James to discuss the proposed changes to Benefits Administration and Worker's Compensation. Commissioner St. James stated it had become convoluted and confusing which could be alleviated by having one benefits administrator.

Theresa Young stated having Benefits Administration in HR was not what was recommended in the Matrix study. She further stated since 2013 when the Commissioners had moved Benefits to Finance not much had changed from the way it was. Theresa stated Open Enrollment was never supposed to be in Finance. Discussion ensued.

The Board asked Alison Kivikoski for her input. Alison stated she would like to have Benefits Administration reside in HR. She stated it has been her experience that it resides separately from Finance and that from a workflow standpoint it makes more sense. Discussion ensued.

Moved: Commissioner St. James to appoint the Human Resources Director as the sole Benefits Administrator, point of contact, and contract administrator for all employee benefits and benefit contracts, effective immediately. This includes but is not limited to establishing all communication, processing, billing, and reconciliation policy and procedures. The Human Resources Director may delegate responsibilities as he/she deems appropriate. Further, that the Finance Office shall provide all applicable files, communications, and contact information to the Human Resources Director and provide assistance as needed in the process transfer. Commissioner Coyle seconded. Theresa asked about the billing portion. Alison noted that HR would do the reconciliation and send it to Finance for payment process. Voted 1-1 with Commissioner Tombarello abstaining. The Board moved and voted to revisit the issue at next week's meeting.

- Worker's Compensation

Moved: Commissioner St. James to appoint the Human Resources Director as point of contact and contract administrator for all Worker's Compensation benefits and Worker's Compensation contracts, effective immediately. This includes but is not limited to establishing all communication, processing, billing, and reconciliation policy and procedures. Further, the Human Resources Director may delegate responsibilities as he/she deems appropriate. Commissioner Coyle seconded. Theresa said that at budget time it was stated it would be discussed and it hadn't been. Theresa stated it was working fine and didn't know why it should change. Commissioner St. James noted that Primex stated it was a conflict of interest to reside in Finance and should be a function of HR. Alison noted that Worker's Comp ties in with ADA and FMLA. Further discussion ensued on why or why not it was a conflict of interest. Commissioner Coyle noted he didn't think it was a conflict of interest, but that he supports it should be under HR. Voted all in favor.

Moved: Commissioner St. James that as of April 21, 2015, the Worker's Compensation Coordinator reports solely and directly to the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

The Board asked Alison to have the WC Coordinator come in quarterly to brief the Board.

Kathy Nikitas stated that Finance would still need information on the WC claims. Alison stated she understood and wouldn't have it any other way.

Long Term Care Services – Steve Woods, Director

- Nursing Facility Services Agreement

Moved: Commissioner St. James to approve the Nursing Facility Services agreement between Rockingham County and Merrimack Valley Hospice Inc., effective April 8, 2015 and for a period of one (1) year, and authorize the Chair to sign all necessary documents having already completed legal and risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Position Posting

Moved: Commissioner St. James to approve the posting of the Clinical Software Coordinator position, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Steve noted an article in the Carriage Towne News regarding the LTC social club donating to the Officer Arkell fund.

III. New Business

- HR Director Credit Card

Moved: Commissioner St. James to authorize the Finance Officer to apply for a credit card for Human Resources Director Alison Kivikoski. Commissioner Coyle seconded. Discussion ensued on the why the HR Director needs a credit card. Commissioner Coyle said he was against it because he thinks there are too many credit cards in the County. Motion failed 1-2.

IV. Old Business

- EMS Grievance

Moved: Commissioner St. James to approve the grievance of the seven (7) individuals from Engineering & Maintenance filed with the Commissioners on April 8, 2015, to be paid by the second payroll in May 2015. Commissioner Coyle seconded, voted all in favor.

V. Public Comment

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – Long Term Care NH RSA 28-10a Hearing

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel for an NH RSA 28-10a hearing.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, Leslie Fabian, and Laura Collins.

Moved: Commissioner Coyle to go out of non-public session. Commissioner St. James seconded, voted all in favor.

Moved: Commissioner St. James to accept the recommendation of the Long Term Care Services Director as outlined in his letter of April 14, 2015 regarding a nursing home employee, effective May 1, 2015. Commissioner Coyle seconded, voted all in favor.

- NH RSA 91-A:3 II (e) legal and (a) personnel

Moved: Commissioner St. James to go into non-public session pursuant to (e) legal and (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Laura Collins.

Commissioner St. James left the meeting.

- Non-public (a) personnel.

Those present were Commissioner Tombarello, Commissioner Coyle, Steve Church, 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 Coyle to deny the payout of accrued holiday time for the Correctional Officers, as discussed at the April 14, 2015 meeting. Commissioner Tombarello seconded, voted all in favor.

Commissioner Tombarello declared a recess at 5:57pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 6:37pm.

Further discussion ensued on moving Benefits Administration back to the HR department.

Commissioner Tombarello reviewed the HR Director job description and noted it provided for all benefits administration. After discussion, Commissioner St. James was called on the phone to re-entertain the previous vote.

Commissioner St. James reiterated that Benefits Administration was an HR function and that the process had become confusing with two departments serving as co-administrators. Discussion ensued about the two departments working together. Alison stated it was her intent to fully communicate with Finance. She also discussed the workflow regarding benefits and why it made sense to be in HR. Further discussion ensued. Commissioner Coyle stated that he wasn't necessarily opposed to the decision, but the Board had rushed into decisions before and he would like to see backup information that supports the decision. Further discussion ensued.

Commissioner Tombarello moved to remove the vote from the table. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to appoint the Human Resources Director as the sole Benefits Administrator, point of contact, and contract administrator for all employee benefits and benefit contracts, effective immediately. This includes but is not limited to establishing all communication, processing, billing, and reconciliation policy and procedures. The Human Resources Director may delegate responsibilities as he/she deems appropriate. Further, that the Finance Office shall provide all applicable files, communications, and contact information to the Human Resources Director and provide assistance as needed in the process transfer. Commissioner St. James seconded. Discussion ensued on the term "sole Benefits Administrator." Motion passed 2-1.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 7:14pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: St. James K.P.
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
April 28, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Jude Gates, Director of Facilities, Planning,
& IT

Steve Church, Corrections Superintendent
Major Darin Delanson, Deputy Sheriff
Theresa Young, Finance Officer
Kathy Nikitas, Deputy Finance Officer
Leslie Fabian, Director of Nursing
Nancy Lang, Worker's Comp Coordinator

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Openings

- Dishwashing and Laundry Chemicals – Corrections

Commissioner St. James opened proposals from Central Paper Products Co., Hillyard, Inc., and Summit Supply.

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

- Inmate Personal Care Items – Corrections

Commissioner St. James opened proposals from ICS Jail Supplies Inc., Bob Barker Company Inc., Charm-Tex, Amercare Products Inc., and Pacific Link.

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

- Rockingham County Drug Court – Corrections

Commissioner St. James opened proposals from Chemical Dependency Consultants, Seacoast Mental Health Center, and Sky Counseling Services.

Commissioner Coyle joined the meeting at 3:39pm.

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

- 2015 Emergency Vehicle Upfit Equipment – Sheriff's Office

Commissioner St. James opened proposals from Service Lighting Solutions LLC, Adamson Industries Corp, MHQ, and 2-Way Communications.

Moved: Commissioner St. James to authorize Deputy Sheriff Melanson to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

RFP Awards

- Blood Coagulation Meter Kits – Long Term Care Services

Moved: Commissioner St. James to award the Blood Coagulation Meter Kits proposal to Products Unlimited Inc. for an amount not to exceed \$7,840, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Tub & Trolley – Long Term Care Services

Moved: Commissioner St. James to award the Tub & Trolley proposal to Arjo Huntleigh for an amount not to exceed \$40,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued about the replacement of the current whirlpool tubs. Voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 04/21

Moved: Commissioner St. James to approve the minutes of the April 21, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

None of the Commissioners are able to make the Friday Executive Committee meeting. Commissioner Coyle asked about the dues. Theresa stated she sent Commissioner Coyle the invoice. Discussion ensued on the ratio of dues per County. Commissioner Coyle asked that it be emailed to all of the Commissioners.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted that Steve followed up with Danville about the Trustee Program assistance they requested. Discussion ensued on the logistics of transportation.

Commissioner Coyle asked Jude about the network issues from the last few weeks. Jude explained the equipment failure and that the component is still under warranty. She further explained the work being done to correct the problems. The final fix should be completed Sunday.

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer Report

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated April 22, 2015. Commissioner Coyle seconded, voted all in favor.

Finance Office – Theresa Young, Finance Officer

Theresa stated the workforce form submitted for Alison Kivikoski didn't need advanced scheduler, and needed to have additional group view permissions added. Commissioner Tombarello signed the amended workforce form.

Theresa noted the credit cards for Commissioner Tombarello and Patricia Conway have come in.

Theresa noted that they had sent a letter regarding the final documents for the audit would be sent by July 15 and also noted there would not be a single audit this year.

- Accounting Officer Position Posting

Moved: Commissioner St. James to approve the posting of the Accounting Officer position, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

- Executive Assistant Position Posting

Theresa stated the current Executive Assistant in Finance had agreed to take a payroll practitioner position in 30 days.

Moved: Commissioner Coyle to approve the posting of the Finance Executive Assistant position. Commissioner St. James seconded, voted all in favor.

- Finance / LTC Position Swap

Theresa stated the LTC position had not been filled in six years. Discussion ensued. Further discussion will be had once Steve Woods is back. Discussion ensued on why the request for Grade 35 when it had been previously presented as Grades 34. Theresa stated she could not hire for the positions at Grade 34. Discussion ensued. Theresa stated the funding and benefit level would remain as is in each department.

Moved: Commissioner Coyle to approve the transfer and retitling of a Finance position Grade 33 to Long Term Care, and transfer and retitling of a Long Term Care position Grade 35 to Finance. Further that the two Payroll Practitioner Senior positions shall be Grades 35, as outlined in the Finance Officer's and Long Term Care Services Director's memorandum and documentation dated April 23, 2015. Commissioner St. James seconded. Motion passed 2-1.

Long Term Care Services – Steve Woods, Director

- Dental Services Agreement

Moved: Commissioner St. James to approve the Dental Services Agreement between Golden Tides Dental and Rockingham County, effective May 1, 2015 through April 30, 2017, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

III. New Business

Steve Church noted that there will be an open house at the jail on May 7.

Major Melanson noted that May 2 they would be hosting the Smart Driver's course. He also thanked everyone for their support the last week. Commissioner St. James noted that the Sheriff's Office did a great job with everything and honored Michael Downing throughout.

Kathy Nikitas explained the errors in the initial warrant sheet and that a new one was being emailed to Laura.

IV. Old Business

- Conway Office Solutions Maintenance Agreement

Moved: Commissioner Coyle to approve the Conway Office Solutions Maintenance Agreement for a period of three (3) years, at a rate of \$0.00650 per copy, and authorize the Chair to sign all necessary

documents pending legal and risk review, as recommended by the Register of Deeds. Commissioner Tombarello seconded, voted all in favor.

Commissioner Tombarello noted that he had sent an email out on Saturday that he would like to rescind.

Moved: Commissioner St. James to approve the temporary increase for Deputy Sherriff Melanson until a High Sheriff is appointed by the Delegation. Commissioner Coyle seconded, voted all in favor.

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

Moved: Commissioner St. James to approve and sign departmental warrants T150060, T150088, T150207, T150208, T150234, T150235, T150237, T150256, T150257, T150271, T150319, T150320, T150321, T150353, T150354, T150355, T150356, T150358, T150359, and T150357 totaling \$306,511.95; AP wire warrants T150360 totaling \$1,128,950; payroll warrants 0416SD and 0423SD totaling \$13,190.27; general ledger warrants GL15206, GL15207, GL15236, and GL15239 totaling \$1,105.50 for a grand total to be approved of \$1,449,757.72. Commissioner Coyle seconded, voted all in favor.

V. Public Comment

No public comments received.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (e) legal

Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (e) legal. Commissioner St. James seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, Nancy Lang, Kathy Nikitas, 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.

Moved: Commissioner Coyle to seal the minutes of the April 28, 2015 non-public session as the divulgence of the information likely would affect adversely the reputation of a person other than a member of the public body itself. Commissioner St. James seconded, voted all in favor.

Commissioner Tombarello declared a recess at 4:55pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 5:39pm.

Discussion ensued on liabilities, risk management, and the Risk Management Team. A meeting will be set up in June.

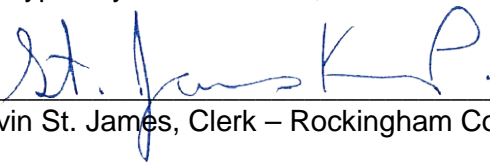
Follow up will be needed with the Towns regarding inviting the Selectmen to a meeting.

Commissioner Tombarello noted that he learned the position of High Sheriff would be posted. The Delegation doesn't want to appoint anyone that will be running for Sheriff at the next election.

VII. Adjourn

Commissioner Coyle moved to adjourn at 5:52pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
May 6, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk
Jude Gates, Director of Facilities, Planning,
& IT
Kathy Nikitas, Deputy Finance Officer
Major Dave Consentino, Assistant
Corrections Superintendent

Pat Conway, County Attorney
Alison Kivikoski, HR Director
Major Darin Melanson, Deputy Sheriff
Leslie Fabian, Director of Nursing
Steve Woods, LTCS Director

Also Present:

Performance Foodservice Representatives

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Openings

- Prime Vendor Provisions – Long Term Care Services

Commissioner St. James opened proposals from Performance Foodservice, Sysco, and U.S. Foods.

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

RFP Awards

- Vehicles: Sheriff's Office – Sheriff's Office

Moved: Commissioner St. James to award the Vehicles: Sheriff's Office proposal to Grappone Ford, including the trade-in option, for the amount of \$105,824, as recommended by Deputy Sheriff Melanson. Commissioner Tombarello seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Discussion ensued on the email from the Delegation officers signing off on the payroll. Commissioner St. James noted to Kathy Nikitas that Cheryl is not in WorkForce and as long as the approval comes from the Delegation officers the payroll does not need to get broken out. The Board also requested that Kathy ask the Delegation to copy the Commissioners on the payroll approval emails.

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,189,413.51 for the period ending May 3, 2015. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 4/28

Moved: Commissioner St. James to approve the minutes of the April 28, 2015 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- July 8 and August 19 BOC Meetings (non-payroll weeks)

Discussion ensued regarding not having meetings on July 8 and August 19. The Board concurred there would not be regular meetings that week, but that at least two commissioners will plan to have a short meeting those weeks to approve AP.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the Governor has approved that the money taken from the nursing home rates will be returned to the nursing homes. Steve mentioned that all the work done by the counties was instrumental in getting this accomplished.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted his discussion with the Delegation and that everything seems fine. He also noted there is an open house at the jail on Thursday.

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

- Honeywell Service Agreement

Jude noted the ongoing negotiations of the contract and that it was expected to be finalized soon.

Moved: Commissioner St. James to approve a Honeywell Service Agreement for the period of January 1, 2015 through December 31, 2015, for an amount of \$49,084, 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 St. James seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- PT to FT Nursing Position Slot

Leslie explained the difference in salary that the change to FT would make and that money would actually be saved in the long term as there would be less need to rely on per diem shifts.

Moved: Commissioner St. James to approve the change of position WPT from part time to a full time slot, effective May 17, 2015, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Lien on Real Property

Moved: Commissioner St. James to place a lien on real property located at 12 Bartlett St, Kingston, NH pursuant to NH RSA 166:20 for money owed to Rockingham County, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Steve noted the activities that went on in the nursing home with Liberty Mutual, and shared his latest photo op.

III. New Business

Pat Conway noted her office would be fully staffed as of next week. Discussion ensued on Felonies First.

Alison Kivikoski noted the Tuition Reimbursement Committee was not fully staffed and asked that she be able to re-establish it.

Moved: Commissioner Tombarello to appoint Alison Kivikoski and Commissioner St. James to the Tuition Reimbursement Committee. Commissioner St. James seconded, voted all in favor.

Alison noted the HR building has been cleaned up and set up, and invited everyone over to see the changes and say hello when able.

Jude noted Robin is still working on the network issues around the clock. She noted it the issues were the worse she had seen in her tenure at the county, and also noted what a great job Robin had been doing, especially as she had only been in the position for a year.

IV. Old Business

- Exception Request PPP 6-10 – Sheriff's Office

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-10 for a Sheriff's Office employee, as recommended by the Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

V. Public Comment

Kathy noted her band would be at the Blue Mermaid on August 8.

Major Melanson noted the AARP class the Sheriff's Office had hosted, and discussed how many people participated.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Tombarello seconded, voted all in favor.

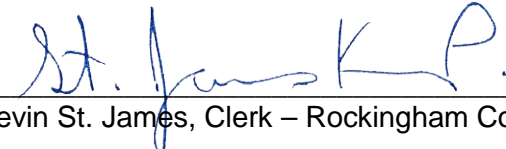
Those present were Commissioner Tombarello, Commissioner St. James, Alison Kivikoski, Steve Woods, and Laura Collins.

There being no further business to come before the Board, Commissioner Tombarello moved to go out of non-public session. Commissioner St. James seconded, voted all in favor.

VII. Adjourn

Commissioner St. James moved to adjourn at 4:32pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
May 13, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Nancy Lang, Worker's Compensation Coordinator
Jude Gates, Director of Facilities, Planning, & IT
Kathy Nikitas, Deputy Finance Officer
Major Dave Consentino, Corrections Assistant Superintendent
Cathy Stacey, Register of Deeds
Major Darin Melanson, Deputy Sheriff

Steve Woods, LTCS Director

Also Present:

Rep James Devine
Mark Tibbetts, IEU President / Deerfield Fire Chief
Steve Woitkun, Danville Fire Chief / State Representative
Bill Tapley, Sandown Fire Chief / IEU Board Member
Kevin Pratt, Raymond Fire Chief / Past President IEU

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Openings

- Inmate Institutional Supplies - Corrections

Commissioner St. James opened proposals from ICS Jail Supplies Inc., Uniforms Manufacturing Inc., Victory Supply, ATD American Co., and Charm-Tex.

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

- Janitorial Products – Corrections

Commissioner St. James opened proposals from New England Chemical Supply, Supplyworks, Conlon Products Inc., Hillyard Inc., and Central Paper Products Co.

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

- Fiber Optic Cable Installation – Engineering & Maintenance Services

Commissioner St. James opened proposals from Computer Cabling Company Inc. and Specialized Cabling Solutions Inc.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Fence Replacement – Engineering & Maintenance Services

Commissioner St. James opened a proposal from GC/AAA Fences Inc.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, & IT to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Recondition/Repair Well #3 – Engineering & Maintenance Services

Commissioner St. James opened proposals from Weston & Sampson Engineers Inc. and Barrie Miller's Well & Pump Service Inc.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Floor Autoscrubber – Long Term Care Services

Commissioner St. James opened a proposal from Clean-O-Rama.

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

RFP Awards

- Inmate Personal Care Items – Corrections

Moved: Commissioner St. James to award the Inmate Personal Care Items proposal to Bob Barker Co. for a period of one (1) year and for an amount not to exceed \$16,265, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Dishwashing and Laundry Chemicals – Corrections

Moved: Commissioner St. James to award the Dishwashing and Laundry Chemicals proposal to Summit Supply for a period of two (2) years and for an amount not to exceed \$11,000 per year, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- 2015 Vehicle Upfit Equipment – Sheriff's Office

Moved: Commissioner St. James to award the 2015 Vehicle Upfit Equipment proposal to Adamson Industries Inc., in the amount of \$18,797.50, as recommended by Deputy Sheriff Melanson. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150067, T150089, T150209, T150210, T150260, T150261, T150272, T150273, T150324, T150326, T150327, T150328, T150329, and T150340 totaling \$378,480.05; departmental warrants entered by Finance T150392, T150393, T150394, T150395, T150396, T150397, and T150402 totaling \$98,158.10; AP wire warrants T150398 and T150401 totaling \$124,965.89; payroll warrants 0429MS, 04295V, 0430SD, 0430VD, 0507SD, and 0508MC totaling \$10,576.84; and general ledger warrants GL15185, GL15186, GL15187, GL15188, GL15189, GL15190, GL15191, GL15192, GL15193, GL15194, GL15195,

GL15260, GL15261, GL15262, GL15263, and GL15264 totaling \$1,276,093.29 for a grand total to be approved of \$1,888,274.17 Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 05/06

Moved: Commissioner St. James to approve the minutes of the May 6, 2015 Board of Commissioners meeting, as corrected. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Cathy gave an update on a senate bill that would affect the DOC. She also updated the Board on SB 124.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner Tombarello noted the ongoing projects in EM&S. He noted the Sheriff's Office is running smoothly.

Commissioner Coyle noted the census was up in LTC. The Nursing Home week activities were also discussed.

Commissioner St. James discussed his meeting with Hampton Falls and their request to participate in the trustee program. He also noted his upcoming meeting with Portsmouth. Discussion ensued on the Jail's open house.

Finance Office – Theresa Young, Finance Officer

- Finance Dell Server Lease Extension

Kathy noted the reason for the request and stated it should have been requested in January.

Moved: Commissioner St. James to approve the extension of Dell lease schedule #001-2114457-003 through June 30, 2015, and further to approve the monthly payment of \$122.63, with a total payment under the extension period of \$490.52, as recommended by the Finance Officer. Commissioner Coyle seconded. Discussion ensued on the expiration date. All voted in favor.

Sheriff's Office – Major Darin Melanson, Deputy Sheriff

- Position Posting (Deputy Sheriff)

Moved: Commissioner St. James to approve the posting of the Deputy Sheriff position for the purpose of establishing an eligibility list. Commissioner Coyle seconded, voted all in favor.

III. New Business

- Worker's Compensation Update – Nancy Lang

Nancy Lang noted that Exeter Hospital had hired the PA that had worked for Concentra and she will remain in the Occupational Health office at the County. Nancy noted the response from employees has been very positive. She went on to give the Board an update on WC claims. The Board thanked Nancy for the thorough update.

Jude asked the Board for direction on a purchase that was unlikely to receive bids due to the type of equipment being sold mostly by online retailers and through catalogs. She asked if she were to request a bid waiver and provide at least three quotes if that would be acceptable. The Board affirmed it would.

Darin noted the ATC contract to be discussed next week.

IV. Old Business

- Interstate Emergency Unit Contract

Discussion ensued on the status of the IEU agreement with the County. Commissioner St. James noted he was looking to enhance the operations and not take anything away. Chief Tibbetts discussed the status of the building of the second floor. He noted the donations IEU had solicited to upgrade the propane tanks. Further discussion ensued on the history of the Seacoast Chiefs and the IEU. Commissioner Coyle asked which towns were members of the IEU. Chief Pratt noted there are 42 towns in the IEU, which towns they are, and what the membership dues are. Commissioner St. James asked how many times the IEU meets. Chief Tibbetts stated the IEU meets every other month. Discussion ensued regarding the differences between IEU and Seacoast Chiefs. Chief Woitkun stated he believed the discussion should be held with all affected parties in Rockingham County. He noted the differences in resources the Seacoast Chiefs and IEU have. Further discussion ensued. Commissioner Coyle noted he wanted the use of the facility to be in the best interests of Rockingham County and suggested all the Chiefs in Rockingham County get together to have the discussion of how the facility could best be used. Major Melanson noted the grant for the dispatch center put forth by the Seacoast Chiefs and added to other aspects of the discussion. Commissioner Tombarello stated the Board would discuss and would reach out in the next week.

- Selectmen Meeting

The Board agreed to schedule a meeting for July 16 and invite the Selectmen for each Rockingham County town and city. The agenda will be discussed at a later date.

V. Public Comment

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Commissioner St. James moved to go into nonpublic session pursuant to NH RSA 91-A:3 II (a) to discuss personnel.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Kathy Nikitas, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James moved to seal the minutes of the May 13, 2015 non-public session pursuant to NH RSA 91-A:3 III, as the 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.

Commissioner Tombarello declared a recess at 5:35pm to consult with legal counsel. Commissioner Tombarello reconvened the meeting at 6:00pm.

VII. New Business Continued

Major Consentino discussed the upcoming Secure Email that would be available for inmates soon. He further discussed some medical care options that may be available for inmates with HIV that would

save the County money. Dave went on to note some issues he was having obtaining a contract from a particular vendor. Discussion ensued.

Laura asked if the Board intended to grant a hearing on a particular DOC grievance. The Board agreed to hear the grievance and a letter will be sent alerting the party that the grievance will be heard the next week.

VIII. Adjourn

Commissioner Coyle moved to adjourn at 6:18pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
May 20, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities, Planning,
& IT
Theresa Young, Finance Officer

Pat Conway, County Attorney
Alison Kivikoski, HR Director
Major Darin Melanson, Deputy Sheriff
Steve Woods, LTC Director

Also Present:

Patty Driscoll, Seacoast Mental Health
Center

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:35pm.

II. Reports

RFP Openings

- Disposable Lids – Long Term Care

Proposal received: Central Paper Products Co.

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

RFP Awards

- Adult Drug Court – Corrections

Moved: Commissioner St. James to award the Adult Drug Court proposal to Seacoast Mental Health Center for a period of one (1) year, for an amount not to exceed \$370,000 per year, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Discussion ensued on the bid amount being lower than the award amount. Steve noted the amount was prorated for current number of participants and it is anticipated to be increased. The \$370,000 that was appropriated is based on a full program of 50 participants. Discussion ensued on who would own the equipment purchased, such as laptops. The consensus was the County would own the equipment. The motion was amended to not exceed \$300,000, with Seacoast Mental Health Center requesting further monies as needed. Voted all in favor. Steve Church will be working on a contract.

- Ware Washing Products – Long Term Care

Moved: Commissioner St. James to award the Ware Washing proposal to Swish White River LTD, for a period of two (2) years, for an amount not to exceed \$20,500 per year, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,196,386.33 for the period ending May 17, 2015. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello to approve a payroll expense in the amount of \$1,708.26 pending approval from one of the Delegation Officers. Commissioner St. James seconded. Motion passed 2-1.

- Approval of Minutes: 5/13

Moved: Commissioner St. James to approve the minutes of the May 13, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Pat Conway noted that the Felonies First passed. Commissioner St. James noted it had to go to Committee of Conference. Discussion ensued on the logistics.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted the County did not received the MacArthur grant.

Pat Conway discussed an issue with testing limitations.

Commissioner Tombarello noted an issue with the main boiler in the biomass plant. Jude elaborated on the issue involving bricks that needed to be replaced. The manufacturer stated the loss of bricks was normal and typical, and should be repaired every few years. The insurance inspector noted it should not be used until repaired. The manufacturer is going to provide a report. The price to repair will be approximately \$15,000.

Commissioner Tombarello noted the great job the County Attorney's office had done on a recent case. The Correctional Officer that had been convicted of bringing narcotics into the jail was also sentenced. Further discussion ensued on other cases.

Corrections – Stephen Church, Superintendent

- 2015 Perkins Grant Application: \$2,500

Moved: Commissioner St. James to approve the submission of an application to the Carl D. Perkins grant to create a career and technical education program at the Department of Corrections for incarcerated individuals, in the amount of \$2,500, and authorize the Chair to sign all necessary documents, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Inmate Administrative Transfer

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to RSA 30B:21 dated May 12, 2015 as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

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

- Surplus Equipment Request

Moved: Commissioner St. James to declare the equipment listed on the IT Manager's memorandum dated May 11, 2015 as surplus equipment to be disposed of accordingly by Engineering & Maintenance Services, pursuant to RSA 28-8a, as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded. Discussion ensued on the equipment. Voted all in favor.

Long Term Care Services – Steven Woods, Director

- Surplus Equipment Request

Moved: Commissioner St. James to declare two (2) typewriters, asset number 00001319, 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.

Sheriff's Office – Major Darin Melanson, Deputy Sheriff

- ATC Agreement (East Kingston Site)

Moved: Commissioner St. James to approve the American Tower Company agreement, at no cost to the County, for a period of ten (10) years, with the option to renew for up to four (4) periods of five (5) years each, and authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by Deputy Sheriff Melanson. Commissioner Coyle seconded, voted all in favor.

- Exception Request: Payroll Practice

Moved: Commissioner St. James to approve an exception to Payroll Practice for a separating Sheriff's Office employee, to moderate personal tax liability, as recommended by Deputy Sheriff Melanson. Commissioner Coyle seconded. Commissioner St. James asked why this would be an exception. Theresa stated it was voted approximately 8 years ago due to issues in the NHRS. Voted all in favor.

- Training Request

Discussion ensued on the FBI training versus the Leadership Summit training.

Moved: Commissioner St. James to approve a training request for a Sheriff's Office employee to attend a four-day Leadership Summit at Fitchburg State University, at a cost of \$695, as recommended by Deputy Sheriff Melanson. Commissioner Coyle seconded. Motion passed 2-1.

III. New Business

- Exception Request: Weekender Policy

Discussion ensued on the policy.

Moved: Commissioner St. James to approve an exception to the Weekender Policy for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

IV. Old Business

- IEU Contract

Discussion ensued on establishing a committee to evaluate the land lease and administration, with one representative each from Derry, Londonderry, Salem, Epping, IEU, Seacoast Chiefs, and Commissioner St. James.

Moved: Commissioner St. James to extend the IEU lease agreement on a monthly basis for a period of up to 12 months pending the outcome of the Committee Recommendations. Commissioner Coyle seconded, voted all in favor.

- Certification re: Lease Purchase Agreement #40115221

Moved: Commissioner St. James to approve the certificate regarding lease purchase agreement 40115221 date March 9, 2015. Commissioner Coyle seconded, voted all in favor.

V. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – HR

Commissioner St. James moved to go into non-public pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Alison Kivikoski, Theresa Young, Steve Woods, and Laura Collins.

There being no further business to bring before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello declared a recess at 4:34pm to consult with legal counsel. Commissioner Tombarello reconvened the meeting at 5:45pm.

- Grievance Hearing NH RSA 91-A:3 II (a) personnel

Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss a personnel grievance. Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, Alison Kivikoski, and Laura Collins. Mr. Chamberlain did not attend.

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 St. James seconded, voted all in favor.

Moved: Commissioner Coyle to deny a Correctional Officer's grievance. Commissioner St. James seconded, voted all in favor.

VI. Adjourn

Commissioner Coyle moved to adjourn at 6:05pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
May 27, 2015 – 3:00 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Steve Church, Corrections Superintendent
Jude Gates, Director of Facilities, Planning,
& IT
Theresa Young, Finance Officer
Cathy Stacey, Register of Deeds
Lt. Kevin Walsh, Sheriff's Office

Alison Kivikoski, HR Director
Steve Woods, LTC Director

Also Present:

Central Paper Products Co. Rep
Green Mountain Communications Rep
Kevin Jackson
Maria DeMayo, Gallagher Benefit Services
Peter Connolly, Health Plans Inc.
Linda Monroe, Health Plans Inc.

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:02pm.

II. Reports

RFP Openings

- Hot Water Pressure Washer – Engineering & Maintenance Services

Commissioner St. James opened proposals from R N Craft Inc., H.O.P. Sales & Services, and Power Washer Sales.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded, voted all in favor.

- Human Resources Copier – Human Resources

Commissioner St. James opened proposals from Cameron Office Products, Ricoh USA, Konica Minolta, Canon, Northern Business Machines, Kyocera Document Solutions, and Century Copier Specialists.

Moved: Commissioner St. James to authorize the Human Resources Director to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded, voted all in favor.

Commissioner Coyle joined the meeting.

- Bariatric Beds – Long Term Care

Commissioner St. James opened proposals from NOA Medical Industries, Direct Supply, Products Unlimited, and Med-Part.

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

- Dining Chairs – Long Term Care

No proposals were received.

Moved: Commissioner St. James to direct the Long Term Care Services Director to reissue the Dining Chairs RFP. Commissioner Coyle seconded, voted all in favor.

- Paper Products – Long Term Care

Commissioner St. James opened proposals from The O'Neil Co., W.B. Mason, Geriatric Medical, Unipak, and Central Paper Products Co.

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

RFP Awards

- Fence Replacement – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Fence Replacement proposal to GC/AAA Fences Inc. for an amount of \$17,425, as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded, voted all in favor.

- Fiber Optic Cabling - Engineering & Maintenance Services

Moved: Commissioner St. James to award the Fiber Optic Cabling proposal to Specialized Cabling Solutions Inc. for \$16,393.39, and further to authorize the Director of Facilities, Planning, & IT to use up to \$5,000 from the Jail Security project balance to go forward with this related project, as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded, voted all in favor.

- Recondition/Repair Well #3 - Engineering & Maintenance Services

Moved: Commissioner St. James to award the Recondition/Repair Well #3 proposal to Barrie Miller's Well and Pump Inc. for an amount not to exceed \$13,915, as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded. Discussion ensued on the project. Voted all in favor.

- Floor Autoscrubber – Long Term Care

Moved: Commissioner St. James to award the Floor Autoscrubber proposal to Clean-O-Rama for an amount not to exceed \$7,137, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Steve noted the unmarked RFP New England Chemical Supply that had been mistakenly opened with jail RFPs and subsequently returned from the jail. He noted the price was significantly higher and that he still recommended Clean-O-Rama. Voted all in favor.

- Prime Vendor Provisions – Long Term Care

Moved: Commissioner St. James to award the Prime Vendor Provisions proposal to Performance Foodservice for a period of two (2) years, for an amount not to exceed \$1,500,000 per year, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Discussion ensued on the costs and reasons for selecting the vendor. Voted all in favor.

- Microwave Ring Network – Sheriff's Office

Moved: Commissioner St. James to award the Microwave Ring Network proposal to Green Mountain Communications for an amount of \$72,531, as recommended by Deputy Sheriff Melanson. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150068, T150090, T150211, T150212, T150262, T150263, T150274, T150333, T150334, T150336, T150337, T150338, T150341, T150362, and T150372 totaling \$400,071.77; departmental warrants entered by Finance T150416, T150418, T150419, T150420, T150421, T150422, and T150434 totaling \$57,763.42; AP wire warrants T150415, T150423, and T150435 totaling \$1,486,479.01; payroll warrants 0514SD, 0521MC, and 0521SD totaling \$9,251.01; general ledger warrants GL15282, GL15286, and GL15290 totaling \$840.00 for a grand total to be approved of \$1,954,405.21. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 5/20

Moved: Commissioner St. James to approve the minutes of the May 20, 2015 Board of Commissioners meeting, as amended. Commissioner Coyle seconded, voted all in favor.

- (RFP Opening) Computer Server Upgrades / Cloud Services – Sheriff's Office

Commissioner St. James opened proposals from Mosaic Technology Corporation, Mainstay Technologies, and SunnyTech.

Moved: Commissioner St. James to authorize Deputy Sheriff Melanson to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods gave the Board an update on some of the money being returned to nursing homes from the State budget. Discussion ensued on the County State Finance Committee. Cathy Stacey noted Commissioner Coyle has been nominated to serve on the Committee. Discussion ensued on NHAC dues. It will be on the agenda next week. The Board asked Theresa to gather information on which counties had paid and how much.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Steve Church noted the recent Academy graduation. Discussion ensued on the status of the upgrades at the jail.

Discussion ensued regarding manually accounting for earned time balances for the Delegation Coordinator. Commissioner Coyle will follow up with Theresa on coordinating payroll information for the Delegation Coordinator.

Corrections – Stephen Church, Superintendent

- Securus Agreement: Third Amendment

Moved: Commissioner St. James to approve the Third Amendment to the Securus Master Services Agreement, dated May 24, 2012, and authorize the Chair to sign all necessary documents having already completed legal and risk review, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Discussion ensued on the revenue portion. Voted all in favor.

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

- Bid Waiver: Salsbury Industries \$8,189.39

Moved: Commissioner St. James to approve a Bid Waiver for Salsbury Industries in the amount of \$8,189.39 for replacement staff lockers, as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Position Regrade (Downgrade) / Senior HR Generalist Position Postings

Moved: Commissioner St. James to approve the downgrade of the Assistant HR Director position at Grade 37, to a Senior HR Generalist position at Grade 35, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the posting of two (2) Senior HR Generalist positions at Grade 35, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- New Positions / HR Generalist Position Postings

Moved: Commissioner St. James to approve the addition of two (2) HR Generalist positions, Grade 34, to the position listing pending Executive Committee approval, and further to approve the posting of those positions, as recommended by the Human Resources Director. Commissioner Coyle seconded. It was noted that posting of the positions will have to wait until after the Executive Committee meets in July and approves the addition of the positions. Voted all in favor.

Long Term Care Services – Steve Woods, Director

- Weekender Policy: Earned Time Authorization

Moved: Commissioner St. James to grant authority to the Long Term Care Services Director to authorize the use of remaining Earned Time and Holiday balances remaining for Weekender Nursing Supervisors who are out due to unplanned absences. Commissioner Coyle seconded. Motion passed 2-1.

III. New Business

Theresa stated the Medicaid cost report would be ready for Steve Woods to sign tomorrow and needs to be in by Sunday. Theresa asked that the departments update finance on assets. Theresa noted she has many interviews scheduled for next week.

Steve Church discussed pre-trial alternative programs.

IV. Old Business

Discussion ensued on the boiler. Jude is expecting more information next week. Discussion ensued on the x-ray machine at the jail and related contract. Discussion ensued on a pending easement deed request from the Town of Brentwood. The easement will need Delegation approval, and Brentwood is

expected to seek budget approval for the easement in March 2016. Lt. Walsh gave the Board an update on the ring network.

Commissioner Tombarello declared a recess at 4:01pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 4:38pm.

Moved: Commissioner Tombarello to authorize and direct the payment of \$14,690.44 in accordance with the DOL letter dated May 14, 2015, pending information on applicable taxes from legal counsel. Commissioner St. James seconded. Motion passed 2-1.

V. HPI Overview / 2015 Goals – Maria DeMayo, Gallagher Benefit Services (4:30pm)

Maria DeMayo, Peter Connolly, and Linda Monroe from Gallagher Benefit Services joined the meeting. Peter presented an HPI overview and update. Linda Monroe presented the Rockingham County wellness proposal. Discussion ensued on various health plans and coming changes associated with the ACA.

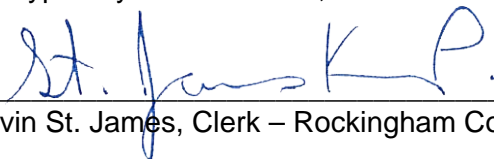
The Board informed Theresa about the vote to pay the DOL damages and that it was due to the DOL June 3. The Board also noted legal counsel was checking on the tax applicability.

Commissioner Tombarello declared a recess at 5:58pm to consult with legal counsel. Commissioner Tombarello reconvened the meeting at 6:18pm.

VI. Adjourn

Commissioner Coyle moved to adjourn at 6:19pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
June 3, 2015 – 3:00 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk
Major Dave Consentino, Asst Corrections
Superintendent
Major Darin Melanson, Deputy Sheriff
Alison Kivikoski, HR Director

Theresa Young, Finance Officer
Cathy Stacey, Register of Deeds
Steve Woods, LTC Director

Also Present:

Melissa Wolf, CABT

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Awards

- Inmate Institutional Supplies – Corrections

Moved: Commissioner St. James to award the Inmate Institutional Supplies proposal to Uniforms Manufacturing Inc., Victory Supply Inc., ATD-American Co., ICS Jail Supplies, and Charm-Tex, for a period of one (1) year and a total amount not to exceed \$54,000, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

- Janitorial Supplies – Corrections

Moved: Commissioner St. James to award the Janitorial Supplies proposal to Supply Works, for a period of 12 months, for an amount not to exceed \$17,000, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

- 2015 Computer Server Upgrades/Cloud Services – Sheriff's Office

Moved: Commissioner St. James to award the 2015 Computer Server Upgrades/Cloud Services proposal to SunnyTech Inc., for an amount of \$13,265.55, as recommended by Deputy Sheriff Melanson. Commissioner Tombarello seconded, voted all in favor.

Commissioner Coyle joined the meeting at 3:33pm.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,201,841.17 for the period ending May 31, 2015. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 05/27

Moved: Commissioner St. James to approve the minutes of the May 27, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey noted the vote on the budget was tomorrow.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted the NCEU contract passed. Discussion ensued about the possibility of having the Delegation approving it at the June 15 meeting. Commissioner St. James will follow up with Representative Major.

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as outlined and recommended in the Superintendent's report dated May 27, 2015. Commissioner Coyle seconded, voted all in favor.

- Securus Agreement First Amendment

Moved: Commissioner St. James to approve the First Amendment to the Securus Master Services Agreement, signed May 17, 2012, and authorize the Chair to sign all necessary documents having already completed legal and risk review, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Position Posting

Moved: Commissioner St. James to approve the posting of the Receptionist position, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Article

Steve noted the article about the Liberty Mutual activities at the nursing home.

Sheriff's Office – Major Darin Melanson, Deputy Sheriff

- Bid Waiver: Trittech Software Systems \$22,070

Major Melanson discussed bid waiver and that Trittech is a sole source provider.

Moved: Commissioner St. James to approve a bid waiver to Trittech Software Systems in the amount of \$22,070, for annual support fees for the period of July 1, 2015 through June 30, 2016, as recommended by Deputy Sheriff Melanson. Commissioner Coyle seconded, voted all in favor.

- Training Request

Moved: Commissioner St. James to approve a training request for a Sheriff's Office employee at the DEA Training Facility in Quantico, Virginia, at no cost to the County, as recommended by Deputy Sheriff Melanson. Commissioner Coyle seconded, voted all in favor.

III. New Business

Commissioner Coyle noted the Town of Derry is looking to utilize the County's dispatch services. Discussion ensued on the logistics of getting Derry on board and necessary upgrades and expansions. Major Melanson discussed that eventually multiple locations will be needed.

Alison noted there were two employees with open enrollment issues who had made benefit elections but the deductions had not been taken out. Alison noted the insurance carrier would make an allowance for a 7/1/2015 enrollment amendment. The Board unanimously agreed they would allow the amendment.

Theresa asked the Board for guidance on the payment of two COs with regards to status quo. The Commissioners noted the two COs are under contract and longevity is in the contract. Theresa discussed payroll issues with paying within 72 hours if notice of resignation or retirement is given with at least one payroll period notice. Theresa asked that the department heads be able to brainstorm policies around giving notice. Theresa went on to discuss financial internal controls and potential changes to the Personnel Policies and Procedures. Finance and HR will get together and bring forward necessary changes. The Administrator in Training in Long Term Care will be able to assist.

IV. Old Business

- Fidlar Technologies Contract – Registry of Deeds

Moved: Commissioner St. James to amend the December 23, 2013 bid award to Fidlar Technologies to January 1, 2014 through December 31, 2015, and further to approve the Fidlar Technologies contract and authorize the Chair to sign all necessary documents having already completed legal and risk review, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

- Contract Ratification: Collective Bargaining Agreement between Rockingham County and National Correctional Employees Union Local 118 for Corrections Officers of the Rockingham County Department of Corrections

Moved: Commissioner St. James to ratify a Collective Bargaining Agreement between Rockingham National Correctional Employees Union Local 118 for Corrections Officers of the Rockingham County Department of Corrections, effective April 1, 2015 through December 31, 2016, contingent on approved appropriations as recommended by legal counsel. Commissioner Tombarello seconded. Commissioner Coyle noted the retro payment would be back to October 6, 2014 even though the effective date is April 1, 2015. Discussion ensued. Motion passed 2-1. Commissioner Coyle voted no because of opposition to the retroactive pay back to October.

Discussion ensued about a recent article in which Commissioner Coyle was quoted. Commissioner Coyle noted the comment was a quote from Oliver Twist.

- Deputy Grievance

Moved: Commissioner St. James to approve the grievance from 2013 and authorize payment to the four (4) Sheriff's Office deputies related to longevity, not to exceed a total of \$1,300. Commissioner Tombarello seconded. Commissioner Coyle noted his concern with setting a precedent. Discussion ensued. It was noted the grievance process had not been followed and that after being denied in 2013 they did not follow anything else in the procedures. The Division Directors were asked their opinions. Major Melanson stated he would defer to legal counsel advice. Alison stated the County would be held to following procedures, and the unions should be as well. Motion failed 1-2.

- NHAC Dues

Theresa stated two Counties, Coos and Grafton, have paid their dues. She noted the NHAC office stated they believed Carroll, Strafford, and Merrimack had also paid. Theresa provided a handout to the Board on the dues calculations. Discussion ensued. The Board noted they would be willing to pay partial dues, but they want to see better communication and updates. They agreed to send a letter that the County wants bi-weekly reports, and they would pay \$10,000 towards the dues for the time being.

- July 16 BOC/Selectmen Meeting Agenda

Discussion ensued on the agenda and letter to go out to the Towns/City.

V. Public Comment

Melissa Wolf from the Coalition Against Bigger Trucks provided information and made a presentation to the Board on the organization. She noted the CABT is looking for local support to oppose a pending bill that would mandate providing access to Twin 33s.

VI. Adjourn

Commissioner St. James moved to adjourn at 5:09pm. Commissioner Tombarello seconded. Voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
June 9, 2015 – 3:30 p.m.

Present:

Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Jude Gates, Director of Facilities, Planning,
& IT
Robin Bernier, IT Manager
Theresa Young, Finance Officer

Alison Kivikoski, HR Director
Nancy Lang, WC Coordinator
Steven Woods, LTC Director
Patricia Conway, County Attorney
Major Darin Melanson, Deputy Sheriff

Excused Absence:

Commissioner Tombarello, Chair

I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 3:29pm.

II. Reports

RFP Openings

- Computer Equipment – Engineering & Maintenance Services

Commissioner St. James opened proposals from CDI Computers, Intervale Technologies, JW Affinity IT, Mainstay Technologies, Mosaic Technology Corporation, SBC Tech Partners, and SDF Professional Computers.

Moved: Commissioner St. James to accept the proposal from Microworks Computer Center despite the late delivery. Commissioner Coyle seconded, voted all in favor.

Commissioner St. James opened the proposal from Microworks Computer Center.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, & Information Technology to review, evaluate the proposals, and return with a recommendation and an orange binder. Commissioner Coyle seconded, voted all in favor.

- Sheriff's Office Computers – Sheriff's Office

Commissioner St. James opened proposals from Ace Office Supplies, CDW-G, Cocci Computers, Computer Upgrade King, JW Affinity IT, Lenovo, Mainstay Technologies, Mosaic Technology Corporation, SBC Tech Partners, Sunnytech, and Y&S Technologies.

Moved: Commissioner St. James to authorize Deputy Sheriff Melanson to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

RFP Awards

- Bariatric Beds – Long Term Care

Moved: Commissioner St. James to award the Bariatric Beds proposal to NOA Medical Industries for an amount not to exceed \$16,386, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Disposable Lids – Long Term Care

Moved: Commissioner St. James to award the Disposable Lids proposal to Central Paper Products Co. for a period of one (1) year, not to exceed \$8,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Pat Conway joined the meeting at 3:45pm.

Moved: Commissioner St. James to approve and sign departmental warrants T150069, T150264, T150265, T150275, T150276, T150342, T150363, T150364, T150373, T150377, T150379, T150380, T150382, T150383, and T150405 totaling \$492,264.13; departmental warrants entered by Finance T150450, T150451, T150452, T150453, T150454, T150455, and T150457 totaling \$66,811.62; AP wire warrant T150437 totaling \$30,991.19; payroll warrants 0528SD, 0601MC, 0603MC, 0604SD, and 0608MC totaling \$84,065.32; and general ledger warrants GL15315 and GL15316 totaling \$565.00, for a grand total to be approved of \$674,697.26. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 6/3

Moved: Commissioner St. James to approve the minutes of the June 3, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods updated the Board on the NHAC meeting on Monday. Discussion ensued on the Executive position at the NHAC, and whether it would be full time or part time. Theresa noted George Maglaras would be the President the following year and would be transitioning out of the Executive Director position. She stated the consensus was to keep the position part time for now with the potential for transitioning to full time.

Discussion ensued on the impending union contract ratification.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Finance Office – Theresa Young, Finance Officer

- Cash-out of Earned Time

Theresa presented the earned time cash out proposal to the Board and noted it was a joint effort from all of the Elected Officials and Division Directors.

Moved: Commissioner St. James to approve the 2015 cash out of earned time and holiday time proposal as presented and outlined in the memorandum dated June 4, 2015. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Symetra Age Expansion on Dependent Life

Alison noted the change to the policy to include dependents up to age 26. She noted it was a voluntary benefit and did not cost the County anything.

Moved: Commissioner St. James to approve Symetra policy rider 3, effective July 1, 2015, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Position Postings (3)

Moved: Commissioner St. James to approve the posting of a Laundry Supervisor and two (2) Laundry Aide II positions, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Commissioner Coyle asked if the positions were needed. Steve affirmed they were needed. Voted all in favor.

- Position Downgrade

Moved: Commissioner St. James to approve the downgrade of the Assisted Living Nursing Supervisor positions, Grade 61, to an Executive Assistant position, Grade 34, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Exception Request: PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policy and Procedures 6-3 for a Long Term Care Services employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

III. New Business

Commissioner St. James noted Alison would like to incorporate an older copier into a maintenance agreement bid. The Board stated they were fine with an addendum being added to the bid prior to award.

Alison asked about policies regarding workplace violence. Further discussion will be necessary in non-public.

IV. Old Business

Steve Church updated the Board on the status of the Drug Court contract. Commissioner St. James asked what the status of finding a transport van for the trustee program. Steve noted there are a few options being considered.

V. Public Comment

No public comments received.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Moved: Commissioner Coyle to go into non-public session pursuant to NH RSA 91-A:3 II (e) to discuss legal and (a) to discuss personnel. Commissioner St. James seconded, voted all in favor.

- NH RSA 91-A:3 II (e) legal – HR/Worker's Comp

Those present were Commissioner Coyle, Commissioner St. James, Nancy Lang, Steve Church, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – Corrections

Those present were Commissioner Coyle, Commissioner St. James, Steve Church, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – HR / Long Term Care

Those present were Commissioner Coyle, Commissioner St. James, Major Melanson, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – HR / County Attorney

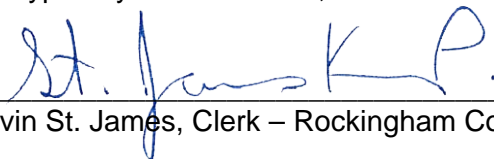
Those present were Commissioner Coyle, Commissioner St. James, Patricia Conway, Alison Kivikoski, and Laura Collins.

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 St. James seconded, voted all in favor.

VII. Adjourn

Commissioner Coyle moved to adjourn at 5:15pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Agenda
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
June 15, 2015 – 8:00 a.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk

Jude Gates, Director of Facilities, Planning,
& IT
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff

I. Delegation Meeting – Election of High Sheriff

II. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 11:29am.

III. New Business

The Board welcomed the new High Sheriff, Michael Hureau.

Jude Gates informed the Board of the emergency repairs needed for the biomass plant. Jude noted the boiler is down until it is fixed. A letter will be drafted to the Executive Committee.

IV. Old Business

Commissioner St. James noted \$30,000 would be requested from the contingency fund for the cost items for the union contract. Commissioner Tombarello will attend the June 24 Delegation meeting for the contract approval.

Cathy Stacey discussed SB 8. She noted the last discussion became about the cap and that further discussion will be had at 4:30pm today.

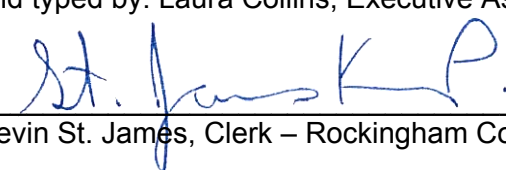
Discussion ensued on the work coming out of the NHAC.

V. Adjourn

Commissioner Coyle moved to adjourn at 11:45am. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: _____


Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
June 17, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Major Dave Consentino, Asst Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning, & IT
Theresa Young, Finance Officer
Alison Kivikoski, HR Director

Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff

Also Present:

Commissioner George Maglaras, Strafford
County / Interim NHAC Executive Director

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:32pm.

II. Reports

RFP Openings

- Paper and Plastic Supplies – Corrections

Commissioner St. James opened proposals from Calico Industries, Central Poly Corp, Interboro Packaging Corporation, Swish White River Ltd., The O'Neil Co., Tronex, Unipak, and W.B. Mason.

A late proposal was received from Geriatric Medical.

Moved: Commissioner Coyle to accept the proposal from Geriatric Medical submitted past the deadline. Commissioner Tombarello seconded, voted all in favor.

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

- Dining Chairs (reissue) – Long Term Care

Commissioner St. James opened proposals from Creative Office Pavilion, Harbor Linen LLC, Staples, and W.B. Mason.

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

- Book Restoration Project – Registry of Deeds

Commissioner St. James opened a proposal from Kofile Inc.

Moved: Commissioner St. James to authorize the Register of Deeds to review, evaluate the proposal, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

RFP Awards

- Hot Water Pressure Washer – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Hot Water Pressure Washer proposal to Power Washer Sales for the amount of \$5,635, as recommended by the Director of Facilities, Planning, and IT. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Surplus Equipment Request

Major Melanson noted the typewriter was removed from the list.

Moved: Commissioner St. James to declare the equipment listed in the Sheriff's Department memorandum dated June 3, 2015 surplus equipment, to be disposed of accordingly pursuant to NH RSA 28-8a. Commissioner Coyle seconded, voted all in favor.

- Change Order: Mainstay \$5,544

Moved: Commissioner St. James to approve a change order in the amount of \$5,544 to Mainstay Technologies for labor services approved on April 21, 2015. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver: Riley's Sport Shop \$8,775

Moved: Commissioner St. James to approve a bid waiver to Riley's Sport Shop in the amount of \$8,775. Commissioner Tombarello seconded. Motion failed 2-1.

The Board agreed that the Sheriff's Department can use quotes from the Internet in searching for the best price.

RFP Awards

- Human Resources Copier – Human Resources

Moved: Commissioner St. James to award the Human Resources Copier proposal to Ricoh USA, inclusive of the additional copier approved by the Board at the June 9, 2015 meeting, for a period of 48 months, at a rate of \$267.94 per month plus a per copy rate of \$0.0044 cents per black and white page and \$0.048 cents per color page, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Paper Products – Long Term Care

Moved: Commissioner St. James to award the Long Term Care Paper Products proposal to Central Paper Products Co., Geriatric Medical, and W.B. Mason, for a period of one (1) year, and a total amount not to exceed \$90,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Theresa asked if the Finance Department could purchase from the bid. Finance will come back with a higher number to support purchasing for the Finance Department. Voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Lease Extension

Moved: Commissioner St. James to approve an extension to the Dell computer lease agreement on a month to month basis through March 2016, at the same rate, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

- Equitable Sharing Reports

Moved: Commissioner St. James to approve the Equitable Sharing Agreement and Certifications for the County Attorney's Office, for years ending 2012, 2013, and 2014, and authorize the Chair to sign all necessary documents pending corrections. Commissioner Coyle seconded. Commissioner Coyle asked what the corrections were. Pat explained the need for the reports and that the information at the office is not matching up correctly in MUNIS. Finance is going to work with the County Attorney's office to ensure correct numbers. The Board tabled the item until next week when Pat can bring the corrected data.

- Position Posting

Moved: Commissioner St. James to approve the posting of an Assistant County Attorney III position. Commissioner Coyle seconded, voted all in favor.

Corrections – Stephen Church, Superintendent

- Surplus Equipment Request

Moved: Commissioner St. James to declare the vehicles listed in the Corrections Superintendent's memorandum date June 10, 2015 surplus, to be sold "as is" through the competitive bidding process, pursuant to NH RSA 28-8a. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver: Lexis Nexis \$19,620

Moved: Commissioner St. James to approve a bid waiver to Lexis Nexis for a three (3) year renewal rate of \$19,620. Commissioner Coyle seconded. Commissioner Coyle asked what the Lexis Nexis was used for. Major Consentino stated it was for the inmates' law library, and explained why law books were no longer used. Discussion ensued on the fact that Lexis Nexis provides a full hard drive of data and there is no Internet access needed. He also noted it is paid through inmate funds. Voted all in favor.

Moved: Commissioner St. James to approve the Lexis Nexis renewal agreement for a period of three (3) years, at a rate of \$530 per month the first year, \$545 per month the second year, and \$560 per month the third year, pending appropriations, 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.

III. Old Business

- Emergency Repair to Boiler Plant

Jude Gates gave the Board an update on the emergency repairs, her discussions with Rep Kappler, and that she submitted a line item transfer request to the Delegation that they would need to sign off in order to access the contingency fund. She noted the increased oil that will be used if the boiler is not repaired. She stated boiler #2, which is the smaller boiler, and oil, is currently being burned. Discussion ensued on the conversations that Commissioner St. James and Commissioner Coyle had already had with Rep Major.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, and IT to issue a Purchase Order for emergency repairs to Biomass Plant Boiler #1. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a line item transfer request for Engineering and Maintenance Services in the amount of \$4,000 from Boiler Plant Equipment to Boiler Plant Purchased Services. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to request a line item transfer from the Contingency fund to Boiler Plant Purchased Services for Engineering & Maintenance Services in the amount of \$13,980 from the Delegation, and approve said transfer request pending authorization from the Delegation. Commissioner Coyle seconded, voted all in favor.

IV. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – HR / County Attorney

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Patricia Conway, Alison Kivikoski, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

- New Hampshire Association of Counties Legislative Updates
 - Guest: George Maglaras

Strafford County Commission Chairman and Interim NHAC Executive Director George Maglaras discussed the current status of the NHAC with the Board. He discussed the Executive Director position, and that he thought it should be part-time unless there was a substantial increase in activity for the position. He noted a lot of the current legislation has nothing to do with county government. Further discussion about NHAC staffing ensued.

Commissioner St. James asked Commissioner Maglaras how many hours he was currently working. Commissioner Maglaras stated it varies from 16-32 hours per week at \$50 per hour. Further discussion ensued about receiving reports from the NHAC on activities. Commissioner Maglaras will ask for more reporting.

Discussion ensued on Medicaid Managed Care. Commissioner Maglaras stated that the June 29 meeting would be very important in regards to Medicaid Managed Care, and urged the Board to attend. Commissioner Tombarello affirmed he would attend.

The Board thanked Commissioner Maglaras for attending and providing some clarification on the NHAC's activities and current status.

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,190,153.19 for the period ending June 14, 2015. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 6/09, 6/15

Moved: Commissioner St. James to approve the minutes of the June 9, 2015 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Tombarello abstaining due to absence.

Moved: Commissioner St. James to approve the minutes of the June 9, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Finance Office – Theresa Young, Finance Officer

- Exception Request: PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for the hiring of a Finance Office employee, as recommended by the Finance Officer. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Exception Request: Payroll Practice

Moved: Commissioner St. James to approve an exception to an approved payroll practice for a retiring Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Nursing Supervisor Exempt Pay Policy

Moved: Commissioner St. James to approve the Nursing Supervisor Exempt Pay policy, as has been in practice since October 12, 2008, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Contracts Discussion

Discussion ensued on the policy for submitting contracts for legal and risk review when nothing had changed since the last approval. The decision will be handled on a case by case basis.

V. Old Business

Moved: Commissioner Coyle to accept a settlement agreement between Jerome Blanchard, the County of Rockingham, New Hampshire, and all divisions and departments including, but not limited to, the Rockingham County Attorney's Office and Patricia Conway, as proposed and paid for by Primex. Commissioner Tombarello seconded. Motion passed 2-1.

Commissioner St. James left the meeting.

- A/P Approval Meeting week of July 6-10

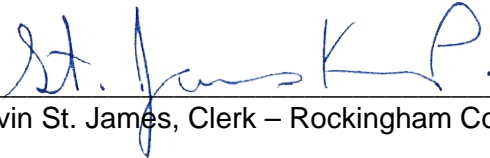
Discussion ensued that A/P could be approved the week before. Any emergency warrants would have to be subsequently approved. Theresa will send notice to the departments that they must have their warrants in by the 12pm deadline on July 1.

Theresa noted she is looking into whether to send out for a Moody's rating this year. She said she will speak to the financial advisor.

VI. Adjourn

Commissioner Tombarello moved to adjourn at 6:19pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
June 23, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Jayne Jackson, Corrections Office Manager
Major Dave Consentino, Asst Corrections
Superintendent

Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT
Theresa Young, Finance Officer
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31 pm.

II. Reports

RFP Openings

- Electricity Supplier - Engineering & Maintenance Services

Commissioner St. James opened proposals from Constellation Energy, Freedom Energy Logistics, and UMG Inc.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded, voted all in favor.

RFP Awards

- Computer Equipment – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Computer Equipment proposal to SDF Professional Computer Services for \$21,950, as recommended by the Director of Facilities, Planning, and IT. Commissioner Tombarello seconded, voted all in favor.

- Book Restoration – Registry of Deeds

Moved: Commissioner St. James to award the Book Restoration proposal to Kofile Preservation in the amount of \$57,217, as recommended by the Register of Deeds. Commissioner Tombarello seconded, voted all in favor.

Registry of Deeds – Cathy Stacey, Register

- Position Posting

Moved: Commissioner St. James to approve the posting of a Recording Clerk position, as recommended by the Register of Deeds. Commissioner Tombarello seconded, voted all in favor. Cathy Stacey also would like to know if a bill comes in to the NHAC for George Maglaras doing a presentation about Drug Court. She further noted it was not part of the duties for the Executive Director

position in the NHAC. Theresa noted no timesheet comes in for the position and that it is paid by a standard number of hours. Further discussion ensued.

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 6/17

Moved: Commissioner St. James to approve the minutes of the June 17, 2015 Board of Commissioners meeting, as corrected. Commissioner Tombarello seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates
- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

County Attorney's Office – Patricia Conway, County Attorney

- Exception Request: PPP 6

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures chapter 6 for a County Attorney employee. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Regulatory Concern

Steve discussed the regulatory concern regarding institutionalized care. He will continue to keep the Board updated.

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

Moved: Commissioner St. James to approve and sign departmental warrants T150070, T150266, T150277, T150343, T150365, T150366, T150386, T150388, T150089, T150090, T150091, T150406, and T150464 totaling \$461,294.67; departmental warrants entered by Finance T150456, T150497, T150498, T150499, T150500, T150501, T150502, T150503, and T150504 totaling \$25,896.63; AP wire warrants T150463, T150494, and T150495 totaling \$1,666,935.83; payroll warrants 0610SD and 0618SD totaling \$6,122.36; general ledger warrants GL15331, GL5332, GL15333, and GL15334 totaling \$495,227.74 for a grand total to be approved of \$2,884,609.86. Commissioner Tombarello seconded, voted all in favor.

III. New Business

Steve Church discussed a court decision regarding reasonable force.

Moved: Commissioner St. James to amend the warrants vote to include T150505 in Grants. Commissioner Tombarello seconded, voted all in favor.

Commissioner Coyle joined the meeting at 4:15pm.

IV. Reports

Human Resources – Alison Kivikoski, Human Resources Director

- Exception Request: PPP 6-3

Alison explained her request and further discussed the hiring status in HR. She noted for the Board some comparative salary data, and also that she has already hired one Senior HR Generalist.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for the hire of a Human Resources employee. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- 2015 Justice Assistance Grant Public Hearing

Commissioner Tombarello declared the Public Hearing on the 2015 JAG Application #2015-H2463-NH-DJ open.

Major Melanson read the following information aloud:

PROGRAM NARRATIVE

The 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) funds (CFDA #16.738) for Rockingham County are \$24,972. 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 2015 JAG grant. Each entity will be allocated the following:

Programs:

| | |
|---------------------|-----------------|
| Town of Derry: | \$ 14,051 |
| City of Portsmouth: | <u>\$ 9,673</u> |
| | \$ 23,724 |

Administration Fee:

| | |
|--------------------|----------|
| Rockingham County: | \$ 1,248 |
|--------------------|----------|

| | |
|---------------|------------------|
| <u>Total:</u> | <u>\$ 24,972</u> |
|---------------|------------------|

As previously stated, Rockingham County, through its Board of Commissioners, has agreed to act as the Fiscal Agent for the purposes of the 2015 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 10/01/2014 through 09/30/2018. The grant application is due by 8:00 p.m. (Eastern Time) on June 26, 2015.

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 training/evaluating personnel within the purpose area of Law Enforcement Programs.

ROCKINGHAM COUNTY, NH- ADMINISTRATIVE FEE ALLOCATION

Rockingham County is the fiscal agent for the 2015 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. All parties agreed to a 5% administrative fee totaling \$1,248 through Memorandums of Understanding (MOU's) included in this application.

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 Tombarello informed the public that the grant application documents are available at this time for anyone who wants to inspect them.

Commissioner Tombarello asked if there is any public comment. No public comments received.

Commissioner Tombarello declared the public hearing closed.

- 2015 Justice Assistance Grant Application

Moved: Commissioner St. James to approve an application for the Edward Byrne Memorial Justice Assistance Grant, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded. Discussion ensued on the towns and cities participating. Major Melanson noted that Salem would have the numbers to support participation, but they are not currently UCI compliant. Voted all in favor.

- 2015 Justice Assistance Grant MOUs

Moved: Commissioner St. James to approve an interlocal agreement between the City of Portsmouth, New Hampshire Police Department and Rockingham County on the Justice Assistance Grant Program Award, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve an interlocal agreement between the Town of Derry, New Hampshire Police Department and Rockingham County on the Justice Assistance Grant Program Award, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

V. Old Business

- Equitable Sharing Reports – County Attorney's Office

Pat discussed the updated reports.

Moved: Commissioner St. James to approve the Equitable Sharing Agreement and Certifications for the County Attorney's Office, for years ending 2012, 2013, and 2014, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded. Commissioner St. James asked when the report would be completed going forward. Pat stated it would be completed on time. Voted all in favor.

- Bid Waiver: Riley's Sport Shop \$8,775 – Sheriff's Office

Major Melanson noted the quotes in support of the bid waiver request. Commissioner Coyle stated he felt it should go to bid, and asked how urgent the need was for the vests. Major Melanson stated the vests were currently out of date. The Board agreed that next time it needs to go out to bid.

Moved: Commissioner St. James to reconsider a bid waiver request for Riley's Sport Shop, having received additional supporting documentation. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a bid waiver to Riley's Sport Shop for \$8,775. Commissioner Coyle seconded, voted all in favor.

Commissioner St. James noted a vendor complaint who had bid on the HR copier and had not won, despite being the lowest bidder. Alison confirmed she was satisfied that she recommended the best proposal based on the department's needs. It was noted by the Board that the County is not required to go with the lowest bid, but considers many factors in awarding proposals.

Commissioner St. James discussed issues with drug court and dispatch. The Drug Court staff do not currently have enough space to work out of. He stated the County might need to consider exploring studies on capital projects. Discussion ensued. The Board suggested they look for rental space.

Commissioner St. James would like to set up a meeting for all the area Chambers of Commerce. The Board will hold a meeting in September.

VI. Recess for Public Hearing on Union Contract Cost Items and Executive Committee Meeting

Commissioner Tombarello declared a recess at 4:46pm.

Commissioner Tombarello reconvened the meeting at 6:55pm.

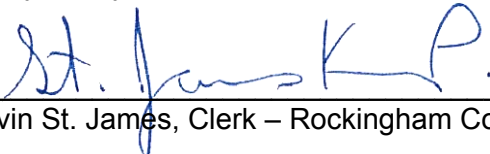
Moved: Commissioner Coyle to approve a line item transfer from 1610000 54100 to 11300017 in the amount of \$13,980. Commissioner St. James seconded, voted all in favor.

VII. Adjourn

Commissioner Coyle moved to adjourn at 7:00pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: _____


Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
July 1, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Major Dave Consentino, Asst Corrections
Superintendent

Jude Gates, Director of Facilities, Planning,
& IT
Theresa Young, Finance Officer
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Major Darin Melanson, Deputy Sheriff

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:29pm.

II. Reports

RFP Award

- Electricity Supplier – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Electricity Supplier proposal to Constellation Energy Services for a fixed cost of \$0.0795 per kilowatt hour, for a twelve month term from the billing cycle that commences after December 1, 2015 (January 2016 meter reading) to the first meter reading after December 1, 2016. , as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to amend the Electricity Supplier award vote to authorize the Chair to sign the confirmation document. Commissioner Coyle seconded, voted all in favor.

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

- Change Order: Barrie Miller's Well & Pump Service \$2,540

Moved: Commissioner St. James to approve a change order to Barrie Miller's Well & Pump Service in the amount of \$2,540, as recommended by the Director of Facilities, Planning, & IT. Commissioner Coyle seconded. Commissioner Coyle asked if there was money remaining for this. Jude confirmed there was. Voted all in favor.

RFP Openings

- Network Switches – Engineering & Maintenance Services

Commissioner St. James opened proposals from Function 5 Technology, GovConnection, Microworks Computer Center, Mosaic Technology Corporation, Network Hardware, and Integrated Office Solutions.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Non-lethal Electric Fence – Engineering & Maintenance Services

Commissioner St. James opened proposals from Florida Detention Systems, Xtreme Security, and Solid Security.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Paving Work – Engineering & Maintenance Services

Commissioner St. James opened proposals from Advanced Excavating & Paving and Bell & Flynn.

Moved: Commissioner St. James to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Chaplain Services – Long Term Care

Commissioner St. James opened a proposal from Neil Timpson.

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

- Industrial Washer – Long Term Care

Commissioner St. James opened proposals from Tri-State Laundry and Yankee Equipment.

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

- Janitorial Supplies – Long Term Care

Commissioner St. James opened proposals from Central Paper Products Co., Clean-O-Rama, Pyramid School Products, and Swish White River Ltd.

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

RFP Awards

- Paper and Plastic Supplies – Corrections

Moved: Commissioner St. James to award the Paper and Plastic Supplies proposal to Geriatric Medical and Surgical Supply, for a period of six (6) months, and a total amount not to exceed \$27,500, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Dining Chairs – Long Term Care

Moved: Commissioner St. James to award the Dining Chairs proposal to Creative Office Pavilion for an amount not to exceed \$29,157.31, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Commissioner Coyle questioned the cost. Steve Woods explained

the need for the industrial chairs that could stand up to heavy use. The motion has been tabled pending further pricing information.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,193,267.09 for the period ending June 28, 2015. Commissioner Coyle seconded, voted all in favor.

Motion: Commissioner St. James to approve and sign departmental warrants T150267, T150278, T150344, T150367, T150368, T150440, T150467, T150468, T150469, T150471, and T150484 totaling \$205,707.92; AP wire warrant T150403 totaling \$117,580.84; payroll warrant 0625SD totaling \$3,939.74; and general ledger warrants GL15351, GL15352, GL15362, GL15363, GL15364, GL15365, and GL15366 totaling \$278,930.23, for a grand total to be approved of \$606,158.73, with any emergency warrants or changes to be approved at the July 15, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 6/23

Moved: Commissioner St. James to approve the minutes of the June 23, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Finance Office – Theresa Young, Finance Officer

- Bid Waiver: Workforce Software ~~\$41,725~~ \$16,175

Theresa discussed the work needed to be done in Workforce. Discussion ensued regarding the vendor having to complete software changes.

Moved: Commissioner St. James to approve a bid waiver to Workforce Software in the amount of \$16,175, as recommended by the Finance Officer, and authorize the Chair to sign Statement of Work 0251.004. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Equitable Sharing Agreement/Certifications

Moved: Commissioner St. James to approve the Equitable Sharing Agreement and Certification for the Sheriff's Office for the fiscal year ending December 31, 2014, and to authorize the Chair to sign all necessary documents. Commissioner Coyle seconded. Theresa Young noted the form had changed. Theresa asked that the finance contact be her on the forms. Major Melanson stated he is always contacted for questions on the accounts and would prefer it stayed the same. Discussion ensued. Motion passed 2-1, with Major Melanson remaining as the finance contact.

Commissioners Office continued

- New Hampshire Association of Counties Legislative Updates

Steve Woods and Theresa Young provided an update on the Medicaid Managed Care issues. The NHAC is continuing to evaluate how to proceed. They noted Commissioner St. James would need to attend on July 14 to vote. Further discussion ensued on the logistics of counties running managed care.

Theresa discussed the officers' meeting on June 30. George Maglaras informed the group of the Board's wish to have more updates. Theresa discussed the ongoing issue concerning the stipend for

the legislative activities. A support letter from the Commissioners may be requested. Theresa also noted there would be a Commissioners' Council meeting in August for voting on the ED position. Theresa also noted they are respectfully asking for the rest of the NHAC dues. A warrant will be prepared for the next meeting.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted his meeting with the Seacoast Chiefs and IEU. IEU has asked for a year extension to the lease, which Commissioner St. James would support. He further discussed the abilities of both organizations and believes it would be beneficial for them to merge, while still maintaining their own identities.

Discussion ensued on having the trustees mow the yard around the fire drill yard.

Commissioner Tombarello noted the two graduates of drug court this week.

Long Term Care Services – Steve Woods, Director

- Chaplain Services: Liability Insurance Inquiry

Steve will bring forth this item along with his award recommendation.

- Position Posting (Receptionist)

Moved: Commissioner St. James to approve the posting of a part-time Receptionist position. Commissioner Coyle seconded, voted all in favor.

- Position Posting (Food Services Supervisor)

Moved: Commissioner St. James to approve the posting of a Food Services Supervisor position. Commissioner Coyle seconded, voted all in favor.

- Exception Request PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for the hiring of a Long Term Care employee. Commissioner Coyle seconded. Commissioner Coyle questioned the need for the experience level. Motion passed 2-0 with Commissioner Coyle abstaining.

III. Old Business

- Exception Request: PPP 9-3

Moved: Commissioner St. James to approve an exception request to Personnel Policy and Procedures 9-3 for a Long Term Care Employee. Commissioner Coyle seconded, voted all in favor.

- American Tower Corporation Agreement

Moved: Commissioner St. James to approve the Environmental Clause in the American Tower Corporation agreement. Commissioner Coyle seconded. Further discussion ensued. Voted all in favor.

Commissioner Tombarello declared a recess at 4:47pm to consult with legal counsel. Commissioner Tombarello reconvened the meeting at 5:07pm.

Discussion ensued on the H&W agreement with NCEU and benefits. Alison noted a new quote rate will have to be made on STD. The earliest it could be implemented would be August 1.

IV. Old Business

- Seacoast Mental Health Agreement

Moved: Commissioner St. James to approve the agreement between Rockingham County and Seacoast Mental Health for Adult Drug Court Services, for a period of one (1) year beginning January 1, 2015, in an amount not to exceed \$300,000, and authorize the Chair to sign all necessary documents having already completed legal and risk review. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the dispatch center and funding. The money budgeted will be put on hold for now. Theresa noted further discussion will be needed because there is a timeline in which the money must be spent.

Moved: Commissioner St. James to end the temporary stipend for a Sheriff's Office employee, effective June 30, 2015. Commissioner Coyle seconded, voted all in favor.

V. New Business

Steve Church noted for the Board the OSHA certification classes for the inmates. Corrections has applied for the grant again. The State has asked if Corrections could hold more classes. Steve noted they could accommodate up to three. Steve will bring it back for a vote at the July 15 meeting.

VI. Nonpublic

- NH RSA 91-A:3 II (a) personnel

Commissioner Tombarello moved to go into nonpublic session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner St. James seconded, voted all in favor.

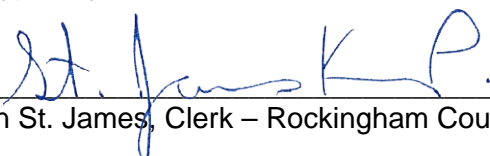
Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Alison Kivikoski, and Laura Collins.

There being no further discussion to come before the Board in nonpublic session, Commissioner St. James moved to go out of nonpublic session. Commissioner Coyle seconded, voted all in favor.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 6:08pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Chairman's Office
119 North Road ~ Brentwood, New Hampshire
July 15, 2015 – 1:00 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk

I. Call to Order / Pledge of Allegiance

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

II. Reports

Commissioners Office – Thomas Tombarello, Chair

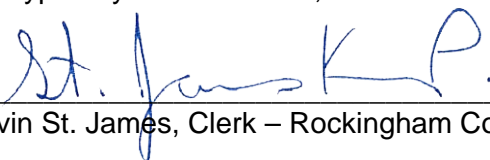
- Approval of payrolls

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,486,317.63 for the period ending July 12, 2015. Commissioner Tombarello seconded, voted all in favor.

III. Adjourn

Commissioner Tombarello moved to adjourn at 1:01pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
July 16, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Major Dave Consentino, Asst Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT

Theresa Young, Finance Officer
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Jayne Jackson, Corrections Office Manager
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff
Tyler Brennan, Corrections Intern

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:33pm.

II. Reports

RFP Openings

- HVAC Cleaning - Engineering & Maintenance Services

Commissioner St. James opened proposals from Armstrong Heating & Power Vac Inc., Kitchen Klean / Air Duct Clean, SynergyOne Solutions Inc., and Tri State Fire Protection.

Moved: Commissioner St. James to authorize the Director 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 – Engineering & Maintenance Services

Commissioner St. James opened proposals from Dry Air Systems Inc., Palmer & Sicard Inc., and KPMB Enterprises.

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

- Dietary Equipment Service Agreement – Long Term Care Services

Commissioner St. James opened a proposal from Hobart.

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

- Lift/Recliner Chairs – Long Term Care Services

Commissioner St. James opened proposals from Direct Supply, MedicalEShop Inc., Med-Part, and Products Unlimited.

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

- LTC Security – Engineering and Maintenance Services

Commissioner St. James opened proposals from Exactitude Hardware Consultants and Pelmac Industries.

Moved: Commissioner St. James 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

- Non-lethal Electric Fence – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Non-lethal Electric Fence proposal to Solid Security for \$17,935, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Paving Work – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Paving Work proposal to Bell & Flynn for an amount not to exceed \$260,000, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued regarding the addition of \$12,000 to the \$248,000 bid received to include a paved walkway for the residents. There was originally \$400,000 from bond money set aside for the work. Voted all in favor.

- Industrial Washer – Long Term Care Services

Moved: Commissioner St. James to award the Industrial Washer proposal to Tri-State Laundry for an amount not to exceed \$14,322, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Sheriff's Office Computers – Sheriff's Office

Moved: Commissioner St. James to award the Sheriff's Office Computers proposal to Cocci Computers for an amount of \$9,360, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve warrant T150546 in the amount of \$8,736. Commissioner Tombarello seconded. Motion passed 2-1.

Moved: Commissioner St. James to approve a line item transfer request in the amount of \$3,650 for the Sheriff's Department. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a line item transfer request in the amount of \$20,000 for the Department of Corrections. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a line item transfer request in the amount of \$4,500 for the County Attorney's Office. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a line item transfer request from the Contingency line to the General Government legal line in the amount of \$61,000, pending signature of Representative Norman Major on transfer request form. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 7/01, 7/15

Moved: Commissioner St. James to approve the minutes of the July 1, 2015 Board of Commissioners meeting as corrected. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the minutes of the July 15, 2015 Board of Commissioners meetings as corrected. Commissioner Tombarello seconded. Motion passed 2-0 with Commissioner Coyle abstaining due to absence.

- July 27 and July 30

Meetings will be posted for the Board.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the NHAC is looking into putting together a proposal for consulting as well as continuing to meet with Commissioner Toumpas.

Corrections – Stephen Church, Superintendent

- Carl Perkins Grant Award

Moved: Commissioner St. James to accept the Carl Perkins Grant Award in the amount of \$7,500, and authorize the Corrections Superintendent to use a total of \$7,500 from the Contingent Grant line to host three (3) OSHA classes for inmates. Commissioner St. James seconded, voted all in favor.

- Inmate Administrative Transfer

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as outlined and recommended in the Corrections Superintendent's report dated June 30, 2015. Commissioner Coyle seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Exception Request ET/Holiday Cash-out (2)

Pat Conway noted the paperwork was turned in late and explained the circumstances in which another employee had turned the forms in on behalf of the two employees. Commissioner Coyle asked why the exception requests were not recommended because the cash-out form noted it was the employee's responsibility to turn in the form.

Moved: Commissioner Coyle to approve an exception to the County's 2015 Earned Time Cash-Out program for two (2) County Attorney employees. Commissioner Tombarello seconded. It was noted that the earned time would be retained and could be cashed out next year if the exceptions were not approved. Motion passed 2-1.

- Training Request

Moved: Commissioner St. James to approve an out of state training request for the County Attorney and a County Attorney employee. Commissioner Coyle seconded. It was asked why a room was not being shared. Pat noted arrangements were made separately and that it wasn't standard to share a

room. Commissioner Coyle asked if families were going to accompany them. Pat stated her family would be accompanying her but that she would be covering those expenses personally. Motion passed 2-1.

Human Resources – Alison Kivikoski, Human Resources Director

- Ricoh Agreement: HR Copier

Moved: Commissioner St. James to approve the Ricoh Product Schedule and Maintenance Agreement, as incorporated into the current Ricoh Agreement contract number 4400003732, for the Human Resources copiers for a period of 48 months, at a rate of \$267.94 per month plus a per copy rate of \$0.0044 cents per black and white page and \$0.048 cents per color page, and authorize the Chair to sign all necessary documents having already completed legal and risk review. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Assisted Living Admission Agreement Amendment

Moved: Commissioner St. James to approve a change to the Assisted Living Admission Agreement authorizing admission charges to begin on the day of the resident's admission or within 15 days of receiving the deposit, whichever comes first, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- AMEX Credit Card

Discussion ensued on approving a credit card for the High Sheriff as a backup to the Sheriff's Office Manager credit card. It was noted the human resources department was denied a credit card. It was further noted that the High Sheriff has always had a credit card.

Moved: Commissioner St. James to approve the issuing of an AMEX credit card to High Sheriff Michael Hureau for official county expenses. Commissioner Coyle seconded. Motion failed 1-2.

III. New Business

Major Consentino showed the Board a plaque received from the commissary vendor.

IV. Old Business

- Request for Additional Positions – Human Resources

The Board finalized the paperwork needed for Executive Committee approval.

- CO Union / STD

Moved: Commissioner St. James to approve the change of Correctional Officers to the HealthTrust STD plan, at the same rate, effective August 1, 2015. Commissioner Coyle seconded, voted all in favor.

Theresa asked for approval to do payroll deductions for the NCEU dental. Alison was noting they are expecting a January 1, 2016 date. Further discussion ensued on the trust agreement. Theresa noted that in the summary it would be noted for the employees what the deductions would be once they started.

Moved: Commissioner St. James to authorize the Finance Officer to withhold payroll deductions for the NCEU dental plan once approved. Commissioner Coyle seconded, voted all in favor.

Steve Woods noted the County/State Finance Committee meeting to be held on July 27 meeting. No time was yet set. Commissioner Coyle will attend and the other Commissioners will try to attend as well.

V. Public Comment

No public comments received.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – LTC

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, Theresa Young, Alison Kivikoski, and Laura Collins.

Theresa Young left the meeting.

- NH RSA 91-A:3 II (a) personnel – Sheriff's Office

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Alison Kivikoski, Michael Hureau, Darin Melanson, and Laura Collins.

There being no further discussion 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 St. James to approve an exception to the 2015 Earned-Time Cash-out program for a Long Term Care employee in order to pay benefit premiums in arrears, as well accept payments for July and August, with the understanding that benefits will be cancelled if not paid by July 31, 2015.

Commissioner Tombarello declared a recess at 5:00pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 5:28pm.

Discussion ensued on the format for the Selectmen/Council forum.

- NH RSA 91-A:3 II (a) personnel – BOC

Moved: Commissioner Coyle to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner St. James seconded, voted all in favor.

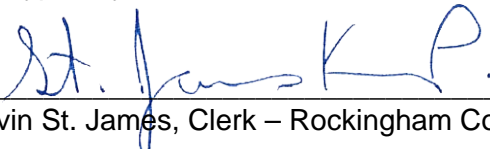
Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

VII. Adjourn

Commissioner Tombarello moved to adjourn the meeting at 5:55pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Town Councils and Boards of Selectmen Meeting
Hilton Auditorium
117 North Road ~ Brentwood, New Hampshire
July 16, 2015 – 6:00 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Pat Conway, County Attorney
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff
Lt. Kevin Walsh, Deputy Sheriff

Leon Holmes Sr., Fremont
Gene Cordes, Fremont
Jim Rolston, Greenland
Karen Anderson, Greenland
Tom Gauthier, Epping
John Goldman, Sandown
Michael Magnant, Rye
Rick Stanton, North Hampton
Lawrence Foote, Newton
Bill Herman, Auburn
Steve Fournier, Newmarket
Greg Dodge, Epping
Richard Trask, Chester
Stephen Landau, Chester
Dan Chartrand, Exeter

Also Present:

Jim Devine, Sandown
Judie Belanger, Portsmouth
Tim Copeland, Stratham
Ken Christiansen, Brentwood
Neal Janvrin, Fremont

I. Call to Order / Introductions

Commissioner Tombarello called the meeting to order at 6:04pm.

Commissioner Tombarello gave a brief introduction of the Board and asked the participants to introduce themselves.

II. Dispatch Services

Commissioner Tombarello gave a brief overview on the County's initial discussion about upgrading the dispatch center, and the possibility of expanding it into a regional dispatch center. Commissioner Tombarello asked the town representatives to bring the discussion back to their towns and let the Commissioners know their views.

Lt. Kevin Walsh provided an overview of the issues at the dispatch center at the request of Commissioner Tombarello. It was noted that grant money is difficult to be awarded for dispatch.

Further discussion ensued on the costs for the individual towns and city to run their own dispatch centers. Commissioner St. James noted the current county capabilities could not sustain services to another town at this time and expansion would be necessary.

Steve Fournier noted there was a difference between the towns on the Seacoast versus other towns in Rockingham County. He noted Newmarket used connections with Strafford County.

Commissioner St. James noted that construction on the new tower site would be started next week. Gene Cortes asked if a new center would be scalable and expandable. Lt. Walsh stated it could be built to be expandable.

It was noted by several that it was premature to ask the towns if they were interested in expanded county dispatch before the costs were known. It was also noted costs were not the only concern, but also quality of the service.

Commissioner Coyle noted the question should be whether the center should be capable of adding the towns in Rockingham County, if the towns wanted to join.

Discussion ensued on whether it should be a county responsibility or not.

Major Melanson posed the question, for the towns with their own dispatch centers, to consider what their emergency plans are if their dispatch centers were to go down for any reason. With a large county center, services could be moved to the county even on a temporary basis and not have service disrupted.

It was asked and answered that the current dispatch center supports 23 police departments, the Sheriff's Department, and 18 fire departments.

Jim Rolston asked about Homeland Security grants. Lt. Walsh noted some grant money has been used in the county but the dispatch center costs would exceed any grant that has been awarded.

Discussion ensued about some of the towns paying other towns for dispatch. It was noted Chester pays Derry \$36,000. Dick Trask noted the police department uses Rockingham County dispatch, but stated there were coverage problems. Commissioner St. James noted Exeter also has coverage problems in certain areas.

It was reiterated the County is looking to know whether more towns would be interested in using county dispatch.

III. Central Bidding/Procurement

Commissioner Tombarello noted the Commissioners were considering employing a central purchasing agent for the county, and wanted to know if the towns were interested in centralized purchasing.

Karen Anderson noted Greenland would be in favor but cautioned that a lot of the towns already use the State bid lists and it might be a duplication of efforts.

Gene Cordes noted the administrative side of purchasing shouldn't be underestimated and that central purchasing could potentially save money.

Dick Trask asked if it would include purchases such as gravel. Commissioner St. James stated that once it got going it could be all encompassing.

Judie Belanger stated there were so many individual items needed in Portsmouth she didn't think it would save Portsmouth money. She noted she thought the utility side would be beneficial.

IV. County Services Offered

Commissioner Tombarello stated the Commissioners were interested in what the towns thought were beneficial services, and what they thought could be improved. Ken Christiansen noted the town of Brentwood is delighted with the new Sheriff.

Commissioner Tombarello noted the trustee program has been reinstated. Commissioner St. James provided more information on the trustee program, and the purchase of the van for transportation. He noted that once the van was purchased, towns would be offered a trustee crew for projects as needed. Discussion ensued on why correctional officers transporting the trustees would not be armed. Commissioner St. James noted the trustees are non-violent and low risk offenders. Commissioner Tombarello further discussed the trustees and explained the work they complete around the county.

Pat Conway noted part of the diversion programs includes community service, and asked that the towns keep that in mind if they are looking for assistance.

It was asked who covered the inmates insurance-wise. Commissioner St. James noted it was covered in the RSAs as long as the inmate was trained in the trade in which they were performing work.

Discussion ensued on the county's budget. It was noted that the fund balance was rated by the auditors as appropriate for the size of the budget.

Commissioner Tombarello noted he would like to have the towns get together again. He asked that the towns provide some feedback on the dispatch center.

Tim Copeland stated he thought the county was setting up for failure without a CIP. Further discussion ensued.

A list of county services was requested. A comprehensive list of services does not exist at this time. Commissioner Tombarello touched on county services such as the nursing home, transport, prosecution, meals on wheels, and corrections.

Commissioner St. James noted the county is on the hook for categorical assistance for residents regardless of whether they come to the nursing home or not.

Pat Conway noted if any of the towns were looking for prosecution resources to contact her, and they are always open to partnering with the towns.

It was asked if the county wanted to bond the dispatch center. The Commissioner noted they may, but will need the Delegation's approval.

Karen Anderson noted that meetings such as this on a quarterly basis could be beneficial.

Commissioner St. James also asked towns to consider what frequency they would like to have meetings.

Commissioner Tombarello noted the Commissioners will coordinate with the Delegation on conducting a study on the expansion of the dispatch center.

Dan Chartrand noted he thought studies were money well spent.

Dick Trask suggested the Board check with the towns as some of them have had dispatch studies conducted.

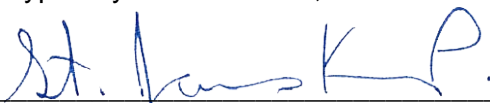
The group agreed to have meetings on a quarterly basis for now.

V. Adjourn

The Commissioners thanked everyone for attending.

Commissioner Tombarello moved to adjourn the meeting at 7:13pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
July 22, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Major Dave Consentino, Asst Corrections
Superintendent
Jayne Jackson, Corrections Office Manager
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT

Alison Kivikoski, HR Director
Steven Woods, LTC Director
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff

Also Present:

Judge Wageling
Patty Driscoll, Seacoast Mental Health
Linda Every, Seacoast Mental Health
Maria DeMayo, Gallagher Benefits
Lauren Brouillette, Gallagher Benefit

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:36pm.

II. Reports

Corrections – Stephen Church, Superintendent

- Drug Court

Judge Wageling noted there were currently 25 people in Drug Court with 5 more incoming. She noted many that would be otherwise eligible aren't because of transportation issues. She also noted that those on probation have to report daily in Exeter, and also have to report to court.

She provided an overview on the amount and locations of the drug court staff. She stated they need approximately five offices and a treatment room. She also said they hope to consolidate it with the drug testing, which would need a separate bathroom and also a reception area, and ideally a supply space. Commissioner Coyle asked if they were looking for 2,000 square feet or more. Judge Wageling said they would be for expansion purposes. She discussed the status of Medicaid billing. It was noted that once Medicaid expansion billing starts, the money would be going to Seacoast Mental Health.

High Sheriff Hureau and Major Darin Melanson joined the meeting at 3:45pm.

Discussion ensued on the Executive Council freezing a portion of Medicaid expansion for incarcerated individuals and drug counseling.

Commissioner Coyle stated the reality of the situation is there is no available space at the complex. Commissioner Tombarello stated he was nervous about the expanding resources being asked of the county. Discussion ensued. Commissioner Coyle stated he did not want to see Drug Court grow further until results of the current program were shown.

Commissioner St. James clarified that Medicaid expansion billing would be returned to drug court revenues. He asked if whatever space drug court found to rent would be within the budget allotted. Judge Wageling stated it would come out of the current budget and they weren't asking for more money. Commissioner St. James stated Superintendent Church was looking into space at the Castles on Epping Road. Discussion ensued the issues using the Courthouse for space.

Discussion ensued on who would be liable for a lease of external space. Further discussion ensued on the graduation rates and whether funding drug court is financially reasonable for the county.

RFP Openings

- Clinical / Financial Software Products – Long Term Care Services

Commissioner St. James opened proposals from ADL Data Systems, Cloudware, NTT Data, and PointClickCare.

Moved: Commissioner St. James to authorize the Long Term Care Services Director and Information Technology Manager to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

RFP Awards

- Chaplain Services – Long Term Care Services

Moved: Commissioner St. James to award the Chaplain Services proposal to Neil C. Timpson, for a period of three (3) years, for an amount not to exceed \$13,800 per year, and further to authorize a modified insurance requirement of \$600,000/\$300,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Janitorial Supplies – Long Term Care Services

Moved: Commissioner Coyle to award the Janitorial Supplies proposal to Central Paper Products Co., Pyramid School Products, and Swish White River, for a period of one (1) year and a total amount not to exceed \$20,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 7/16 (2)

Moved: Commissioner St. James to approve the minutes of the July 16, 2015 Board of Commissioners meeting and Board of Commissioners/Town Selectmen meeting. Commissioner Coyle seconded, voted all in favor.

- Chamber of Commerce Meeting Date

The Board decided on September 9 at 6pm for a meeting.

Long Term Care Services – Steve Woods, Director

- Lien on Real Property

Moved: Commissioner St. James to approve a waiver of notice of the Foreclosure Sale on real property located at 247 South Main Street, Newmarket, New Hampshire, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded. Motion failed 0-3.

- Position Posting

Moved: Commissioner St. James to approve the posting of a Long Term Care Part Time Receptionist position. Commissioner Coyle seconded, voted all in favor.

- Physician Services Agreement Addendum

Moved: Commissioner St. James to approve an addendum to the Core Physicians Agreement, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Fireworks Article

Steve noted there were over 4,000 attendees at the fireworks.

III. New Business

- Sheriff's Office Employee Part Time to Full Time

High Sheriff Hureau updated the Board on an employee being moved to full time from part time.

Commissioner Tombarello declared a recess at 4:25pm to consult with legal counsel. Commissioner Tombarello reconvened the meeting at 4:45pm.

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

Moved: Commissioner St. James to approve and sign departmental warrants T150279, T150369, T150370, T150407, T150408, T150441, T150442, T150474, T150475, T150477, T150478, T150479, T150480, T150486, T150487, and T150522 totaling \$542,261.92; departmental warrants entered by Finance T150539, T150540, T150541, T150542, T150547, T150549, T150550, T150551, T150552, and T150553 totaling \$121,120.20; AP wire warrants T150548, T150544, T150538, T150545, T150532, and T150592 totaling \$1,610,220.94; payroll warrants 0701SD, 0702SD, and 0709SD totaling \$64,453.53; and general ledger warrants GL15391, GL15412, and GL15413 totaling \$68,581.98 for a grand total to be approved of \$2,406,638.57. Commissioner Tombarello seconded. Motion passed 2-1.

Human Resources – Alison Kivikoski, Human Resources Director

- Gallagher Benefit Consultants – 5 Year Plan

Discussion ensued on benefit plans to be offered in 2016. Commissioner Coyle noted he would like to explore options for improving benefits for employees where able. The Board concurred, and Maria will provide plan options as well as an updated utilization report for the Board to consider.

IV. Old Business

- AMEX Credit Cards for HR and Sheriff's Office

Discussion ensued on the individuals in the county with a credit card. The Human Resources Director and Finance Officer will update the credit card policy, and this will be revisited in two weeks.

V. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – County Attorney

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Pat Conway, Theresa Young, Alison Kivikoski, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner Coyle stated the Long Term Care revenues need to be watched.

VI. New Business continued

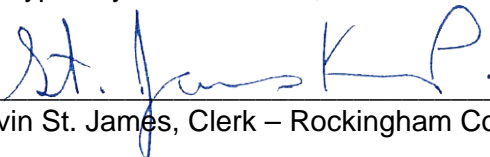
Alison discussed that she applied for a Primex certification training course and was approved. It would have her out of the office one day per month and cost approximately \$200, which she has in her budget in the training line.

Alison came across four employees that have been on long term disability that have not had deductions coming out. Alison will go to Symmetra to ask about prospective coverage and report back to the Board.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 6:30pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Chairman's Office
119 North Road ~ Brentwood, New Hampshire
July 27, 2015 – 9:00 a.m.

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk
Stephen Church, Corrections Superintendent
Theresa Young, Finance Officer

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 9:10am.

Discussion ensued on the agenda for the Delegation Officers meeting.

Commissioner Tombarello declared a recess to attend the Delegation Officers meeting at 9:25am.

II. Delegation Officers Meeting – Delegation Office (118 North Road)

Commissioner Tombarello reconvened the meeting at 10:54am.

Discussion ensued on the Delegation requests.

Commissioner Tombarello declared a recess at 11:04am to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 11:13am.

III. Adjourn

Commissioner Tombarello moved to adjourn at 11:13am. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: _____


Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
July 29, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Brynda Poggi, County Attorney Office
Manager

Jude Gates, Director of Facilities, Planning,
& IT
Theresa Young, Finance Officer
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Major Darin Melanson, Deputy Sheriff

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:34pm.

Commissioner Coyle joined the meeting at 3:35pm.

II. Reports

RFP Openings

- Van Camera Systems – Sheriff's Office

Commissioner St. James opened proposals from Angeltrax, Coban Technologies, MHQ, Millenium Products, Pro-Vision Video Systems, and Safety Vision.

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

- Dispatch Furniture – Sheriff's Office

Commissioner St. James opened proposals from Watson Dispatch, and Xybix Systems.

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

RFP Awards

- HVAC Cleaning – Engineering & Maintenance Services

Moved: Commissioner St. James to award the HVAC Cleaning proposal to AirDuct Klean for the Long Term Care facility in the amount of \$20,025, and to Synergy One in the jail for an amount of \$4,998, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Commissioner Tombarello asked Jude how often the cleaning is done. Jude stated it is on a five year cycle, except for certain areas that require more frequent cleaning. Voted all in favor.

- Replace Fan Coil Units – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Replace Fan Coil Units proposal to KPMB Enterprises for an amount of \$229,392.50, as recommended by the Director of Facilities, Planning, and Information

Technology. Commissioner Coyle seconded. Commissioner Coyle asked where the money was coming from. Jude noted it was coming from Projects. Voted all in favor.

- Dietary Equipment Service Agreement – Long Term Care Services

Moved: Commissioner St. James to award the Dietary Equipment Service Agreement proposal to Hobart Service for a period of one (1) year, not to exceed \$10,000, as recommended by the Long Term Care Services Director, and further to approve the Hobart Service agreement and authorize the Chair to sign all necessary documents pending legal and risk review if necessary. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,341,596.56 for the period ending July 26, 2015. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 7/22

Moved: Commissioner St. James to approve the minutes of the July 22, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the minutes of the July 27, 2015 Board of Commissioners meeting. Commissioner Tombarello seconded. Motion passed 2-0 with Commissioner Coyle abstaining due to absence.

- New Hampshire Association of Counties Legislative Updates

Steve discussed what the NHAC is doing to prepare for Medicaid Managed Care.

The Board confirmed that Commissioner Coyle will be remaining on the County/State Finance committee.

Discussion ensued on ambulance care services and bills at the County. Steve noted a bill was unexpectedly received for a resident that required several trips to Boston that is over \$5,000, and he will need to bring a bid waiver to the Board. He also stated he will be putting those services out to bid in the future.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Corrections – Stephen Church, Superintendent

- Inmate Medical Care RFP Changes

Superintendent Church discussed some of the changes he is looking to implement into the inmate medical care RFP this year. It was noted the current contract expires at the end of 2015.

County Attorney's Office – Patricia Conway, County Attorney

- Surplus Equipment Request

Moved: Commissioner St. James to declare the equipment outlined in the County Attorney's memorandum dated July 21, 2015, as surplus pursuant to NH RSA 28-8a, to be disposed of accordingly by Engineering & Maintenance Services. Commissioner Coyle seconded, voted all in favor.

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

- Warrenstreet Agreement

Jude refreshed the Board on the Fernald and Blaisdell renovation planning services.

Moved: Commissioner St. James to approve the Warrenstreet Agreement for Fernald and Blaisdell renovation plans in the amount of \$4,500, and authorize the Chair to sign all necessary documents having already completed legal and risk review. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Position Posting

Moved: Commissioner St. James to approve the posting of Housekeeping Aide III position. Commissioner Coyle seconded. Discussion ensued on making sure HR reviews the job description. Voted all in favor.

- Generations Geriatric Mental Health Agreement

Moved: Commissioner St. James to approve the Generations Geriatric Mental Health Agreement for the period of April 1, 2015 through March 31, 2017, for an amount not to exceed \$13,000 annually, and to authorize the Chair to sign all necessary documents having already completed legal and risk review. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Training Request

Sheriff Hureau discussed the training. He also discussed a trend in illegal drug manufacturing and the instructions police are being given when dealing with suspected fentanyl.

Moved: Commissioner St. James to approve a training request for a Sheriff's Office employee, will all expenses covered by the Drug Enforcement Administration. Commissioner Coyle seconded, voted all in favor.

III. New Business

Sheriff Hureau told the Board that Riley's Bid Shop has been removed from the State's bid list and it doesn't look like they will be providing to law enforcement anymore.

Alison noted for the Board that HR is rolling out an employee and supervisor training series through the EAP. She stated she is asking for the Division Directors to highlight supervisors that have not had training for a long period.

Commissioner St. James asked about the Wellness Program. Alison noted Gallagher has provided a proposal, but that she doesn't feel HR has the capacity to take it on currently and be able to sustain it.

Jude noted the fire pump is currently down. She will keep the Board informed.

IV. Old Business

- Corrections Officer CBA Vacation Balances

Moved: Commissioner St. James to approve a one-time allowance for the retention of vacation accruals for the affected Correctional Officers as outlined in the Finance Officer's email dated July 29, 2015 at 12:12pm. Commissioner Tombarello seconded. Discussion ensued about the reason for the one-time exception. Voted all in favor.

- IEU lease

Commissioner St. James recommended that the Board recommend a one year extension to the IEU lease. It was noted that the Delegation would need to hold a meeting to ratify any extension. Further discussion ensued on the language for extending the contract. Commissioner St. James discussed his meeting with the Drill Yard subcommittee earlier that morning. Further discussion ensued on the IEU.

V. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel

Moved: Commissioner Tombarello to go into non-public session pursuant to NH RSA 91-A:3 II (e) legal and (a) personnel. Commissioner St. James seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, High Sheriff Hureau, Major Darin Melanson, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, High Sheriff Hureau, Major Darin Melanson, Alison Kivikoski, Steven Woods, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (e) legal

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Jude Gates, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

VI. Adjourn

Moved: Commissioner St. James to adjourn at 5:40pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: St. James K.P.
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
July 30, 2015 – 9:00 a.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Robin Magarian, LTC Administrator in Training

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 9:15am.

Discussion ensued on staffing.

Commissioner Tombarello declared a recess at 9:20am.

II. Executive Committee Q2 Budget Review

Commissioner Tombarello reconvened the meeting at 11:25am.

- NH RSA 91-A:3 II (a) personnel

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner St. James, Alison Kivikoski, Steve Woods, Robin Magarian, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner St. James to accept the resignation of the Finance Officer dated July 30, 2015, and to authorize the payment of regular wages through August 14, 2015, along with all balances due. Commissioner Tombarello seconded, voted all in favor.

Commissioner Coyle joined the meeting by telephone at 12:15pm.

- NH RSA 91-A:3 II (a) personnel

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Coyle, Commissioner St. James, Alison Kivikoski, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public. Commissioner Tombarello seconded, voted all in favor.

Commissioner Tombarello declared a recess at 1:05pm.

Commissioner Tombarello left the meeting. Commissioner Coyle joined the meeting in person at 1:23pm, and the meeting was reconvened.

Discussion ensued on the appointment of the interim Finance Director.

Moved: Commissioner St. James to appoint Charles Nickerson as the Interim Finance Director, effective July 30, 2015 at 2:30pm. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the Executive Committee's tabling of the legal line transfer request. The Board will issue a memorandum for all departments to cease legal consultation without consent from the Board. The Board will also inform legal counsel that all work billable to Rockingham County is to cease until further notice. The Board will direct, via memorandum, status reports from the Departments to include issues requiring legal counsel and any financial or other potential risk arising from lack of legal counsel.

Moved: Commissioner St. James to request a meeting of the full Delegation pursuant to NH RSA 24:9-c to discuss legal line funding. Commissioner Coyle seconded, voted all in favor.

III. Adjourn

Commissioner St. James moved to adjourn the meeting at 2:05pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
August 4, 2015 – 3:30 p.m.

Present:

Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Interim Finance Director

Alison Kivikoski, HR Director
Steven Woods, LTC Director
Major Darin Melanson, Deputy Sheriff
Nancy Lang, Worker's Comp Coordinator

Excused Absence:

Commissioner Tombarello, Chair

I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 3:33pm.

II. Reports

RFP Openings

- Van Camera System / Dispatch Furniture RFPs

Two bids which were delivered by the deadline the previous week were not available at the last meeting.

Commissioner St. James opened proposals from Watch Guard (Van Camera Systems RFP) and Wright Line (Dispatch Furniture RFP).

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

- Sheriff's Office Ammunition – Sheriff's Office

Commissioner St. James opened proposals from International Cartridge Corp and Riley's Sport Shop.

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

- Officer Uniforms – Corrections

No proposals were received.

Moved: Commissioner Coyle to direct the Corrections Superintendent to send the Officer Uniforms back out for bid. Commissioner St. James seconded, voted all in favor.

RFP Awards

- Lift/Recliner Chairs – Long Term Care

Moved: Commissioner St. James to award the Lift/Recliner Chairs proposal to Products Unlimited in the amount of \$4,896, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150345, T150371, T150409, T150443, T150482, T150488, T150489, T150523, T150554, T150571, T150572, T150573, and T150574 totaling \$376,412.19; departmental warrants entered by Finance T150564, T150566, T150567, and T150605 totaling \$3,622.64; payroll warrants 0716SD, 0720MC, 0723SD, 0731MC, and 0803MC totaling \$57,450.44, for a grand total to be approved of \$437,485.27. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 07/29, 07/30

Moved: Commissioner St. James to approve the minutes of the July 29 and July 30, 2015 Board of Commissioners meetings. Commissioner Coyle seconded, voted all in favor.

- Finance Director Position Posting

Discussion ensued on the position. Commissioner Coyle suggested some of the department heads do the first screening of candidates prior to going to the Commissioners. Resumes will be accepted through September 4.

Moved: Commissioner St. James to approve the posting of the Finance Officer position pending an updated job description. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve noted all the reps from the County nursing homes met to prepare input for the next County/State Finance Committee meeting.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as outlined and recommended in the Corrections Superintendent's report dated July 29, 2015. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

Commissioner Tombarello joined the meeting by telephone.

- Bid Waiver: Care Plus ~~\$9,081.62~~ \$5,453.20

Moved: Commissioner St. James to approve a bid waiver to Care Plus in the amount of \$5,452.20, due to unexpected service billing, and further to put emergency transport services out for bid, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello left the meeting.

III. New Business

- Interim Finance Officer Authorizations

Moved: Commissioner St. James to approve Workforce full manager rights of Finance Office employees, and view rights for all employees, for the Interim Finance Director. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to authorize the removal of Theresa Young from all County accounts, including but not limited to bank accounts, Workforce, MUNIS, and vendor accounts, and further to approve access to all such accounts for Charles Nickerson and authorize him to communicate these changes as necessary. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to appoint Chuck Nickerson to the NHAC Executive Committee in place of Theresa Young. Commissioner Coyle seconded, voted all in favor.

Chuck discussed the status of the transition with the Board. The Board offered any assistance necessary.

- Inmate Accounts

Moved: Commissioner St. James to allow Jayne Jackson view only access to TD Bank online banking module for the Inmate Account (924-0400070). Commissioner Coyle seconded. Chuck Nickerson concurred with the recommendation. Voted all in favor.

Discussion ensued on a grievance that Steve Church approved regarding hazardous duty pay that was not paid during a non-punitive administrative leave, but was not paid in Finance. Steve noted they should be made whole. It was noted that the contract language does not address this specific situation. The Board concurred it was Steve's decision and did not require Board approval.

Steve noted nine individuals whose longevity pay fell between April and June and would not be paid. The Board determined it would be paid because the contract went into effect in April.

IV. Old Business

- Fire Pump

Jude gave the Board an update on the fire pump. She noted it is still down and discussed the various options being planned for.

V. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – HR/WC

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Coyle, Commissioner St. James, Nancy Lang, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – Finance

Those present were Commissioner Coyle, Commissioner St. James, Alison Kivikoski, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-10 for a Finance Office employee. Commissioner Coyle seconded, voted all in favor.

Commissioner Coyle declared a recess at 4:48pm to consult with legal counsel.
Commissioner Coyle reconvened the meeting at 5:12pm.

VI. Adjourn

Commissioner Coyle moved to adjourn at 5:12pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
August 12, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Major Dave Consentino, Asst Corrections Superintendent
Jude Gates, Director of Facilities, Planning, & IT
Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff

Major Darin Melanson, Deputy Sheriff

Excused Absence:

Commissioner St. James, Clerk

Also Present:

Representative Jackie Cali-Pitts
Ken Christiansen, Brentwood Board of Selectmen Chair
Jane Byrne, Brentwood Board of Selectmen
Scott Bourcier, Dubois and King
Wayne Robinson, Road Agent

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:32pm.

II. Town of Brentwood – Easement Deed 3:30pm

Mr. Bourcier gave the Board an overview of his work with Brentwood in reviewing Prescott Road. He noted the hazards with the way the road is currently, and that they are proposing to widen the road to improve the visibility and other conditions.

Commissioner Tombarello noted that the Board had been given the information previously from Jude Gates. It was also noted that it would need approval from the Delegation. Discussion ensued on Delegation meeting dates.

Mr. Bourcier briefed the Board on drainage issues on the road. Discussion ensued on the other abutting neighbors and whether they were on board with the proposed expansion.

III. Reports

RFP Awards

- Clinical/Financial Software – Long Term Care Services

Moved: Commissioner Coyle to award the Clinical/Financial Software proposal to PointClickCare for a period of three (3) years, not to exceed \$40,000 annually, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Dispatch Furniture – Sheriff's Office

Sheriff Hureau briefed the Board on the bids and also the matching grant. Discussion ensued. The furniture will match future furniture, and is currently needed.

Pat Conway joined the meeting at 3:53pm.

Moved: Commissioner Coyle to award the Dispatch Furniture proposal to Xybix Systems, including optional items, for an amount of \$62,908.70, as recommended by the High Sheriff. Commissioner Tombarello seconded, voted all in favor.

- Ammunition – Sheriff's Office

Sheriff Hureau noted Riley's still held the state bid. If for some reason Riley's didn't fulfill the bid, it would have to be sent back out for bid. It is not clear on the status of Riley's as far as law enforcement fulfillment.

Moved: Commissioner Coyle to award the Ammunition proposal to Riley's Sport Shop, for an amount of \$22,267.84, as recommended by the High Sheriff. Commissioner Tombarello seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner Coyle to approve a payroll expense in the amount of \$1,225,685.38 for the period ending August 9, 2015. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes

Tabled.

- New Hampshire Association of Counties Legislative Updates

Steve noted the next County/State Finance Committee meeting is Monday at 1pm. Commissioner Coyle will be attending.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner Coyle noted the nursing home numbers are climbing again.

County Attorney's Office – Patricia Conway, County Attorney

- VOCA Grant Award

Moved: Commissioner Coyle to accept the VOCA Grant Award (2016016) in the amount of \$30,000, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

Finance Office – Charles Nickerson, Interim Finance Director

- Capital Lease Award

Moved: Commissioner Coyle to award the capital lease financing to Gorham Savings Leasing Group for a three (3) year lease totaling \$141,730.24 in equipment, and \$145,731.18 total, for the purchase of five (5) vehicles, and authorize the Chair to sign all necessary documents pending legal and risk review as required. Commissioner Tombarello seconded, voted all in favor.

- Lease Financing Resolution

Moved: Commissioner Coyle to approve the lease financing resolution as written. Commissioner Tombarello seconded, voted all in favor.

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) 2016 Ford Police Interceptor Utility vehicles and one (1) 2015 Ford F250 (with plow and sander attachments) 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 Gorham Savings Leasing Group. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$141,730.24. The vendors supplying the Equipment, to whom monies would be advanced by the County, are Grappone Ford (\$105,824.00 total) and Autofair Ford (\$35,906.24 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 12, 2015.

Human Resources – Alison Kivikoski, Human Resources Director

- 2015 HealthTrust STD Proposal

Moved: Commissioner Coyle to approve the Short Term Disability plan change for Corrections Officers to a maximum weekly benefit of \$750 for a maximum benefit period of 24 weeks, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Nursing Home License Renewal

Moved: Commissioner Coyle to approve the Nursing Home License renewal application, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Indemnification Request

Moved: Commissioner Coyle to approve High Sheriff Michael Hureau's request for defense and indemnification pursuant to NH RSA 29-A:2, and as outlined in his letter dated August 6, 2015, in legal matters relating to Elena Katz et al. Commissioner Tombarello seconded, voted all in favor.

IV. New Business

- Indemnification Request

Moved: Commissioner Coyle to approve Corrections Superintendent Stephen Church's request for defense and indemnification pursuant to NH RSA 29-A:2, and as outlined in his letter dated August 10,

2015, in legal matters relating to Elena Katz et al. Commissioner Tombarello seconded, voted all in favor.

V. Old Business

- Hobart Agreement

Discussion ensued on not sending this to legal review due to lack of appropriated funds and the Executive Committee's refusal to allow a line transfer from contingency.

- Central Purchasing

Discussion ensued on a resume received for someone interested in a central purchasing position. Once the position is established, candidates will be reviewed. A workshop will be scheduled for the County departments to discuss Central Purchasing.

- Ricoh Removal Authorization

Discussion ensued on the indemnification clause not approved by the County's insurance carrier.

- Workforce Permissions

Discussion ensued on approving the Division Directors timesheets. Further discussion will be had once all three Commissioners are present.

Cathy Stacey asked why an email verification is necessary after she has already approved payroll within Workforce. Chuck will look into it.

- Status of Finance Items

Discussion ensued on the status of the Finance Office. Further discussion ensued on the credit card policy for August 26.

VI. New Business continued

- Exception Request

Alison explained the exception request brought before the Board. It was noted it would be prospective and not retroactive.

Moved: Commissioner Tombarello to approve an exception to the buyout policy for a Corrections employee. Commissioner Coyle seconded, voted all in favor.

Cathy Stacey asked if the State had provided any further information on the mold report in the courthouse. Laura noted the State had not yet replied. Discussion ensued. It was noted that these were ongoing problems in the courthouse.

Cathy also asked about the cleaning contract and noted it ends this year. Pat noted there is no additional space available and they need more space. Commissioner Coyle noted he does not intend to vote for the lease renewal unless the State addresses the air quality issues.

The Board will pursue getting answers from the State, and possibly invite them to a future meeting.

Jude Gates briefed the Board on the fire pump issues. She said repairs were likely going to be \$200,000 to \$300,000. Further discussion ensued on renting a generator for the winter in case of power outage.

Discussion ensued on an inmate currently out on electronic monitoring that violated the monitoring requirements.

Alison noted she had the job description for the Finance Director and that five of the Department Heads were interested in helping with applicant screening.

VII. Public Comment

Jacki Cali-Pitts noted if anything needed to come before the Delegation, now was the time to bring it forward. Commissioner Coyle noted he would like the Delegation to relook at NH RSA 28-10a.

VIII. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (e) legal

Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (e) legal. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Michael Hureau, Darin Melanson Dave Consentino, 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.

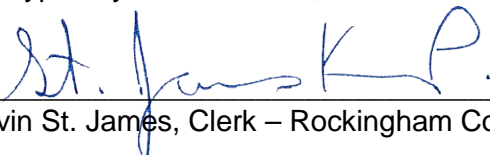
Commissioner Tombarello declared a recess to consult with legal counsel at 5:05pm.

Commissioner Tombarello reconvened the meeting at 5:58pm.

IX. Adjourn

Commissioner Tombarello moved to adjourn at 5:58pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Chairman's Office
119 North Road ~ Brentwood, New Hampshire
August 18, 2015 – 2:00 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk
Chuck Nickerson, Interim Finance Director

Excused Absence:

Commissioner Coyle, Vice Chair

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 2:00 pm.

II. Reports

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

Motion: Commissioner Tombarello to approve and sign departmental warrants T150346, T150410, T150444, T150445, T150491, T150524, T150525, T150555, T150556, T150578, T150579, and T150580 totaling \$473,112.98; departmental warrants entered by Finance T150101, T150607, T150608, T150612, T150613, T150615, T150616, T150617, and T150619 totaling \$133,051.27; AP wire payments T150538, T150544, T150545, T150609, T150610, and T150620 totaling \$279,326.40; payroll warrants 0806SD and 0813SD totaling \$5,776.29; general ledger warrants 15466, 15467, 15468, and 15481 totaling \$1,143.00 for a grand total to be approved of \$892,409.94 Commissioner St. James seconded, voted all in favor.

- Approval of Minutes

Tabled.

III. Old Business

Moved: Commissioner St. James to approve the vehicle financing resolution from the August 12, 2015 meeting as amended. Commissioner Tombarello seconded, voted all in favor.

IV. Adjourn

Commissioner St. James moved to adjourn at 2:05 pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken by Commissioner Kevin St. James and typed by Laura Collins, Executive Assistant – Commissioners Office.

Received by: _____


Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
August 26, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Major Dave Consentino, Asst Corrections
Superintendent

Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Major Darin Melanson, Deputy Sheriff

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:29pm.

II. Reports

RFP Openings

- Officer Uniforms (reissue) – Corrections

Commissioner St. James opened a proposal from Neptune Uniforms & Equipment.

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

- Photocopier Lease – Corrections

Commissioner St. James opened proposals from Century Copier Specialists, Konica Minolta, Kyocera Document Solutions, RICOH USA, Seacoast Business Machines, and Toshiba Business Solutions.

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

- Grease Trap/Lift Station Service – Engineering & Maintenance Services

Commissioner St. James opened a proposal from Stewart's Septic.

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

- Employee Performance Evaluation Software – Sheriff's Office

Commissioner St. James opened proposals from Halogen Software, NEOGOV, and Promantek.

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

RFP Awards

Pat Conway joined the meeting at 3:38pm.

- LTC Security – Engineering & Maintenance Services

Moved: Commissioner St. James to award the LTC Security proposal to Exactitude for \$42,990, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,213,871.96 for the period ending August 23, 2015. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 8/4, 8/12, 8/18

Moved: Commissioner St. James to approve the minutes of the August 4, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, motion passed 2-0 with Commissioner Tombarello abstaining due to absence.

Moved: Commissioner St. James to approve the minutes of the August 12, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, motion passed 2-0 with Commissioner St. James abstaining due to absence.

Moved: Commissioner St. James to approve the minutes of the August 18, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, motion passed 2-0 with Commissioner Coyle abstaining due to absence.

- New Hampshire Association of Counties Legislative Updates

The next State/County Finance meeting is Monday. Commissioner St. James noted he is on the bylaws Committee.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as outlined and recommended in the Corrections Superintendent's report dated August 17, 2015. Commissioner Coyle seconded, voted all in favor.

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

- Surplus Equipment Request

Moved: Commissioner St. James to declare one 2002 Ford F250 Pickup Truck, with VIN ending in 2956 surplus and to be disposed of accordingly via bidding on an "as is, as viewed" basis. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Interim Finance Director

- Credit Card Usage Policy

Chuck discussed the development of the credit card policy.

Moved: Commissioner St. James to approve the Rockingham County Credit Card Usage Policy. Commissioner Coyle seconded, voted all in favor.

The list of cardholders in the county will be addressed at the September 9 meeting.

- Certification of Authorized Individuals

Moved: Commissioner St. James to approve the Wells Fargo Advantage Funds Certification of Authorized Individuals, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver Request: Tyler Technologies \$14,286

Moved: Commissioner St. James to approve a bid waiver request to Tyler Technologies in the amount of \$14,286, as recommended by the Interim Finance Director. Commissioner Coyle seconded. Commissioner St. James asked if this would allow more utilization with MUNIS. Chuck explained the added functions the bid waiver covers. Voted all in favor.

Human Resources – Alison Kivikoski, Director

- Symetra Amendments

Alison gave an overview of the amendments.

Moved: Commissioner St. James to approve the Symetra Administrative Agreement to waive the Evidence of Insurability requirement for the employees listed, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Position Posting: Housekeeping Aide II

Moved: Commissioner Coyle to approve the posting of a full time Housekeeping Aide II position. Commissioner Coyle seconded, voted all in favor.

- Job Description: Associate Director of Nursing

Moved: Commissioner St. James to approve the updated job description for the position of Associate Director of Nursing. Commissioner Coyle seconded, voted all in favor.

- Position Posting: Laundry Aide II (2)

Moved: Commissioner St. James to approve the postings of a full time and part time Laundry Aide II positions. Commissioner Coyle seconded, voted all in favor.

- MAS Medical Staffing Agreement

Steve noted the staffing issues with nursing. He explained the staffing agreement is for emergency needs only.

Moved: Commissioner St. James to approve an agreement with MAS Medical Staffing, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Resident Guardianship Request

Steve Woods noted that attorneys are required for guardianship cases, and requested permission to engage legal counsel for two guardianship cases. The Board noted Steve only need to request permission through his liaison. Pat Conway stated her office could help with guardianship cases, time permitting.

- Lien Release

Moved: Commissioner St. James to release the lien on real property for property located at 105 Kelsey Road, Nottingham, New Hampshire, with the debt having been paid in full. Commissioner Coyle seconded, voted all in favor.

- Rockingham VNA & Hospice Agreement

Moved: Commissioner St. James to approve the Rockingham VNA & Hospice Agreements, and authorize the Chair to sign all necessary documents having completed risk and legal reviews in 2014, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Policy Interpretation Request

Discussion ensued on the meaning of the section 8-1. Further discussion ensued on the distinction of paid administrative leave and whether not accruing leave would be considered punitive. Discussion ensued on the original intent of the policy. Alison noted the language is clear that the accruals stop after 30 days, regardless of the original intent of the language. The Board concurred accruals should continue through the 30th day. Chuck and Alison will work on improving the language in the policy and bring it back to the Board.

- Exception Request: Approval Payroll Practice

Moved: Commissioner St. James to approve an exception to an approved payroll practice for a Sheriff's Office employee. Commissioner Coyle seconded, voted all in favor.

III. New Business

Sheriff Hureau noted an employee is having issues with the air quality in the control room. He noted the inside of the air filter they had purchased was loaded with mold. He said they are looking to have another test of the space completed. Further discussion ensued on the courthouse lease.

Sheriff Hureau invited the Commissioners to take part in the Blackhawk helicopter rides conducted by the NH Air National Guard.

Discussion ensued on the IEU lease. Commissioner Coyle will call Representative Major tonight. An employee grievance will be scheduled for September 9.

- Contracts

Discussion ensued on Rep Weyler's request for a list of contracts w/ description and number of pages. The departments do not have the resources to format the list as requested by Rep Weyler, but Laura will provide the link to the contracts folder to the Delegation Coordinator so that the Reps can view the contracts at will.

IV. Old Business

- Line Item Transfer (General Government)

Moved: Commissioner St. James to approve a line item transfer of \$30,000 from the Contingency line to the General Government legal line. Commissioner Coyle seconded, voted all in favor.

- Brentwood Easement Deed (EMS/BOC)

Moved: Commissioner St. James to approve an easement deed with the Town of Brentwood, pending Delegation approval. Commissioner Coyle seconded, voted all in favor.

- Workforce – DDs and Executive Assistant (BOC)

Commissioner Tombarello has been set up at home with Workforce access and is all set.

- NCEU Health & Welfare Trust Agreement (HR)

Moved: Commissioner St. James to approve the NCEU Health & Welfare Trust Agreement, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner Coyle seconded, voted all in favor.

- Finance Director Applicant Update (HR)

Alison noted the places she had posted the Finance Director position, and that she had only received six applications so far. The Board agreed for Alison to post it on Monster.

Discussion ensued on a case sentencing at the courthouse.

V. Public Comment

No public comments received.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Commissioner St. James moved to go into nonpublic session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Chuck Nickerson, Alison Kivikoski, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Coyle to approve a payroll increase for a finance employee to \$3,000 per pay period, effective August 24, 2015. Commissioner St. James seconded. Motion passed 2-1, with Commissioner Tombarello voting no.

Commissioner Coyle left the meeting.

Commissioner Tombarello declared a recess at 5:09pm to consult with legal counsel and Primex. Commissioner Tombarello reconvened the meeting at 7:00pm.

VII. Adjourn

Commissioner St. James moved to adjourn at 7:02pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
September 2, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair via phone
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Major Dave Consentino, Asst Corrections
Superintendent
Jude Gates, Director of Facilities, Planning,
& IT

Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff
Lt. Kevin Walsh, Deputy Sheriff

I. Call to Order / Pledge of Allegiance

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

Commissioner Tombarello joined the meeting by telephone.

II. Reports

RFP Openings

- Fire Sprinkler Testing – Engineering & Maintenance Services

Commissioner St. James opened proposals from Fire Protection Team, Hampshire Fire Protection Company, Minuteman Sprinkler Company, Sprinkler Systems Inc, and Tri-State Fire Protection.

Moved: Commissioner St. James 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.

- Fire Alarm Testing - Engineering & Maintenance Services

Commissioner St. James opened proposals from BK Systems, Fire Protection Team, Honeywell, Norris Inc.

Moved: Commissioner St. James 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.

- Tub/Shower Room Blaisdell I B - Engineering & Maintenance Services

Commissioner St. James opened a proposal from Cadieux's Flooring Inc.

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

- Elevator PMs - Engineering & Maintenance Services

Commissioner St. James opened proposals from Embree Elevator and Stanley Elevator Company Inc.

Moved: Commissioner St. James 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.

- Ambulance Services – Long Term Care Services

Commissioner St. James opened proposals from AMR and CarePlus.

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

RFP Awards

- Grease Trap/Lift Station Service – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Grease Trap/Lift Station Service proposal to Stewart's Septic for the period of October 1, 2015 through September 30, 2016, in the amount of \$375 per lift station service, \$530 per grease trap service, and no cost for the removal of dietary waste oil, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Van Camera Systems – Sheriff's Office

Moved: Commissioner St. James to award the Van Camera Systems proposal to Millenium Products in the amount of \$11,318.65, as recommended by the High Sheriff. Commissioner Coyle seconded. Discussion ensued on the project costs. Voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150347, T150413, T150446, T150447, T150492, T150526, T150557, T150558, T150559, T150584, T150585, T150586, T150588, T150622, T150624 totaling \$509,486.87; departmental warrants entered by Finance T150643, T150666, T150667, T150668, T150671, T150672, T150673, T150674 totaling \$252,820.64; AP wire warrants T150412, T150537, T150644, T150669, T150686 totaling \$1,749,842.38; payroll warrants 0820SD, 0827SD, 0827VD totaling \$7,110.37; general ledger warrants GL15357, GL15358, GL15359, GL15360, GL15361, GL15438, GL15439, GL15440, GL15441, GL15476, GL15477, GL15478, GL15479, GL15494, GL15495 totaling \$153,323.66; for a grand total to be approved of \$ 2,672,583.92. Commissioner Coyle seconded. Motion passed 2-1.

- Approval of Minutes: 8/26

Moved: Commissioner St. James to approve the minutes of the August 26, 2015 Board of Commissioners meeting as amended. Commissioner Tombarello seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods updated the Board.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care

- Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted it was Steve Church's birthday yesterday.

Corrections – Stephen Church, Superintendent

- NH State Contract Agreement (Perkins Grant)

Moved: Commissioner St. James to approve an agreement with the State of New Hampshire Department of Education, and authorize the Clerk to sign all necessary documents pending risk review, and legal review as necessary. Discussion ensued on sending it for legal review. The Board concurred it would not go for legal review. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Human Resources Director

- Health Fair

Alison discussed the upcoming Health Fair and the funds available in HealthPlans Inc. Commissioner Tombarello noted he thought there could be better ways to spend the money allotted.

- Finance Director Job Description

Discussion ensued on the Finance Director job description updates and the position title. It was noted that most of the changes from January 2013 regarding duties have been reversed.

Moved: Commissioner Tombarello to change the Finance Officer position title back to Finance Director. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the updated Finance Director job description. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Donation

Moved: Commissioner St. James to accept a donation from the Joy Family of a Log Style Glider, with an estimated value of \$551.70, for use in the Resident's Courtyard. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Homeland Security Grant Application

Moved: Commissioner St. James to approve an application for a Homeland Security Grant for dispatch console replacement, in the amount of \$323,985, and authorize the Vice Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

III. New Business

Chuck gave an update on the TAN borrowing and the RFP process. It will be added to next week's agenda.

IV. Old Business

Commissioner Coyle noted he would be favorable to putting the drill yard lease out for bid. Commissioner St. James and Commissioner Tombarello concurred.

V. Public Comment

No public comments received.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

VII. Adjourn

Commissioner St. James moved to adjourn at 4:25pm. Commissioner Coyle seconded, voted all in favor.

Minutes recorded and taken by Commissioner St. James and typed by Laura Collins, Executive Assistant – Commissioners Office.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
September 9, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Major Dave Consentino, Asst Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Michael Hureau, High Sheriff

Also Present:

Chief Brackett, Atkinson Police Department
Chief Kane, Exeter Police Department
Chief Jones, Plaistow Police Department
Chief Briggs, Kingston Police Department
Chief DeAngelis, Epping Fire Department
Chief Dirsra, Hampton Police Department
Chief Tibbetts, Deerfield Fire Department /
IEU President
Chief Pratt, Raymond Fire Department
Chief Beaudoin, Hampstead Police
Department
Representative Woitkun
Cheryl Hurley, Delegation Coordinator
Representative David Welch
Representative Cali-Pitts
Chief Tapley, Sandown Fire Department

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

County Attorney's Office – Patricia Conway, County Attorney

- Plaistow District Court Contract

Pat Conway opened the discussion on the Plaistow DC contract. She noted the Chiefs were not in agreement with paying for the 3% administrative fee. Pat noted the thought was that the costs should be covered in the taxes paid by the towns.

Commissioner Tombarello noted the County is not looking to make money on the contract, but is also not looking to lose money. Commissioner Coyle further explained the costs associated with adding an additional employee to support the contract.

Discussion ensued on the percentage of the administrative fee. It was noted that it was beneficial to the towns to have a County Attorney prosecuting cases. Discussion ensued on the employee also benefiting the County Attorney's office by being on the rotation.

Further discussion ensued on the impact that the Felonies First program would have when implemented. Pat stated it would not be an issue next year, but it would need to be looked into beyond that.

Chuck suggested looking into the variable costs. Commissioner Coyle suggested cutting the fee in half, for a \$1,500 fee. The Chiefs agreed to \$1,500 which will be split between them by percentage.

III. Old Business

- Drill Yard RFP

Discussion ensued on the Seacoast Chiefs deciding not to pursue use of the drill yard. Commissioner St. James noted he had a conversation with Chief LeClaire and he will be sending a letter to the Board.

Further discussion ensued on environmental testing of the site. Chief Tibbetts stated he has contacted an environmental company to come and test the site, which will be funded by IEU. Jude noted she had reached out to Stonehill Environmental to do a walkthrough as well. The IEU agreed to work with Jude Gates on the placement of test wells.

Chief Tibbetts discussed the IEU's expenses and will provide a copy to the Board. Discussion ensued on possible terms of a renewed contract. The Board suggested a 5 year lease with certain conditions met. Chief Tibbetts asked that it be made a 10 year contract for planning purposes. The Board would like language added regarding additional testing, a deadline for the second floor, and Seabrook Station.

Moved: Commissioner St. James to renew the lease with IEU for a period of five (5) years pending environmental monitoring results, the addition of Seabrook Station language, and the second floor added by the end of the five years, pending legal and risk review and Delegation approval. Commissioner Coyle seconded, voted all in favor.

IV. Reports

- AMEX Cardholders Review

Moved: Commissioner St. James to approve the issuing of an AMEX credit card to High Sheriff Michael Hureau, HR Director Alison Kivikoski, Interim Finance Director Charles Nickerson, and Corrections Superintendent Stephen Church for official county expenses, and to remove the AMEX card for Nancy Lang. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Leave of Absence Request

Discussion ensued on if the employee would be using earned time. The Board would be in favor of the leave but not with pay once earned time has been fully used. The item will be tabled until September 16 when the correct forms are provided.

RFP Openings

- Chaplain Services – Corrections

Commissioner St. James opened a proposal from Reverend Kent Threlfall.

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

- Surplus Vehicles – Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Gas Motors, HICO Development Inc., James P. Dills, John's Auto Sales, Kevin St. James, Steve Zanazzi.

Moved: Commissioner St. James to award the 1999 Ford Econoline Van (VIN 4393) proposal to GAS Motors in the amount of \$632.12. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to award the 2000 Ford Crown Victoria (VIN 3044) proposal to James Dills in the amount of \$669.72. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to award the 2002 Ford F250 (VIN 2956) proposal to John's Auto Sales in the amount of \$2,322. Commissioner Coyle seconded, voted all in favor.

RFP Awards

- Officer Uniforms – Corrections

Moved: Commissioner St. James to award the Officer Uniforms proposal to Neptune Inc. for an amount not to exceed \$25,000, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Ambulance Services – Long Term Care Services

Moved: Commissioner St. James to award the ambulance services proposal to CarePlus for a period of three (3) years, not to exceed \$10,000 annually, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,217,899.16 for the period ending September 6, 2015. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 9/02

Moved: Commissioner St. James to approve the minutes of the September 2, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve noted the change in venue for the next Executive Committee meeting. The position of Executive Director will be posted internally within the counties. Commissioner St. James gave an update on the Bylaws Committee. He also noted the changes in the NACO trip in Washington, and the mention of voting positions being elected officials.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

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

- Bid Waiver: APA HVAC Technologies \$10,580

Moved: Commissioner St. James to approve a bid waiver to APA HVAC Technologies for \$10,580, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Projects Review

Jude noted a review of the projects began while searching for funds for the fire pump. She noted the fire pump is about \$127,000, and the rigger is about \$40,000. She believes it should qualify as an emergency repair, and noted the cost for a generator would be approximately \$25,000 the first month, and \$12,000 subsequent months. It would take approximately eight weeks to get the replacement.

Commissioner Coyle stated he believed it could be taken from ProShare but would need Delegation approval since it was not an approved project. Jude will try to get some additional quotes and it will be on the agenda next week.

Finance Office – Charles Nickerson, Interim Finance Director

- TANs

Moved: Commissioner St. James to authorize the County to receive bids for \$7,500,000 General Obligation Tax Anticipation Notes, as detailed in the Preliminary Official Statement and Notice of Sale dated September 10, 2015, and recommended by the Interim Finance Director. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Human Resources Director

- Northeast Delta Dental Contract Application / Contract

Moved: Commissioner St. James to approve the Northeast Delta Dental Contract Application and the Northeast Delta Dental Administrative Services Agreement at the stated rates for the period of January 1, 2015 through December 31, 2015, and authorize the Chair to sign all necessary documents having already completed risk and legal review. Commissioner Coyle seconded, voted all in favor.

- CO Ancillary Insurance Products

Alison discussed the CO Ancillary Insurance products. The Board confirmed they were okay with it.

- Exception Request: PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a Human Resources employee. Commissioner Tombarello seconded. Discussion ensued on what the per diem rate had been. The item was tabled temporarily. Motion passed 2-1.

Long Term Care Services – Steve Woods, Director

- Elliot Hospital Agreement

Moved: Commissioner St. James to approve the Elliot Hospital Clinical Laboratory Services Agreement at the stated rates, for the period of January 1, 2015 through December 31, 2017, and authorize the Chair to sign all necessary documents having already completed legal and risk review. Commissioner Coyle seconded, voted all in favor.

- Disaster Drill

Steve noted the requirement for conducting two disaster drills per year. He discussed that LTC will be conducting a Code Silver drill soon.

- Exception Request

Steve noted he would like to hire a part-time LPN.

Moved: Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Commissioner Coyle seconded. Discussion ensued on whether it was budgeted. Voted all in favor.

- Lien Request

Moved: Commissioner Coyle to place a lien on real property located at 1346 US Highway 3, Campton, New Hampshire, pursuant to NH RSA 166:20 for money owed to Rockingham County. Commissioner St. James seconded, voted all in favor.

V. New Business

Pat discussed an upcoming SART training event on September 18. She will send more information to the Board.

VI. Public Comment

No public comments received.

VII. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel: Grievance Hearing - Corrections (4:30pm)

The Board waited until 5:30pm for the grieving party to arrive. The grieving party did not arrive, and the Board commenced with the hearing.

Moved: Commissioner Tombarello to go into non-public session pursuant to NH RSA 91-A:3 (a) for a Step III Grievance hearing. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Major Dave Consentino, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve Correctional Officer Bruce Chamberlain’s grievance dated August 14, 2015. Commissioner Coyle seconded. Motion failed 0-3.

- NH RSA 91-A:3 II (a) personnel

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, and Commissioner St. James.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

VIII. Chambers of Commerce Meeting – Hilton Auditorium (6:00pm)

Cancelled.

IX. Adjourn

Commissioner Tombarello moved to adjourn at 6:05pm. Commissioner Coyle seconded, voted all in favor.

Minutes of the public session and first non-public session taken and typed by: Laura Collins, Executive Assistant – Commissioners Office.

Received by: 
 Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
September 16, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Michael Hureau, High Sheriff
Stephen Church, Corrections
Superintendent
Major Dave Consentino, Assistant
Corrections Superintendent
Patricia Conway, County Attorney

Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Leslie Fabian, Nursing Director
Cathy Stacey, Register of Deeds
Sandy Buck, Treasurer

Also Present:

Primecare representatives

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:32pm.

II. Reports

RFP Openings

- Inmate Medical Services – Corrections

Commissioner St. James opened proposals from CCS and Primecare.

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

- Fuel Contract – Engineering & Maintenance Services

Commissioner St. James opened proposals from Eastern Propane and Oil, Hanscom's Truck Stop, Palmer Gas/Ermer Oil, and Suburban Propane.

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

- Medical Staffing – Long Term Care Services

Commissioner St. James opened proposals from LanceSoft and MAS Medical Staffing.

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

- Fuji AR-1000 – Registry of Deeds

Commissioner St. James opened proposals from Grant Bennett Associates and Inception Technologies Inc.

Moved: Commissioner St. James to authorize the Register of Deeds to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded, voted all in favor.

RFP Awards

- Fire Alarm Testing – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Fire Alarm Testing proposal to Honeywell Building Solutions, for the period of October 1, 2015 through September 30, 2018, for an amount of \$8,000 the first year, \$8,200 the second year, and \$8,405 the third year, and further to approve the agreement with Honeywell and authorize the Chair to sign all necessary documents pending legal and risk review as necessary, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle joined the meeting at 3:45pm. Commissioner Coyle seconded, voted all in favor. A previous legal review will be used.

- Tub/Shower Upgrade Blaisdell I B – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Tub/Shower Upgrade Blaisdell I B proposal to Cadieux's Flooring for an amount of \$26,544, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- TANs – Finance

Moved: Commissioner St. James to award the \$7,500,000 General Obligation Tax Anticipation Notes dated September 30, 2015 (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 September 10, 2015, relating to the Notes. Specifically, to award the Notes to Eastern Bank at a coupon rate of 1.00 percent, and a net interest rate of 0.294 percent after premium. Commissioner Coyle seconded. Discussion ensued on prior year rates. Sandy Buck noted the borrowing period was significantly less than last year, which would save the County money.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150349, T150448, T150493, T150527, T150528, T150560, T150561, T150562, T150563, T150627, T150630, T150631, T150635, T150636, and T150677 totaling \$328,932.39; departmental warrants entered by Finance T150689, T150690, T150691, T150743, and T150745 totaling \$105,343.01; AP wire warrants T150679, T150680, and T150678 totaling \$36,332.98; payroll warrants 0903SD and 0910SD totaling \$11,813.02; general ledger warrants GL15530, GL15532, GL15533, GL15534, and GL15539 totaling \$35,417.13, for a grand total to be approved of \$517,838.53. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 09/09

Moved: Commissioner St. James to approve the minutes of the September 9, 2015 Board of Commissioners meeting as amended. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve noted the date for the next County/State Finance Committee.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

No updates provided.

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

- Fire Pump

Jude noted she is having difficulty obtaining additional quotes on the repairs and discussed the quote she currently has. She further discussed the work to be done and the allocations for the work.

Moved: Commissioner St. James to approve emergency repairs to the fire pump up to \$220,000, with a request for public hearing and Executive Committee approval in accordance with NH RSA 24:15. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Interim Finance Director

- Gorham Leasing Agreement

Moved: Commissioner St. James to approve the Municipal Lease Purchase Agreement with Gorham Leasing Group for the four (4) Sheriff's Office vehicles and one (1) Engineering and Maintenance Services vehicle, for a period of three (3) years, and a principal amount of \$141,730.24 and total interest of \$4,000.94, at a 2.85 percent nominal annual interest rate, and authorize the Chair to sign all necessary documents pending legal and risk review as necessary, as recommended by the Interim Finance Director. Commissioner Coyle seconded, voted all in favor. The Board opted to not send the agreement for legal review.

Long Term Care Services – Steve Woods, Director

- Mentorship Program Guidelines

Steve brought in updated Mentor Program Guidelines and discussed his request for the program. He noted it would help with retention, and that losing staff is costing the County a significant amount of money. He noted there would be no cost in 2015 because the initial cost would not be due for 90 days.

Moved: Commissioner St. James to authorize the Long Term Care Services Director to establish a Mentorship Program at an annual cost not to exceed \$17,500. Commissioner Coyle seconded, voted all in favor.

- LWOP Request

Alison and Steve discussed the request.

Moved: Commissioner St. James to approve a Leave of Absence without Pay request for a Long Term Care employee. Commissioner Coyle seconded. Commissioner Tombarello asked if the employee would be returning. Alison confirmed the employee would be returning. Voted all in favor.

- Position Posting (2)

Moved: Commissioner St. James to approve the posting of a full-time Floor Maintenance Supervisor position. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the posting of a full-time Housekeeping Aide II position. Commissioner Coyle seconded, voted all in favor.

Steve noted an employee in a critical position recently gave notice of leaving, and asked for approval to post the position.

Moved: Commissioner St. James to approve the posting of a Nursing Supervisor 11p-3am position. Commissioner Coyle seconded, voted all in favor.

Steve thanked Pat Conway for her assistance with Long Term Care guardianship cases.

Sheriff's Office – Michael Hureau, High Sheriff

- Edward Byrne Memorial Justice Assistance Grant

Moved: Commissioner St. James to approve the Edward Byrne Memorial Justice Assistance Grant Program award in the amount of \$24,972, and authorize the Chair to sign all necessary documents pending legal and risk review as necessary, as recommended by the High Sheriff. Commissioner Coyle seconded. It was noted the money is allocated between Derry and Portsmouth. Voted all in favor. The Board will not send it for legal review.

III. Old Business

- Leave of Absence Request – Sheriff's Office

Item withdrawn.

IV. New Business

Jude noted a time sensitive grant that just came up that could save the County money by paying less in emissions, and will help the North Country Resource Conservation and Development by having access to the data.

Moved: Commissioner St. James to accept a grant from the North Country Resource Conservation and Development and the USFS-Wood Education Resource Center, in the amount of \$14,000, and authorize the Chair to sign all necessary documents pending legal and risk review as necessary, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor. The Board will not send for legal or risk reviews.

Pat Conway requested approval for the posting of two ACA II positions that recently became vacant. Discussion ensued on one of the employee's request to move from full time to part time, and how the two new positions would be funded. Commissioner Coyle noted he did not want it to set a precedent of funding another part time position. Commissioner St. James stated part of the request for working from home opened the County up to Worker's Comp issues. Pat noted the position needed to be in constant communication with the office and working from home is at times necessary. Alison stated the hours would need to be tracked. Pat stated it would be through the end of the year and she would have to evaluate from there. Commissioner Coyle noted he thought it was a way of expanding Drug Court. Pat disagreed. Commissioner Coyle stated he was okay with posting the full time positions, but not with funding a part time position. Commissioner St. James asked that one of the positions be put on the next week's agenda.

Moved: Commissioner St. James to approve the posting of an ACA II position. Commissioner Coyle seconded, voted all in favor.

Laura asked for clarification on which party would be amending the IEU lease with the additional language requested last week. Commissioner St. James stated he will discuss the old lease and language to be added with Jim Reidy.

Alison gave an update on the Finance Director applicants. Five applicants will be contacted to go through a panel interview. Commissioner St. James asked Alison for the resumes of those not selected for the panel interview.

Commissioner St. James noted a Chaplain Services bid that had been misrouted to Corrections but appeared to have been sent to the County on time.

Moved: Commissioner St. James to accept the proposal from Judyth Ross for DOC Chaplain Services. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a Financial Advisory Agreement between Rockingham County and First Southwest Company, for an amount of \$4,155 plus out of pocket expenses, and authorize the Chair to sign all necessary documents pending legal and risk review as necessary, as recommended by the Interim Finance Director. Commissioner Coyle seconded, voted all in favor. The Board will not send it through legal and risk review.

V. Public Comment

The representatives from Primecare thanked the Board and noted they enjoyed the meeting.

VI. Adjourn

Commissioner Coyle moved to adjourn at 4:36pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by:  _____
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
September 23, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT

Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director

Also Present:

Noreen Matthews, Kyocera
Roberta Oeser
Aggie Halliday

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Openings

- Complex Sign – Engineering & Maintenance Services

Commissioner St. James opened proposals from Advantage Signs and Barlo Signs.

Moved: Commissioner St. James 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.

- Generator Testing/Inspections – Engineering & Maintenance Services

Commissioner St. James opened proposals from Cummins Northeast, Gemini Electric, Kraft Power, and Power Products Systems.

Moved: Commissioner St. James 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

- Photocopier Lease – Corrections

Moved: Commissioner St. James to award the DOC Photocopier lease proposal to Ricoh USA, for a period of four (4) years, and an amount of \$253.27 per month lease, \$0.048 per color copy, and \$0.0044 per black and white copy, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner Tombarello invited Noreen Matthews to speak on her proposal. Ms. Matthews stated she thought her pricing was better. It was noted Kyocera's monthly lease was the third lowest, with the per copy charges comparable. Further discussion ensued on the pricing. Commissioner St. James noted that it is not always lowest bid that is awarded. Motion passed 2-0, with Commissioner Tombarello abstaining.

- Fuel Contract – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Fuel Contract proposal to Hanscom's Truck Stop for #2 fuel oil small drops for a cost of rack plus \$0.18 and a cap of \$2.19/gallon; Hanscom's Truck Stop for UltraLow Sulfur diesel fuel large drops for a cost of rack plus \$0.0650 and a cap of \$2.23/gallon; Hanscom's Truck Stop for diesel fuel for a cost of rack plus \$0.20 and a cap of \$2.23/gallon; Hanscom's Truck Stop for gasoline for a cost of rack plus \$0.045/gallon; and Palmer Gas/Ermer Oil for LP Gas for a fixed cost of \$1.20/gallon, and authorize the Chair to sign all necessary documents, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Jude noted that Palmer Gas/Ermer Oil was fractionally higher than Suburban Propane, but the contract that would have been required by Suburban would likely have required extensive legal review, and the pricing would not be held during the review. Voted all in favor.

- Fire Sprinkler Testing – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Fire Sprinkler Testing proposal to Hampshire Fire Protection for a period of one (1) year, in the amount of \$10,100 and for the stated rates for other work that may be assigned, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Elevator PMs – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Elevator PMs proposal to Embree Elevator for a period of one (1) year, in an amount of \$1,415 per month and at the stated rates for other work that may be assigned, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued on the vendors. Voted all in favor.

Long Term Care Services – Steve Woods, Director

- Waiver of Notice

Discussion ensued on the foreclosure property that the County had a lien on for money owed. A waiver of notice is being requested due to failure to notify the County. Commissioner Coyle noted that he'd be more inclined if there was a negotiation on the table for the lien, but that it didn't behoove the taxpayers to give a waiver for nothing. Ms. Oeser noted there was another lien on the property, and the property would end up going back into foreclosure. Commissioner Coyle reiterated that he believed there was money being made in the transaction, and that he would be more inclined to entertain the waiver if there was a proposal to repay at least part of the \$29,000 owed on the lien. Further discussion ensued. Discussion ensued on an offer of \$1,000 for the release of lien and waiver notice.

Moved: Commissioner St. James to approve and sign a Waiver of Notice on the property located at 247 South Main Street, Newmarket, New Hampshire, in consideration of payment of \$1,000. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,239,122.35 for the period ending September 20, 2015. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 09/16

Moved: Commissioner St. James to approve the minutes of the September 16, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- County Forms Processes

Moved: Commissioner St. James to approve the change in internal practice for the forms listed on the Interim Finance Director's and Commissioners Executive Assistant's memorandum dated September 17, 2015. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve noted the County/State Finance Committee is still working on a proposal for case management.

Discussion ensued on the upcoming NHAC conference.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner Tombarello noted the Chief in Atkinson is interested in using the County's dispatch services. Discussion ensued on the expansion of dispatch, and that it needs to be offered to all towns in the County if offered to any.

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer Request

Steve noted the reasons for the transfer.

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as outlined and recommended in the Corrections Superintendent's report dated September 14, 2015. Commissioner Coyle seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Position Posting

Pat noted she would like the Board to consider allowing the posting of the second position with the understanding that she is not creating another position, and that she will ensure the duties of the position that involved the employee working from home would not impose risk on the County. The Board reiterated it was not authorizing the addition of a part time position, and that any additional need outside of the full time positions would need to be covered by available per diem hours.

Moved: Commissioner St. James to approve the posting of an Assistant County Attorney II position. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Interim Finance Director

- TANs Closing Documents

Moved: Commissioner St. James to approve and sign the \$7,500,000 general obligation tax anticipation notes closing documents. Commissioner Coyle seconded, voted all in favor.

- AMEX Points Request

Moved: Commissioner St. James to use up to 75,000 AMEX rewards points for the purchase of wellness and fitness related items, to be used as prizes at the 2015 Wellness Fair. Commissioner Coyle seconded. Discussion ensued on the points balance. Voted all in favor.

- Venyu Solutions Payments

Chuck noted that Venyu has provided backup services for the Finance server, and the agreement has since been cancelled with remaining invoices through September.

Moved: Commissioner St. James to approve payments to Venyu Solutions for online backup services of the Finance Office server through September 30, 2015, at \$100 base charge plus overage amounts, at an estimated total cost of \$594.00. Commissioner Coyle seconded, voted all in favor.

- Draft RFP for Audit Services

Discussion ensued on the RFP. It will be sent to the Delegation by Chuck for input. Further discussion ensued on the vendors.

Human Resources – Alison Kivikoski, HR Director

- 2016 Open Enrollment Training Schedule

Alison presented the master schedule for 2016 open enrollment.

- Electronic Open Enrollment

Alison noted that through working with Chuck, they were going to continue with electronic open enrollment for the Deeds department, and work for a more comprehensive rollout next year. She noted it didn't seem feasible for this year, especially with the ACA rolling out. Chuck concurred with the recommendation. Further discussion ensued on the open enrollment forms and the changes made. Discussion ensued on open enrollment for retirees.

Long Term Care Services – Steve Woods, Director

- Anthem Blue Cross Blue Shield Facility Agreement

Steve requested that the agreement go for legal review due to the length of time since it has gone and the complex nature of the agreement. The Board concurred the contract will go for legal review.

Moved: Commissioner St. James to approve an agreement with Anthem Blue Cross Blue Shield, for a period of one (1) year, and authorize the Chair to sign all necessary documents pending legal and risk review as necessary, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

III. New Business

Steve discussed the issues he has had getting staffing from MAS Medical Staffing. He noted he was concerned to solely award the RFP to them due to their inability to provide staffing at this time. He noted there are three others in the area, one of which submitted an RFP. He asked for guidance on whether he can use quotes as part of the award. The Board approved.

Chuck discussed the MS-45, and asked for a vote authorizing the Clerk to sign.

Moved: Commissioner St. James to approve and sign the MS-45 once completed, and for the Finance Office to submit to the DRA, as recommended by the Interim Finance Director. Commissioner Coyle seconded, voted all in favor.

The Board agreed to hear a grievance from a Correctional Officer on October 7.

IV. Old Business

Alison noted she is setting up informational meetings around the high deductible plans and the HSA.

Jude noted she had spoken with Chief Tibbetts and he had not yet set an appointment for the well monitoring services. She also noted she has not yet been able to obtain pricing on some of the fire pump components.

Steve reminded everyone the active shooter drill would be the following day.

V. Public Comment

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 (c) reputation of others.

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (c). Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Alison Kivikoski, and Laura Collins.

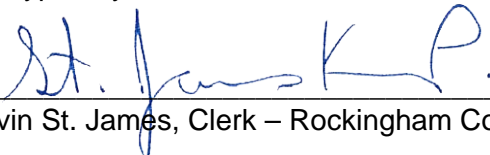
There being no further business to come before the Board in non-public session, Commissioner St. James moved to come out of non-public session. Commissioner Coyle seconded, voted all in favor.

Commissioner St. James moved to seal the minutes of the non-public session. Commissioner Coyle seconded, voted all in favor.

VII. Adjourn

Commissioner St. James moved to adjourn at 6:26pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
September 29, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT

Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Leslie Fabian, Nursing Director
Michael Hureau, High Sheriff

Excused Absence:

Commissioner Coyle, Vice Chair

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Award

- Employee Performance Appraisal Software – Sheriff's Office

Moved: Commissioner St. James to award the Employee Performance Appraisal Software proposal to Halogen Software for initial launch and one (1) year software subscription, in the amount of \$10,740, as recommended by the High Sheriff. Commissioner Tombarello seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Exeter/Hampton Falls Prosecution Contract

Moved: Commissioner St. James to approve an Agreement for Prosecution Services for the period of January 1, 2016 through December 31, 2016, for a total amount not to exceed \$77,175.26 for Exeter, and a total amount not to exceed \$19,478.82 for Hampton Falls, as recommended by the County Attorney. Commissioner Tombarello seconded. Commissioner St. James noted he had received a call from Chief Kane regarding the fees. Commissioner St. James said he would prefer to see more concrete numbers the following year. Voted all in favor.

- Plaistow/DC Prosecution Contract

Moved: Commissioner St. James to approve an Agreement for Prosecution Services at Plaistow Court for the period of January 1, 2016 to December 31, 2016, for a total amount not to exceed \$51,802.14 for Plaistow, \$21,549.51 for Kingston, \$10,209.20 for Atkinson, \$17,187.85 for Hampstead, and \$11,517.70 for Danville as recommended by the County Attorney. Commissioner Tombarello seconded. Commissioner St. James asked how the percentage is based. Pat noted it is based on percent of cases. Voted all in favor.

Corrections – Stephen Church, Corrections Superintendent

- Surplus Equipment Request

Moved: Commissioner St. James to declare the equipment outlined in the Corrections Superintendent's memorandum dated September 22, 2015, as surplus pursuant to NH RSA 28-8a, and to be disposed of accordingly by Engineering & Maintenance Services, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

RFP Award

- Chaplain Services – Corrections

Moved: Commissioner St. James to award the Chaplain Services proposal to Reverend Kent Threlfall for a period of one (1) year in an amount of \$31,900, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Discussion ensued on the bids. Voted all in favor.

RFP Openings

- Replacement Nurse's Station Driscoll II – Engineering & Maintenance Services

Commissioners St. James opened a proposal from Advanced Custom Cabinets.

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

RFP Awards

- Medical Staffing – Long Term Care Services

Moved: Commissioner St. James to award the Medical Staffing proposal to MAS Medical Staffing, LanceSoft Inc., Interim HealthCare, Maxim Healthcare Services, and Premier Medical Staffing, for a period of two (2) years, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150449, T150529, T150633, T150634, T150638, T150640, T150645, T150646, T150682, T150692, T150702, T150712, T150713, and T150714 totaling \$387,193.55; departmental warrants entered by Finance T150747, T150748, T150749, T150750, T150753, T150754, and T150766 totaling \$86,935.63; AP wire warrants T150752 totaling \$1,465,875.00; payroll warrants 0902VD, 0917SD, 0921MC, and 0924SD totaling \$45,931.05; general ledger warrants GL15545, GL15546, GL15552, and GL15556 totaling \$17,790.62, for a grand total to be approved of \$2,003,725.85. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 9/23

Moved: Commissioner St. James to approve the minutes of the September 23, 2015 Board of Commissioners Meeting as amended. Commissioner Tombarello seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello asked if the Board of Commissioners had been represented at the County/State Finance Committee. It was noted they were not.

Steve gave an update on the meetings surrounding Medicaid Managed Care. He noted the vote would be at the NHAC Conference and that there would only be one vote per County.

Discussion ensued on the NHAC Conference agenda.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Human Resources – Alison Kivikoski, Human Resources Director

- Salary & Job Classification / Position Requests

Alison asked for direction on the procedure for new position requests within the County, and if she needed to go out to bid for salary classifications. She noted she has reached out to Don Tyler for information but has not been able to connect. Discussion ensued on the current department requests. Further discussion ensued on what information Don Tyler would provide. Alison noted it would be well under \$5,000. The Board concurred it did not need to go out to bid.

Long Term Care Services – Steve Woods, Director

- Position Downgrade and Posting (Cook I)

Steve discussed the issue with staffing in Dietary, and that market options are improving outside of the County for these positions.

Moved: Commissioner St. James to approve the downgrade of a full time Cook II position, Grade 6 (slot OFT-02CK2) to a full time Cook I position, Grade 5, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner St. James to approve the posting of a Cook I position, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- RCR&NC Scholarship Recipients

Steve noted there were two staff members attending nursing school that have received scholarship awards from the New Hampshire Long Term Care Foundation.

- Car Show

Steve described the upcoming Car Show.

- New Marketing Material

Steve showed the Board the new LTC marketing materials.

- Exception Request PPP 6-4

Steve noted the staffing concerns in nursing and again that market conditions outside of the County are improving. Leslie further explained, and also noted they would be looking to keep the evaluation dates the same.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-4 for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Exception Request PPP 6-4

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-4 for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Exception Request PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Staffing Agreements

Steve noted for the Board he didn't believe the agreements needed legal review. The Board will not have the agreements go for legal review.

Moved: Commissioner St. James to approve an Agreement between Premier Medical Staffing and Rockingham County for the period of October 1, 2015 through September 30, 2017, at the stated rates, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner St. James to approve an Agreement between Maxim Healthcare Services and Rockingham County for the period of October 1, 2015 through September 30, 2017, at the stated rates, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner St. James to approve an Agreement between Interim HealthCare and Rockingham County for the period of October 1, 2015 through September 30, 2017, at the stated rates, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Podiatry Services Agreement

Moved: Commissioner St. James to approve an Agreement for Podiatry Services with Christopher Bush, DPM, for the period of August 8, 2015 through August 7, 2018, and authorize the Chair to sign all necessary documents having already completed legal and risk review, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Letter from Resident's Family

Steve noted for the Board a letter praising the nursing staff from the family of a resident.

III. New Business

Steve Church noted October 16 was the 100th Academy Graduation, which will directly follow the NHAC Executive Committee meeting.

Steve also noted Cheshire County is looking to make changes to some of the certifications.

IV. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) compensation of personnel.

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) compensation of personnel. Commissioner Tombarello seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner St. James, Chuck Nickerson, Alison Kivikoski, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to come out of non-public session. Commissioner Tombarello seconded, voted all in favor.

V. Voluntary Lines of Coverage – Maria DeMayo (4:30pm)

Maria DeMayo joined to discuss with the Board the voluntary lines of coverage.

She discussed the flexible spending account, and noted Rockingham County's FSA is a grace period plan. She presented her recommendations and noted she could set a meeting for October with vendors as needed.

Further discussion ensued on the HSA plans and her recommendations. She went on to discuss the COBRA options.

Discussion ensued on Short Term Disability, Long Term Disability, Voluntary Life, Vision, EAP, and Critical Illness.

Discussion ensued on an employee in the County being denied extra treatment under the selected health plan. Maria noted the Board would have to approve it since it's a self-funded plan. An answer would be needed by Monday. Discussion ensued on authorizing part of the request and requesting an update at that point.

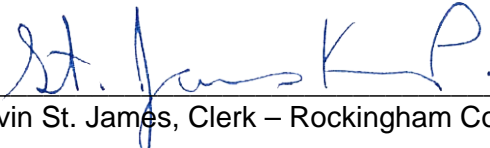
VI. New Business continued

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-4 for a Finance employee. Commissioner Tombarello seconded, voted all in favor.

VII. Adjourn

Commissioner Tombarello moved to adjourn at 5:49pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
October 7, 2015 – 3:30 p.m.

Present:

Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Major Dave Consentino, Asst Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director

Steven Woods, LTC Director
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff
Lt. Joshua Mann

Excused Absence:

Commissioner Tombarello, Chair

Also Present:

Bill Doyle, NCEU Labor Representative
John Willey, Corrections Officer

I. Call to Order / Pledge of Allegiance

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

II. Reports

RFP Rejection

- Complex Sign – Engineering & Maintenance Services

Moved: Commissioner St. James to reject all proposals received for the Complex Sign RFP, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

RFP Awards

- Replacement Nurse's Station Driscoll II – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Replacement Nurse's Station Driscoll II proposal to Advanced Custom Cabinets for \$19,497, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Generator Testing/Inspections – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Generator Testing / Inspections proposal to Power Up Generator Service Company for the period of November 1, 2015 through October 31, 2016, at an annual cost of \$2,411 and at the quoted rates for any other work to be assigned, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Commissioner St. James asked if there was a waiver from the insurance company about the fire pump testing. Jude noted we are still protected by the electric fire pump, and that the concern was in taxing the electric pump repeatedly and unnecessarily to test each of the hydrants, and Brentwood Fire Department concurred. She went on to say that annual testing of the hydrants is required and because of the situation, it may not be able to get done. She sent a letter to all three life safety inspectors informing them of the situation. Voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,205,473.66 for the period ending October 4, 2015. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a line item transfer in the amount of \$9,500 for Engineering and Maintenance Services. Commissioner Coyle seconded, voted all in favor.

Steve Church joined the meeting at 3:34pm.

Moved: Commissioner St. James to approve a line item transfer in the amount of \$8,000 for Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 09/29

Tabled.

- Draft RFP – Legal Services

RFP notice will go in the Bar news.

- Londonderry TIF

Commissioner Coyle noted Londonderry contacted him about the tax increment financing district. A letter will be sent to the Town Manager acknowledging notification and that the Board approves of same.

- New Hampshire Association of Counties Legislative Updates

Steve provided an update on the NHAC activities and upcoming meetings.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted that Maria DeMayo is no longer with Gallagher. Commissioner Coyle asked Steve Woods about the census.

Corrections – Stephen Church, Corrections Superintendent

- RICOH USA Agreement

Moved: Commissioner St. James to approve an Agreement with RICOH USA for a period of four (4) years, at a rate of \$253.27 per month plus \$0.048 per color copy and \$0.0044 per black and white copy, and authorize the Chair to sign all necessary documents, with legal and risk reviews completed on the initial Agreements with RICOH in the last year, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Inmate Administrative Transfer

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 as outlined and recommended in the Corrections Superintendent's report dated September 29, 2015. Commissioner Coyle seconded, voted all in favor.

- Exception Request – Compensated Absences

Moved: Commissioner St. James to approve an exception to the use of Compensated Absences Fund procedures for a Corrections employee, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Human Resources Director

- Voluntary/Ancillary Benefits Proposal

Discussion ensued on the voluntary benefits proposal. Commissioner St. James discussed that a bid for AFLAC was unable to get in to Gallagher because Gallagher has its own brokerage. Discussion ensued on the RFP deadlines. Alison noted it could be reopened the following year if the County was not happy with the services.

Moved: Commissioner St. James to approve the 2016 voluntary benefits as presented by Maria DeMayo, Gallagher Benefit Consultants, on September 29, 2015 and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Specifically:

- Approve Benefit Strategies as Product Administrator to replace TASC for the Flexible Spending Accounts (FSA) and Cafeteria Plan 125 management at an Annual Renewal fee of \$400; One-Time Set Up fee charge \$400; \$4.35 PPPM (Per Participant Per Month) rate guarantee - 3 years
- Approve Benefit Strategies as Product Administrator of the Health Savings Account (HSA); plan installation and renewal fee included with FSA set-up (no separate fee for HSA plan account); rate guarantee - 3 years
- Approve Benefit Strategies as Product Administrator of COBRA at a cost of \$.045 PEPM (Per Employee Per Month Fee); Annual Renewal fee \$250; One-Time Set Up Fee charge \$250; Qualified Beneficiary Takeover Fee \$40; rate guarantee - 3 years
- Approve Symetra as Product Administrator to replace HealthTrust as the fully insured Short Term Disability Carrier at a rate of per \$10 of weekly volume ; \$0.5250 (\$0.5842 including employer payroll expense component for part time participants), \$0.6100 (a decrease from \$0.6692 including employer payroll expense component for part time participants) with 100% of cost covered for full time employees and prorated share for part time employees; rate guarantee - 3 years
- Approve Colonial as Product Administrator for the newly offered Voluntary Accident and Hospitalization “Plan 2”; rate guarantee - 3 year
- Approve Colonial as Product Administrator to replace Lincoln Financial as the Critical Illness & Critical Illness – Optional Cancer carrier; rate guarantee - 3 year; current Lincoln Financial Group enrollees on both plans will be grandfathered onto new plan if electing to continue coverage
- Symetra will continue as the Product Administrator for Long Term Disability at a 0% increase; extending current rate guarantee an additional - 3 years expiring 12/31/18
- Symetra will continue as the Product Administrator for employee Life/ AD & D to be offered for new enrollment at a 0 % increase; extending current rate guarantee an additional - 3 years expiring 12/31/18

- Symetra will continue as the Product Administrator for Spouse and Child Life/ AD & D to be offered for new enrollment at a 0 % increase; extending current rate guarantee an additional - 3 years expiring 12/31/18
- EyeMed will continue for vision at a 0% increase; currently in 4-year rate guarantee; expires 12/31/17
- E4Health will continue for Employee Assistance Plan at a 0% increase; currently in second year of a 3 - year rate guarantee; expires 3/30/17
- Boston Mutual will be retained but is closed to new enrollment
- Gallagher Benefit Insurance Services, Inc. will notify outgoing vendors currently providing voluntary benefits that the County will be terminating coverage on 12/31/15.

Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the Open Enrollment period of the 2016 plan year as November 6, 2015 through November 23, 2015 and further mandatory training sessions be conducted for all employees eligible for the medical, dental and voluntary benefits offered by Rockingham County. Commissioner Coyle seconded. Commissioner Coyle asked if the mandatory sessions were going to affect overtime. Alison noted it might. Voted all in favor.

Long Term Care Services – Steve Woods, Director

- Exception Request PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Commissioner Coyle seconded, voted all in favor.

Pat Conway joined the meeting at 3:52pm.

County Attorney's Office – Patricia Conway, County Attorney

- Position Posting – ACA II

Discussion ensued on the open and filled positions.

Moved: Commissioner St. James to approve the posting of an Assistant County Attorney II position. Commissioner Coyle seconded, voted all in favor.

- ACA III Appointment

Moved: Commissioner St. James to approve the appointment of an Assistant County Attorney III, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Anthem Blue Cross Blue Shield Agreement

Moved: Commissioner St. James to amend the September 23, 2015 voted approval period of the Anthem Blue Cross Blue Shield facility Agreement from one (1) year to (2) years, 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.

Sheriff's Office – Michael Hureau, High Sheriff

- Halogen Software Agreement

Discussion ensued on the employee performance software and its tracking functionality, as well as the costs. The item will be tabled until next week.

- Eversource MOU

Discussion ensued on the risk review received.

Moved: Commissioner St. James to approve a Memorandum of Understanding with Eversource Energy for the period of October 1, 2015 through September 30, 2016, with an automatic year to year renewal, and authorize the Vice Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

III. New Business

Alison brought forth two exception requests for the County Attorney's Office.

Moved: Commissioner St. James to approve an exception to an approved payroll practice for a County Attorney employee, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve an exception to the use of Compensated Absences Fund for a County Attorney employee, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Dispatch would like to get together for a preliminary meeting prior to union negotiations on October 21. Commissioner Tombarello is the Commissioner contact.

Alison brought up the appeal discussed at the prior meeting regarding treatments not covered by the health plan. Alison noted it was her recommendation to uphold the appeal of the clinicians. The Board concurred.

IV. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 (a) - Step III Grievance Hearing

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) for a personnel Step III Grievance Hearing. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Coyle, Commissioner St. James, Stephen Church, Bill Doyle, John Willey, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to come out of non-public session. Commissioner Coyle seconded, voted all in favor.

- NH RSA 91-A:3 II (a) personnel

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Coyle, Commissioner St. James, Alison Kivikoski, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to come out of non-public session. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Coyle to deny the Step III Grievance brought forth by Officer Willey.
Commissioner St. James seconded, voted all in favor.

Commissioner Tombarello joined by telephone at 4:54pm.

Moved: Commissioner St. James to approve a bid waiver to Bus and Chassis in the amount of \$12,500.
Commissioner Coyle seconded. Steve confirmed it was in the budget. Voted all in favor.

Moved: Commissioner St. James to approve the minutes of the September 29, 2015 Board of
Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner
Coyle abstaining due to absence.

Commissioner Tombarello left the meeting.

V. Adjourn

Commissioner St. James moved to adjourn at 4:57pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
October 13, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Charles Nickerson, Interim Finance Director
Alison Kivikoski, HR Director

Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff
Patricia Conway, County Attorney

Excused Absence:

Commissioner Coyle, Vice Chair

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Openings

- Portable Radios – Sheriff's Office

Commissioner St. James opened a proposal from Green Mountain Communications.

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

RFP Awards

- Network Switch – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Network Switch proposal to Curvature for \$27,050 as recommended by the IT Manager and Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150530, T150531, T150647, T150648, T150685, T150693, T150694, T150703, T150715, T150716, T150725, T150726, T150728, T150730 totaling \$509,005.64; departmental warrants entered by Finance T150778, T150779, T150780, T150781, T150783, T150784, T150786, T150787, T150789, T150800 totaling \$68,226.43; AP wire warrants T150681, T150684, T150782, T150788 totaling \$333,657.41; payroll warrants 0928MC, 1001SD, 1001VD, 1002MC, 1002VD totaling \$21,378.37; general ledger warrants GL15598, GL15610 totaling \$517.50, for a grand total to be approved of \$932,785.35. Commissioner Tombarello seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve talked with George Maglaras. He provided the Board on upcoming meetings and votes to be taken.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff

- Commissioner Coyle: County Attorney, Finance, Long Term Care
- Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James updated on the meeting with the Correctional Officers union regarding alternative health plans. He noted the plans that they proposed cost more than the current plans and would subject the County to the Cadillac tax. Alison also noted she had told them to provide any other considerations soon in order to provide to Gallagher Benefit Consulting.

Commissioner Tombarello noted there would be a pre-negotiations union dispatch meeting later this month.

Further discussion ensued on the impending healthcare proposals. Alyssa Hasting will be replacing Maria DeMayo as the County's consultant.

Commissioner Tombarello noted the Sandown Town Administrator's mother passed away, and she had positive things to say about the staff at the nursing home.

Human Resources – Alison Kivikoski, Human Resources Director

- LWOP (2)

Alison explained the leave requests.

Moved: Commissioner St. James to approve a Leave Without Pay request in accordance with Personnel Policies and Procedures 8-11 for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner St. James to approve a Leave Without Pay request in accordance with Personnel Policies and Procedures 8-11, with County benefits to continue, for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Surplus Equipment Request

Steve discussed the surplus equipment request.

Moved: Commissioner St. James to declare the equipment listed in the Long Term Care Services Director's memorandum dated October 13, 2015 surplus pursuant to NH RSA 28-8a, to be disposed of accordingly, with any proceeds going to EFFORTS, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Exception Request PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded. He asked what the difference in pay would be. Steve noted it was near the top, but not at the maximum. Voted all in favor.

- Property Lien / Closing

Steve explained the account situation and the existing property lien. The resident is no longer in the facility. Commissioner St. James noted he had talked to the realtor, and found it interesting the realtors get full commissions even though liens do not get paid.

Moved: Commissioner St. James to authorize the Long Term Care Services Director to work with OPG on the closing of a resident's real property, in order to facilitate the recovery of a portion of money owed to the County. Commissioner Tombarello seconded, voted all in favor.

- Medicaid Managed Care

Steve provided an update on the status of Medicaid Managed Care. The NHAC is looking to ask for legislation to delay it, and Steve wanted confirmation that the Commissioners would approve of such legislation. The Board noted they were in support of the effort.

III. New Business

Chuck noted the Q3 review will be sent to the departments later in the day.

Chuck requested the Board give him admin access in WorkForce, and the reasons for it.

Moved: Commissioner St. James to approve WorkForce administrative access to Chuck Nickerson, Interim Finance Director. Commissioner Tombarello seconded, voted all in favor.

IV. Old Business

- Halogen Software Agreement – Sheriff's Office

Moved: Commissioner St. James to approve an Agreement with Halogen Software for a period of one (1) year, in the amount of \$10,740, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James noted that Commissioner Coyle had asked for this to be on this week's agenda with the intention of Commissioner Tombarello and Commissioner St. James addressing it. Voted all in favor.

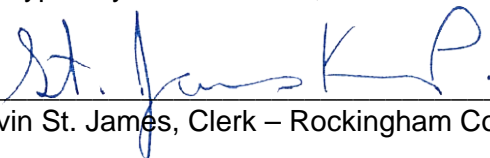
- Exception Request

Moved: Commissioner St. James to approve an exception to an internal accounts payable procedure for the Department of Corrections. Commissioner Tombarello seconded, voted all in favor.

V. Adjourn

Commissioner Tombarello moved to adjourn at 4:08pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
October 21, 2015 – 2:00 p.m

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Patricia LaFrance, Deputy County Attorney
Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Finance Director

Alison Kivikoski, HR Director
Steven Woods, LTC Director
Leslie Fabian, Nursing Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff

Also Present:

Alyssa Heisten, Gallagher Benefits
Representatives from Green Mountain
Communications

I. Call to Order

Commissioner Tombarello called the meeting to order at 2:00pm.

II. Commissioners Non-Public Session – Finance Director Interviews (2:00pm – 3:30pm)

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss the hiring of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Alison Kivikoski, Charles Nickerson, and Karen Oleniak.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello noted the beginning of regular agenda items at 3:30pm.

Moved: Commissioner Coyle to appoint Chuck Nickerson as the Finance Director, with an effective date of October 19, 2015 for pay purposes. Commissioner St. James seconded, voted all in favor.

III. Reports

RFP Openings

- IT Services – Engineering & Maintenance Services

Commissioner St. James opened proposals from First Choice Networks, Mainstay Technologies, and RMON Networks.

Moved: Commissioner St. James 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

- Portable Radios – Sheriff's Office

Moved: Commissioner St. James to award the Portable Radios RFP to Green Mountain Communications in the amount of \$5,551.50, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Position Posting: Dietary Aide I

Moved: Commissioner St. James to approve the posting of a part time Dietary Aide I position. Commissioner Coyle seconded, voted all in favor.

- Position Posting: Housekeeping Aide II

Moved: Commissioner St. James to approve the posting of a full time Housekeeping Aide II position. Commissioner Coyle seconded, voted all in favor.

- Position Posting: Laundry Supervisor

Moved: Commissioner St. James to approve the posting of a full time Laundry Supervisor position. Commissioner Coyle seconded, voted all in favor.

- Medical Waste Service Agreement

Moved: Commissioner St. James to approve the Curtis Bay Biomedical Waste Service Agreement, for a period of three (3) years, at a rate of \$25 per container and a seven (7) percent environmental fee, and to 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.

- USDA Donated Commodities Agreement

Moved: Commissioner St. James to approve the USDA Donated Commodities Agreement 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.

Leslie Fabian provided an update to the Board. Leslie and Steve also noted they were attending the scholarship presentation that evening.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense for the period ending October 18, 2015 in the amount of \$1,218,922.84. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a line item transfer in the amounts of \$6,000 and \$3,900 for the County Attorney's Office. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 10/07, 10/13

Moved: Commissioner St. James to approve the minutes of the October 7, 2015 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Tombarello abstaining due to absence.

Moved: Commissioner St. James to approve the minutes of the October 13, 2015 Board of Commissioners meeting. Commissioner Tombarello seconded. Motion passed 2-0 with Commissioner Coyle abstaining due to absence.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello provided an update on meetings regarding delaying Medicaid Managed Care.

Commissioner St. James provided an update on the NHAC, including the hiring of an Executive Director, who will be coming around to each county. Cheshire County is looking to change the way Corrections does certifications. Their proposal was voted down. He provided a further update on other votes and decisions that had occurred.

Cathy Stacey noted there is legislation being proposed to make counties pay for 50 percent of drug courts. Further discussion ensued on Bylaw Committee discussions.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted the 100th graduating class of Correctional Officers, with the Honor Graduate being from Rockingham County.

Commissioner Tombarello discussed the speeches from the Governor and Senator Ayotte on the heroin epidemic. He also noted he met with the Sheriff Dispatch union for a preliminary meeting ahead of negotiations.

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

- Bid Waiver Request: APCC \$8,593.33

Jude explained the work to be done and the grant money to be used, as well as the reasons for the bid waiver request.

Moved: Commissioner St. James to approve a bid waiver to APCC for \$8,593.33, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Finance Director

- 2016 Budget Packet

Chuck presented the budget packet that was ready for distribution.

Human Resources – Alison Kivikoski, Human Resources Director

- LWOP Request

Alison discussed the request. Commissioner St. James noted it was a true collaborative effort between the Corrections Superintendent and the HR Director.

Moved: Commissioner St. James to approve a Leave without Pay request for a Department of Corrections employee. Commissioner Coyle seconded, voted all in favor.

- AMEX Points

Moved: Commissioner St. James to authorize the Human Resources Director to use up to 100,000 AMEX points for the purchase of Benefit Fair items. Commissioner Coyle seconded. Discussion ensued on the Benefits Fair. Commissioner Tombarello asked what the dollar value of 100,000 points was. Alison and Chuck noted it was dependent on the item. Commissioner St. James asked about the points balance. Chuck stated it was approximately 600,000, and further discussed the accounts. Voted all in favor.

IV. New Business

Patricia LaFrance explained that three ACA Is were promoted to ACA IIs. She requested the Board allow the posting of the ACA I positions.

It was noted that the departments need to be more mindful of the agenda deadline, as walk-ins have become excessive.

Commissioner St. James moved to approve the posting of three Assistant County Attorney I positions. Commissioner Coyle seconded, voted all in favor.

Patricia LaFrance noted for the Board that Pat Conway will be presenting information about drug court to the Executive Committee on October 30.

Discussion ensued on drug court. Commissioner St. James updated the Board on discussions with Judge Wageling about the obstacles for participants that is preventing higher participant numbers. Further discussion ensued on NARCAN.

Michael Hureau noted they had received the grant they had been applying for in order to get new consoles. He provided a further update on the dispatch center upgrades.

Alison noted there were over 130 evaluations that were outstanding. She will be sending out a memo with a deadline to get them in.

Commissioner Coyle noted it is a tradition for receiving a plaque from the County Attorney's office when leaving employment, and that Jerome Blanchard never received one. He asked that Patricia coordinate with Brynda to get him a plaque to commemorate his service to the County.

V. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (e) to discuss pending claims. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Katherine Nikitas, Alison Kivikoski, Nancy Lang, and Laura Collins.

There being no further business to come before the Board in non-public session. Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

VI. Stop Loss and Medical Recommendations – Gallagher Benefits

Alyssa Heisten gave the Board an overview of her role and her background. Discussion ensued on the Medical and Dental plan comparisons.

VII. Commissioners Non-Public Session

Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Alison Kivikoski.

There being no further business to come before the Board in non-public session. Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

VIII. Adjourn

Commissioner Tombarello moved to adjourn at 6:25 pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
October 28, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent

Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:33pm.

II. Reports

RFP Openings

- RCAO Computers – County Attorney's Office

Commissioner St. James opened proposals from Adorama Camera, Aprisa Technology, Mainstay Technologies, Microworks Computer Center, Peacock Systems, and Y&S Technologies.

Moved: Commissioner St. James to authorize the County Attorney to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded, voted all in favor.

- Soft Drink Products – Long Term Care Services

Commissioner St. James opened a proposal from Pepsi Co.

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

- Bread Products – Long Term Care Services

Commissioner St. James opened proposals from Bimbo Bakeries USA and Koffee Kup Bakery.

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

RFP Awards

- Inmate Medical Services – Corrections

Moved: Commissioner St. James to award the Inmate Medical Services proposal to PrimeCare Medical, for a three (3) year period with an annual service base rate of \$1,335,995.95, with a three (3) percent base rate increase in year two (2), and a two (2) percent base rate increase from year two (2) to year three (3); an annual Catastrophic CAP of \$85,000; and an annual Infectious Disease CAP of \$15,000, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor. Commissioner St. James asked the Superintendent to always exercise diligence with the billing given the history with the company.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150649, T150650, T150696, T150704, T150717, T150718, T150719, T150734, T150735, T150736, T150737, T150757, T150759, T150790 totaling \$435,145.64; departmental warrants entered by Finance T150760, T150805, T150806, T150807, T150810, T150815, T150816, T150817, T150818, T150819, T150820, T150835, T150821 totaling \$81,089.42; AP wire warrants T150756, T150761, T150802, T150804, T150812, T150813 totaling \$1,859,391.96; payroll warrants 1008SD, 1009MC, 1015SD, 1015VD, 1019MC, 1022SD, 1022VD totaling \$32,936.56; general ledger warrants GL15617, GL15618, GL15619, GL15620, GL15621, GL15622, GL15623, GL15624, GL15625, GL15626, GL15627, GL15628, GL15629, GL15630, GL15631, GL15645 totaling \$1,447,235.19 for a grand total to be approved of \$3,855,798.77. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 10/21

Moved: Commissioner St. James to approve the minutes of the October 21, 2015 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey noted that Judge Nadeau is looking to have a State certifier to certify County Drug Courts are meeting certain standards, and that the certifications will be tied into state reimbursements. Commissioner St. James further discussed the way the monitoring and reimbursements would work.

Commissioner Tombarello noted only 17 percent of the funding for drug court had been used as of the end of Q3. Cathy Stacey noted that as a taxpayer it concerned her who was being serviced by drug court, and whether they were from out of state. Commissioner St. James also noted there was lower participation than expected and part of it was due to the lack of a Drug Court coordinator. Further discussion ensued on how it would affect the 2016 budget recommendation. Discussion ensued on Seacoast Mental Health. It was noted Judge Nadeau and Judge Wageling will be at the Executive Committee meeting on Friday to discuss Drug Court.

Commissioner St. James noted the Bylaws Committee is recommending that the President, Vice President, and Clerk officer positions be Commissioners.

Commissioner Coyle joined the meeting at 3:55pm.

Commissioner St. James also noted that the consensus was that those appointed for the positions ascend from Clerk to President.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner Tombarello noted he believed the Non-County Specials should come in to speak with the Board to discuss their funding requests.

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

- Exception Request: PPP 8-4

Jude discussed the reasons for the exception request. Commissioner Coyle noted that this would open the floodgates for similar requests. Further discussion ensued.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 8-4 for an Engineering & Maintenance Services employee, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded. Motion failed 0-3.

Finance Office – Charles Nickerson, Finance Director

- US Bank National Association

Moved: Commissioner St. James to approve the US Bank National Association Agreement for the issuance of \$7,500,000 in General Obligation Tax Anticipation Notes, and to authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

- Position Posting: Senior Accounting Systems Analyst

Moved: Commissioner St. James to approve the posting of the Senior Accounting Systems Analyst position. Commissioner Coyle seconded. Commissioner St. James asked how long he thought it would take to fill the position. Chuck noted the posting was going out for a minimum of 10 days and he also had an internal candidate he thought would apply. Voted all in favor.

Human Resources – Alison Kivikoski, Human Resources Director

- 2016 Holiday Schedule

Moved: Commissioner St. James to approve the 2016 Rockingham County holiday schedule, and further to authorize July 1, 2016 as a County holiday in lieu of November 4, 2016 for the Registry of Deeds and County Attorney's Office only. Commissioner Coyle seconded, voted all in favor.

- Revised Rolling Position List

Moved: Commissioner St. James to approve the revised rolling eligibility list for Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Well Sense Health Plan Provider Agreement

Steve noted they were having trouble getting the contracts from the other providers.

Moved: Commissioner St. James to approve the Well Sense Health Plan Provider Agreement for a period of three (3) years 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.

- Position Posting: Housekeeping Aide II

Steve noted it was already posted, but he was looking to have a second opening posted.

Moved: Commissioner St. James to approve the posting of a Housekeeping Aide II position. Commissioner Coyle seconded, voted all in favor.

- Core Medical Group Agreement

Steve described the differences in the services provided by Core Medical Group, and also noted some new hires within Long Term Care.

Moved: Commissioner St. James to amend the award for Staffing Services on September 29, 2015 to include Core Medical Group, and further to approve an agreement with Core Medical Group 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.

Registry of Deeds – Cathy Stacey, Register

- Courthouse Cleaning

Cathy stated she was looking for direction on the courthouse cleaning contract that will end on December 31. She noted the cost of the cleaning contract is currently deducted from the courthouse lease payments. Commissioner Coyle asked what Cathy's feeling about moving out of the courthouse would be. Cathy said she would love it. Further discussion ensued on the costs of the courthouse lease versus building offices at the complex. Jude noted just the renovations for Fernald and Blaisdell are upwards of \$6 million. Discussion ensued on the piggery site. Commissioner Coyle asked Jude to get some quotes on clearing the piggery site. Discussion ensued on only signing a contract on a year to year basis.

III. New Business

Alison asked for clarification on whether she should be signing for setting up new provider accounts. She noted they are not the actual contracts. The Board affirmed.

IV. Old Business

Jude noted the engineers were ready to come in to present their feasibility study to the Board. She requested to add them to the agenda on November 18. She further noted the renovations that would be discussed. Discussion ensued on options such as shutting down wings of the nursing home. Discussion transitioned to the jail wing renovations.

Commissioner Coyle noted he would like the plaque for Jerome Blanchard to come from the County. Discussion ensued. The item will be on next week's agenda.

Discussion ensued on the IEU lease and fire pump repairs. Representatives from IEU will be in attendance at Executive Committee meeting on Friday.

V. Reports continued

Human Resources – Alison Kivikoski, Human Resources Director

- Medical/Dental/Stop Loss

Moved: Commissioner St. James to approve the 2016 Medical, Dental, Stop Loss & Other Voluntary benefits noted below as presented by Alyssa Heisten, Gallagher Benefit Consultants, on October 28, 2015 and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Specifically:

- Approve North East Delta Dental as the self-insured dental contract Product Administrator for the 2016 calendar year (*Finance Scenario 1*) to reflect a 0.6% increase as presented in the Dental Summaries offering; Low Option and High Option plan. Dental cost share will remain at a 75/25 split for full time employees and prorated share for part time employees. The Low Option plan rate of \$8.74 single, \$17.46 2-Person, \$26.64 Family per employee per month (0%); High Option plan rate of \$8.90 single, \$17.80 2-Person, \$27.17 Family per employee per month (2% increase)

Additionally, to affirm that the dental eligibility and deduction policy and procedure continue to mirror the non union health deduction policy and procedure so that the employees are eligible for and pay for both health and dental on the same date.

- Approve \$1,200 for the employee Health Buy-Out option for 2016 plan year. The full time monthly rate of \$100 will be pro-rated for part time employees. The same eligibility policy and procedures practiced for 2015 will be applied in 2016.
- Stop Loss - Approve Sun Life as Product Administrator to replace Unimerica / Optium as the Stop Loss Carrier (*Finance Scenario 3*).
- Medicare 65 and Over – Approve AmWins as Product Administrator for Medicare Supplemental Plan F (Medicare) at a 3% increase & Prescription Drug Plan Part D at a 5% increase and the Cigna Medicare Supplement Plan (at rates provided by the Finance Department); (*Finance Scenario 3*).
- Health – Approve Cigna as the self-insured Product Administrator, TPA (*Finance Scenario 3*) to replace Health Plans Inc., TPA, as the network carrier for the 2016 calendar year; for a rate guarantee of \$35.40 (PEMP; Per Employee Per Month Fee) for 3 years; a decrease of 11.7% from current year.
- Loan Financing Solution - Approve Kashable as Product Administrator for the newly offered employer-sponsored voluntary benefit loan solution program. Requires integration with payroll system to exchange information via an export / import file and verify employment. No cost to employer. Compliant with state and federal laws protecting consumer data.
- Health Care Smart Shopper – Approve Tandem Care as Product Administrator for the newly offered Health Care Shopping Services and Savings program pending bid waiver approval. Fixed rate cost of \$3.00 per health plan subscriber per month. Fund rewards administered by Tandem. Estimated reward funding amount \$12,000. Rewards Option Program levels determined by Human Resources Director and Finance Director with recommendations by Product Administrator and Gallagher Benefit Services. (*Finance Scenario 3*) Effective February 1, 2016.

Gallagher Benefit Insurance Services, Inc. will notify outgoing vendors that the County will be terminating coverage on December 31, 2015.

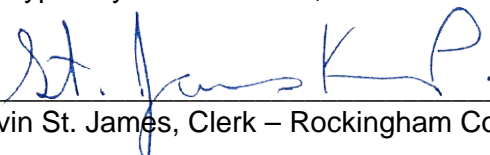
Commissioner Coyle seconded. Discussion ensued about the health buyout. Voted all in favor.

Discussion ensued on the third quarter budget.

VI. Adjourn

Commissioner St. James moved to adjourn at 5:42pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
October 30, 2015 – 9:00 am

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 9:04am.

Commissioner Tombarello declared a recess at 9:20 am to consult with legal counsel and for the Executive Committee meeting.

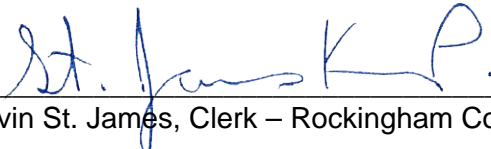
Commissioner Tombarello reconvened the meeting at 11:40am.

II. Adjourn

Commissioner Coyle moved to adjourn at 11:45am. Commissioner St. James seconded, voted all in favor.

Minutes taken by Commissioner St. James and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: _____


Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
November 4, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT

Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff

Also Present:

Sarah Lineberry, Bureau of Court Facilities
Charles Marshall

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Openings

- RCAO Scanners – County Attorney's Office

Commissioner St. James opened proposals from Ace Office Supplies, CDW-G, Mainstay Technologies, and Microworks Computer Center.

Moved: Commissioner St. James to authorize the County Attorney to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Laundry Chemicals – Long Term Care Services

Commissioner St. James opened proposals from Central Paper Products Co., Package Supply Corp, Synthetic Labs, and The O'Neil Co.

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

RFP Rejection

- Soft Drink Products – Long Term Care Services

Moved: Commissioner St. James to reject the Soft Drink Products proposal, and reissue the Soft Drink Products RFP, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Steve noted the RFP had been misplaced at Coca-Cola and they had not bid. Commissioner Coyle asked if the price was significantly different. Steve stated it was higher, but not significantly. Discussion ensued on whether an exception should be made. Motion failed 0-3.

III. Courthouse Lease – Sarah Lineberry (3:30pm)

Cathy Stacey joined by telephone.

Ms. Lineberry noted she had been informed the concerns were about the rates, the air quality, and janitorial services. Discussion ensued that the County's costs for contracting their own janitorial was deducted from lease rate. Ms. Lineberry noted she had looked at the rates prior to coming to the

meeting and agreed that the 3 percent was high, and that the county had received 1 percent increases in the past. She noted the Bureau was willing to agree to 1 percent increases from year to year, with the caveat that the County pay its own janitorial costs.

Cathy Stacey noted the County had contracted its own janitorial because of concerns over the quality of cleaning provided at the courthouse.

Commissioner Tombarello noted the County is considering looking to possibly build at the complex in the future, and might not want to sign a three year lease. Further discussion ensued on spacing. It was noted there is a 180 termination clause.

Sheriff Hureau noted his concern is the air quality. Ms. Lineberry stated they were satisfied with the clean report provided to them by RPF. Further discussion ensued regarding filter changes. Ms. Lineberry noted it depends on the facility on how often the filters are changed. Commissioner St. James noted it was recommended by Desmarais to change them at least quarterly. Ms. Lineberry stated she would try to get a statement of how often the filters are changed.

Pat Conway noted she was concerned with the amount of water that comes into the facility. Ms. Lineberry stated three new rooves were installed in June, including the main roof, the roof over deeds, and the roof under the cooling tower. She stated there were three additional rooves to be done that will be addressed.

Commissioner St. James stated he appreciated that the Bureau got right on having a report completed when notified of the County's report, but he is still concerned about possible water behind the walls and wonders if further testing should be conducted. Ms. Lineberry noted the work that had been done and repairs made after the last water incident. Cathy Stacey noted there had been further water coming in since then. She further noted the prior remediation that had occurred and that had led to finding mold behind the walls.

Pat Conway stated there are employees in her office that seem to suffering from allergies constantly in the area. Further discussion ensued about what areas had been tested and on having the inside of the walls tested. Ms. Lineberry stated she would go back to her superiors with the County's request.

Commissioner Tombarello noted the RPF report noted that if employees are getting sick, additional testing should be conducted. Pat further described the area she was talking about. Sheriff Hureau noted employees suffered from allergies in the control room as well.

Commissioner St. James again noted his appreciation for the Bureau addressing the issues quickly, and that if testing behind the walls could be conducted, it could put the issue to rest for the County.

Commissioner Coyle asked how the \$10 per square foot price came from. Ms. Lineberry noted the price in 2011 was \$10.84 per square foot, and was discounted to \$9.94 per square foot for the janitorial services.

Ms. Lineberry will follow up with Laura on the outstanding questions. Discussion ensued on the process for the lease approval, and having a temporary extension, with the new lease becoming effective in the March timeframe. The Board agreed to a temporary extension.

Sheriff Hureau noted he was told the filter system and air unit in the control room needed to be replaced by a technician. Ms. Lineberry stated it was serviced over the summer and the Bureau doesn't have plans to replace it right away. Further discussion ensued. Ms. Lineberry noted she would try to get the CPI report and provide it to the County.

The Board thanked Ms. Lineberry for attending the meeting. Cathy Stacey noted she would be going out to bid soon for the janitorial services.

IV. Reports

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,189,144.55 for the period ending November 1, 2015. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 10/28

Moved: Commissioner St. James to approve the minutes of the October 28, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James noted there was a vote that there would be an affiliate for the County Attorney and Sheriff's offices. It was also noted that the conference would be hosted by Rockingham County next year.

Commissioner Tombarello noted Rockingham County was the only County that didn't acknowledge any of its employees at the conference.

Commissioner St. James noted if anyone was interested in working on the committee for the conference to let Alison know. Discussion ensued. Commissioner Tombarello noted the award he had received and that he had been voted in as Clerk of the NHAC.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Corrections – Stephen Church, Corrections Superintendent

- Bid Waiver: APPRISS \$19,532.37

Moved: Commissioner St. James to approve a bid waiver to APPRISS in the amount of \$19,532.37 as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner Coyle asked if there was any other company that provided this service. Steve stated not at this time. Voted all in favor.

- APPRISS Agreement

Moved: Commissioner St. James to approve the APPRISS Service Agreement renewal for the period of January 1, 2016 through December 31, 2016 in the amount of \$19,532.37, and authorize the Chair to sign all necessary documents having been through legal and risk review in the last year, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Equitable Sharing Fund Account Signatory

Pat Conway noted the reasons for authorizing her on the account. Discussion ensued on the account and the uses for the funds. Pat noted the funds would be used for training, computers, and other things that are covered in the guidelines. Commissioner Coyle noted the drug forfeiture fund had caused the County problems in the past. Pat noted she was looking into getting training for panel voir dire, and that would be one of the things she would spend the money on. Chuck noted that Sandy Buck would still be the primary signer. Commissioner St. James asked that prior to writing a check for anything that she discuss it with Chuck.

Moved: Commissioner St. James to add County Attorney Patricia Conway as an authorized signer for the County Attorney Equitable Sharing fund account held at TD Bank (account 9242385379). Commissioner Coyle seconded, voted all in favor.

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

- Change Order: KPMB Enterprises \$2,758.80

Moved: Commissioner St. James to approve a change order to KPMB Enterprises in the amount of \$2,758.80, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Finance Director

- Devine Millimet Bond Counsel Services

Moved: Commissioner St. James to approve an Engagement Letter with Devine Millimet for Bond Counsel Services related to the \$7,500,000 TANS, for a fee and expenses not to exceed \$4,000, and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Human Resources Director

- Bid Waiver: Tandem Care \$24,000

Moved: Commissioner St. James to approve a bid waiver to Tandem Care in the amount of \$24,000, as recommended by the Human Resources Director. Commissioner Coyle seconded. He asked why we weren't going out to bid for this. Alison stated it had come in so late. She stated it would be part the RFP going forward. Voted all in favor.

- Symetra Tax Services Agreement

Moved: Commissioner St. James to approve the Symetra Tax Services Agreement, effective January 1, 2016 until the conclusion of all tax reporting periods associated with the policy(ies), and authorize the Chair to sign all necessary documents pending the completion of risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Symetra Electronic Certificate Use Agreement

Moved: Commissioner St. James to approve the Symetra Electronic Certificate Use Agreement, effective January 1, 2016, and authorize the Chair to sign all necessary documents pending the completion of risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Symetra Assignment Agreement

Moved: Commissioner St. James to approve the Symetra Assignment Agreement having already completed risk review, and to authorize the Human Resources Director to sign on behalf of the County for same entered into by Rockingham County employees, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- SAGE Tuition Rewards Agreement

Moved: Commissioner St. James to approve the SAGE Tuition Benefit / Reward Points Account Service Agreement for the period of one (1) year, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- Exception Request: PPP 6-3

Discussion ensued on the potential hire. Commissioner St. James asked about the salary study. Alison noted she was going to ask for that to be in the HR budget, and that she hadn't seen a comprehensive salary study since 2007. She noted it would cost approximately \$30-35,000. It was noted that Merrimack County recently had one completed and that Alison should try to get a copy of their study.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Grant Award: Homeland Security \$323,985

Sheriff Hureau noted the grant and the replacements to be made. He also noted Jude's help with the project.

Moved: Commissioner St. James to approve the 2015 Homeland Security Competitive Grant in the amount of \$323,985, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded. Commissioner St. James noted he heard we were lucky to have gotten the grant, and that there likely wouldn't be money available of this nature in the future. Voted all in favor.

V. New Business

Commissioner St. James noted there were several new positions being requested in the departments, and the departments needed direction from the Board. In particular, the County Attorney's office, the Sheriff's Office, and Corrections were all looking to add positions. It was also discussed about having a central purchasing position. Jude noted Robin Bernier is already centralizing IT services and products.

Further discussion ensued about adding a part time position under Jude's employee that already works with inventory and bidding. Further discussion ensued about incorporating the towns as well.

VI. Old Business

Commissioner St. James noted the Board should consider scheduling another town forum. It was agreed to plan something for February after budget planning. Commissioner St. James also noted the towns would be expecting a capital improvement plan. Commissioner Coyle also noted a plan for dispatch needed to be provided.

Commissioner Tombarello asked if Jude was putting together an RFP for removal of the piggery. She stated she was.

Commissioner Tombarello noted his thanks for anyone that had sent a letter on his behalf for the NHAC nominations.

Commissioner Coyle noted he had a request from a past employee's spouse that he get a plaque. He stated the employee wasn't fired for cause, and while he respects the County Attorney's decision, he believed it would show goodwill to give the past employee a plaque. Commissioner St. James asked where the line gets drawn and that it isn't in the purview of the Commissioners. Discussion ensued. Commissioner Tombarello stated he thought it set a bad precedent to overstep the department head's decision.

Discussion ensued about planning for employee recognition pins in next year's budget.

VII. Public Comment

Mr. Charles Marshall discussed an incident from a few years ago in which he was arrested for criminal trespassing for going past the restricted area sign by the cemetery, and now has a criminal record. He was asked what it was he wanted the Board to do. He stated he wanted permission to go on the restricted property to hunt. Further discussion ensued. It was noted that if he wanted to visit the cemetery, he could get permission to do so, but that the County would not be in favor of granting him permission to hunt on restricted County land. The Board stated they would send Mr. Marshall a letter to answer the written questions he had provided.

VIII. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – Long Term Care

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – Long Term Care

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – Sheriff's Office

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, High Sheriff Hureau, Major Darin Melanson, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (e) legal – Sheriff's Office

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, High Sheriff Hureau, Major Darin Melanson, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – Human Resources

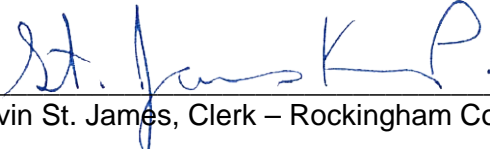
Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Alison Kivikoski.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

IX. Adjourn

Commissioner Tombarello moved to adjourn at 6:59pm. Commissioner St. James seconded, voted all in favor.

Minutes of the last non-public session taken by Commissioner St. James and typed by Laura Collins. All other minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by:  _____
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
November 10, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Major Dave Consentino, Asst Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT
Robin Bernier, IT Manager
Charles Nickerson, Finance Director
Alison Kivikoski, HR Director

Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff

Also Present:

Kathy Beebe, Executive Director – Haven

Excused Absence:

Commissioner St. James, Clerk

I. Haven – presentation by Kathy Beebe (3:30pm)

II. Call to Order

Commissioner Coyle joined at 3:57pm.

Commissioner Tombarello called the meeting to order at 3:57pm.

III. Reports

RFP Openings

- Legal Services – Commissioners Office

Commissioner Coyle opened proposals from Devine Millimet, Donahue Tucker and Ciandella, Drummond Woodsum, Feniger & Uliasz, Hoefle Phoenix Gormley & Roberts, Ransmeier & Spellman, Sheehan Phinney Bass + Green, and Soule Leslie Kidder Sayward & Loughman.

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

- Waste Removal – Engineering & Maintenance Services

Commissioner Coyle opened proposals Casella Waste, G. Mello Disposal Corp, Waste Management

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

- Nutritional Supplements and Tube Feeding Products – Long Term Care Services

Commissioner Coyle opened proposals from Geriatric Medical and Products Unlimited.

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

RFP Awards

- IT Services – Engineering & Maintenance Services

Moved: Commissioner Coyle to award the IT Services proposal to First Choice Networks, for a period of three (3) years, at a rate of \$13,350 per month and the stated rates for additional work assigned, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded, voted both in favor.

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 10/30, 11/04

Moved: Commissioner Coyle to approve the minutes of the October 30, 2015 and the November 4, 2015 Board of Commissioners meetings. Commissioner Tombarello seconded, voted both in favor.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he would be at a meeting with the new NHAC President on Friday.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Corrections – Stephen Church, Corrections Superintendent

- Chaplain Services Agreement

Moved: Commissioner Coyle to approve a Chaplain Services agreement with Reverend Kent Threlfall for the period of November 1, 2015 through October 31, 2016 in the amount of \$31,900, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted both in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Assistant County Attorney I Appointment

Moved: Commissioner Coyle to approve the appointment of an Assistant County Attorney I, John Mara, pursuant to NH RSA 7:33-f, as recommended by the County Attorney. Commissioner Tombarello seconded, voted both in favor.

- Position Posting: Legal Assistant I

Moved: Commissioner Coyle to approve the posting of a Legal Assistant I position. Commissioner Tombarello seconded, voted both in favor.

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

- Surplus Equipment Request

Moved: Commissioner Coyle to declare vehicle asset #9801250049 surplus, to be sold "as is" through the competitive bidding process, pursuant to NH RSA 28-8a, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded, voted both in favor.

Long Term Care Services – Steve Woods, Director

- LTC Letter

Steve presented a letter from a family member of a resident.

- 2016 LTC Rates

Moved: Commissioner Coyle to approve the 2016 private rate increases for the nursing center and assisted living facilities, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted both in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Surplus Equipment Request

Moved: Commissioner Coyle to declare the equipment listed in the High Sheriff's memorandum dated November 3, 2015 surplus equipment, to be disposed of accordingly by Engineering & Maintenance Services, pursuant to NH RSA 28-8a. Commissioner Tombarello seconded, voted both in favor.

IV. New Business

High Sheriff noted Riley's will not honor the RFP award because they are going out of business. Discussion ensued on a quote received that was less than Riley's bid. The Sheriff's Office will obtain more quotes in order to request a bid waiver.

Steve noted the memo and form had been completed for the donated earned time brought forth at last week's meeting.

Alison asked the Board for direction on the completion of the 2014 and 2015 HPI contracts. The Board was not in favor of retroactively signing contracts.

V. Old Business

- 2016 Holiday Schedule

Moved: Commissioner Coyle to approve the corrected 2016 Holiday Schedule and further to amend the vote from October 28, 2016 to authorize July 1, 2016 as a County holiday in lieu of the corrected date of November 8, 2016 for the Registry of Deeds and County Attorney's Office only. Commissioner Tombarello seconded, voted both in favor.

- Courthouse Lease amendment

Moved: Commissioner Coyle to approve the courthouse lease amendment with the Bureau of Court Facilities for the period of January 1, 2016 through April 30, 2016, at a monthly rate of \$14,954. Commissioner Tombarello seconded, voted both in favor.

Discussion ensued on the State refusing to do destructive testing. Jude will look into pricing for the County to conduct the testing itself.

VI. Reports continued

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner Coyle to approve and sign departmental warrants T150651, T150697, T150698, T150705, T150720, T150721, T150763, T150791, T150792, T150838, T150839, T150840, T150841, T150842, T150843, T150858, T150859 totaling \$547,062.32; departmental warrants entered by Finance T150837, T150878, T150880, T150881, T150882, T150883 totaling \$54,300.33; AP wire warrants T150764, T150834 totaling \$1,472,687.86; payroll warrants 1021VD, 1029SD, 1029VD, 1102MC, 1105SD, 1106MC totaling \$27,853.25; general ledger warrants GL15659, GL15660, GL15661, GL15662, GL15688, GL15694 totaling \$85,794.89, for a grand total to be approved of \$2,187,698.65. Commissioner Tombarello seconded, voted both in favor.

VII. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel

Moved: Commissioner Tombarello to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner Coyle seconded, voted both in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Michael Hureau, Darin Melanson, Alison Kivikoski, 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 both in favor.

Commissioner Tombarello declared a recess at 4:34pm to consult with legal counsel and attend the public hearing and Delegation meeting.

VIII. Reports continued

Commissioner Tombarello reconvened the meeting at 6:44pm. Commissioner St. James joined the meeting.

Finance Office – Charles Nickerson, Finance Director

- Bid Waiver Request: Workforce \$5,250

Moved: Commissioner Tombarello to approve a bid waiver to Workforce for \$5,250, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner Tombarello Commissioner Coyle seconded, voted all in favor. to approve Workforce Statement of Work 0251.003 and 0251.01, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director.

IX. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel

Moved: Commissioner Tombarello to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss personnel. Commissioner St. James seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Alison Kivikoski.

Alison Kivikoski left the meeting at 7:05pm.

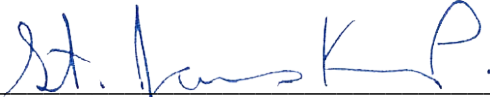
There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

X. Adjourn

Commissioner St. James moved to adjourn at 7:12pm. Commissioner Coyle seconded, voted all in favor.

Minutes of the second non-public session taken by Commissioner St. James and typed by Laura Collins.

All other minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by:  _____
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
November 18, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Patricia LaFrance, Deputy County Attorney
Brynda Poggi, County Attorney Office
Manager
Jude Gates, Director of Facilities, Planning,
& IT

Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Leslie Fabian, Nursing Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff

Also Present:

Frank Lemay
Jonathon Halle

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:31pm.

II. Reports

RFP Openings

- Adult Drug Court – Corrections

Commissioner St. James opened proposals from Keystone Hall and Seacoast Mental Health Center.

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

- Audit Services – Finance Office

Commissioner St. James opened proposals from Ron Beaulieu & Company, Ruth Mills, Melanson Heath and Robbin Grill.

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

RFP Awards

- RCAO Scanners – County Attorney's Office

Moved: Commissioner St. James to award the RCAO Scanners proposal to Ace Office Supplies in the amount of \$6,879.60, as recommended by the County Attorney. Commissioner Coyle seconded. Discussion ensued on whether Robin Bernier was consulted. It was confirmed she was. Voted all in favor.

- RCAO Computers – County Attorney's Office

Moved: Commissioner St. James to award the RCAO Computers to Y&S Technologies in the amount of \$13,430.20, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

- Bread Products – Long Term Care Services

Moved: Commissioner St. James to award the Bread Products proposal to Bimbo Bakeries for a period of two (2) years, in the amount of \$56,206 annually, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Soda Products – Long Term Care Services

Moved: Commissioner St. James to award the Soda Products proposal to PepsiCo for a period of two (2) years, in the amount of \$33,002.16 annually, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued on the price difference between this year's bid and last year. Steve Woods noted it was minimal. Voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense for the period ending November 15, 2015, in the amount of \$1,220,970.99. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 11/10

Moved: Commissioner St. James to approve the minutes of the November 10, 2015 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner St. James abstaining due to absence.

- New Hampshire Association of Counties Legislative Updates

Steve Woods provided a quick update on a managed care consultant contract.

Cathy Stacey noted she was discussing with Senator Bradley the bill about private partnership with the State and a private citizen to funnel all real estate closings. She also noted his intent was to split deeds to have a separate deed for a house and a separate deed for the land.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Long Term Care Services – Steve Woods, Director

- Position Posting

Moved: Commissioner St. James to approve the posting of an Accounting Clerk/Accounts Payable position. Commissioner Coyle seconded, voted all in favor.

- License Application

Moved: Commissioner St. James to approve the Ernest P. Barka Assisted Living Residential or Health Care License application, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

Registry of Deeds – Cathy Stacey, Register

- Surplus Equipment Request

Moved: Commissioner St. James to declare the equipment outlined in the Register of Deeds' memorandum dated November 6, 2015, as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Training Request

Moved: Commissioner St. James to approve an out of state training request, with all expenses paid by the Drug Enforcement Administration, for a Sheriff's Office employee. Commissioner Coyle seconded. Discussion ensued on the type of training. High Sheriff Hureau noted it was clandestine training. Further discussion ensued. Voted all in favor.

III. New Business

Alison noted due to the change of carriers, she has a lot of forms needed to get accounts set up. She also noted she has the stop loss application.

Alison said she had two areas of concern with Cigna to do with mandatory mail order and the stop loss. She discussed the concerns more specifically.

Moved: Commissioner St. James to approve the HPI run-out agreement, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

IV. Old Business

- Courthouse Lease Amendment

Moved: Commissioner Coyle to reconsider the Courthouse Lease Amendment vote taken on November 10, 2015, for the purpose of having all three Commissioners vote, at the request of Sarah Lineberry of the Bureau of Court Facilities. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner St. James to approve the courthouse lease amendment with the Bureau of Court Facilities for the period of January 1, 2016 through April 30, 2016, at a monthly rate of \$14,954. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on setting up the budget

Alison noted that HPI is not conceding to Schedule A or the risk agreement for 2014 and 2015 because the contracts are unsigned.

V. Public Comment

No public comments were received.

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) personnel – LTC

Moved: Commissioner Tombarello to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Chuck Nickerson, Alison Kivikoski, Steve Woods, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel – Sheriff's Office

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, High Sheriff Hureau, Major Darin Melanson, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

Chuck Nickerson left the meeting.

- Grievance Hearing Step III – Sheriff's Office (4:15pm)

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Rick Laughton, Erin Newman, Matt Steer, Richard Newman, Alison Kivikoski, High Sheriff Hureau, Major Darin Melanson, 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. Presentation on Fernald II / Blaisdell Refurb – Warrenstreet (4:45pm)

Frank Lemay and Jonathon Halle gave a presentation on the Fernald II and Blaisdell refurbishment plans.

VIII. Further business

Discussion ensued on the vacancies in the Finance Office.

Moved: Commissioner St. James to approve the posting of a Payroll Practitioner Senior position. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the grievance of the Sheriff's Office employee filed in the Commissioners Office on October 27, 2015. Commissioner Coyle seconded. Motion failed 0-3.

Moved: Commissioner St. James to approve the longevity payout for four Sheriff's Office employees, as discussed at the November 4, 2015 non-public session. Commissioner Coyle seconded, voted all in favor.

IX. Adjourn

Commissioner Coyle moved to adjourn at 6:06pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
November 24, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent

Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:33pm.

II. Reports

RFP Awards

- Waste Removal – Engineering & Maintenance Services

Moved: Commissioner St. James to award the Waste Removal proposal to G. Mello Disposal Corp for the period of January 1, 2016 through December 31, 2016, at the stated rates, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued on the rates. Voted all in favor.

- Laundry Chemicals – Long Term Care Services

Moved: Commissioner St. James to award the Laundry Chemicals proposal to Central Paper Products Co., for a period of two (2) years and an amount not to exceed \$27,000 annually, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued on pricing. Voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150652, T150653, T150699, T150706, T150793, T150845, T150847, T150849, T150850, T150851, T150860, T150861, T150862, T150863, T150864, T150870 totaling \$743,989.61; departmental warrants entered by Finance T150887, T150888, T150889, T150890, T150891, T150893, T150896, T150897, T150898 totaling \$43,601.97; AP wire warrant T150899 totaling \$7,516,250; payroll warrants 1112SD, 1112VD, 1119SD totaling \$11,891.74; general ledger warrants GL15726 totaling \$271.00 for a grand total to be approved of \$8,316,004.32. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 11/18

Moved: Commissioner St. James to approve the minutes of the November 18, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Position: Central Purchasing Agent

Alison noted discussion among department heads resulted in a consensus about a possible part-time position under E&MS. She noted they were looking to present something to the Board the second week of December.

- Legal Services Proposals

The Board will set up interviews with four of the law firms that submitted proposals.

- New Hampshire Association of Counties Legislative Updates

Steve Woods discussed the Assisted Living contract negotiations and work being done through Helms and Company. The Board approved him to engage counsel services for Rockingham County.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Corrections – Stephen Church, Corrections Superintendent

- Carroll County Housing Agreement

Moved: Commissioner St. James to approve an Agreement with Carroll County for female inmate housing, for an open-ended period, and at a per diem rate of \$57.50 per inmate, with medical expenses reimbursed to Carroll County, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Discussion ensued regarding transferring male inmates. Steve Church noted that was done by statute, not contract. Voted all in favor.

- Inmate Administrative Transfer

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated November 18, 2015. Commissioner Coyle seconded. Discussion ensued on the reason for the transfer. Voted all in favor.

- Keefe Commissary Agreement

Moved: Commissioner St. James to approve the Keefe Commissary Agreement, for a period of three (3) years, at no cost to the County, and authorize the Chair to sign all necessary documents, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Position Regrade: Administrative Assistant Sr

Steve Church noted the current position does not match the job description. Further discussion ensued on the county's pay plan. Alison noted it had not been addressed in 15 years. She noted the position would be more in line with other department's executive assistants.

Moved: Commissioner St. James to approve a regrade request for an Administrative Assistant Senior position, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Further discussion ensued. The motion was tabled until December 2, 2015.

Finance Office – Charles Nickerson, Finance Director

- Tyler Technologies Agreement Amendment

Item was tabled until December 2, 2015.

Human Resources – Alison Kivikoski, Human Resources Director

- Exception Request: PPP 6-4

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-4 for a Human Resources employee. Commissioner Tombarello seconded. Motion passed 2-1.

Long Term Care Services – Steve Woods, Director

- Insurance Modification Request

Steve Woods described the changes McKesson requested. Steve noted Primex's recommendation to have proof of the company's solvency and insurances. Steve noted McKesson had come back and stated it would be a somewhat complicated process to obtain the information. This item will be on a future agenda.

- Position Regrade: DNS

Discussion ensued on the job survey for the position. Alison stated the County is trailing behind by approximately 14% on the Director of Nursing position. Discussion ensued on the effective date for the changes. Steve noted the request is for January 1.

Moved: Commissioner St. James to approve a regrade request for the Director of Nursing Services position, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Position Regrade: Nurse Practitioner

Moved: Commissioner St. James to approve a regrade request for the Nursing Practitioner position, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Position Posting: Dispatch Operator

Moved: Commissioner St. James to approve the posting of a Dispatch Operator position. Commissioner Coyle seconded, voted all in favor.

- Exception Request: PPP 6-11

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-11 for a Sheriff's Office employee, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver: Eagle Point \$19,289.14

Moved: Commissioner St. James to approve a bid waiver to Eagle Point in the amount of \$19,289.14, as recommended by the High Sheriff. Commissioner Coyle seconded. Commissioner Coyle asked why this couldn't go back out to bid. High Sheriff Hureau noted there was not enough time to get the bids back before the need for purchase. Voted all in favor.

III. New Business

Alison noted there were approximately 50 missing open enrollment submissions, and approximately 8 late submissions. She recommended rolling over the dental plan for those that had elected it in 2015, but since the health plan provider was changing, she recommended not allowing the late/missing

enrollees to enroll in a health plan. She stated they could go to the marketplace, and the County would not be penalized. Discussion ensued on open enrollment notice requirements. Alison has asked Gallagher to check into the regulations.

Commissioner St. James thanked the HR department for stepping it up for open enrollment.

Steve Church noted he was meeting with Keystone Hall next week to discuss their ability to provide drug court services. Discussion ensued on the State's proposal about drug court funding.

Chuck Nickerson stated the JAG award funds had come in, and the reports have been cleaned up. The County has now received the funds from previous awards.

Commissioner Tombarello also noted he wanted to thank Kathy Nikitas for her 27 years of service to the County, as next week would be her last week.

Commissioner St. James noted Alison

Moved: Commissioner St. James to authorize the Finance Director and Human Resources Directors to obtain cell phones. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the authorized user agreement for NASPO ValuePoint for Alison Kivikoski and Chuck Nickerson, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

IV. Old Business

Laura noted Primex had recommended legal review of the Kashable Loan Program. The Board affirmed to send it for legal review.

Discussion ensued on the IEU lease and that none of the required documents had been received by them yet. A letter will be sent.

Commissioner Coyle noted his concerns about the Delegation's request to have the meeting about a performance audit in non-public session. Further discussion ensued, and the Board agreed to request the reason for the non-public from Representative Major.

Discussion about the Fernald/Blaisdell Refurbishment ensued. Commissioner Coyle noted he would be favor if there was a good way to finance it. Chuck noted some phases could be financed and others paid with a bond. Jude noted the next step would be to bring it to the Executive Committee. She will draft a memo.

V. Public Comment

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) compensation of personnel – Finance

Moved: Commissioner St. James to go into non-public session pursuant to NH 91-A:3 II (a) compensation of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Chuck Nickerson, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Alison Kivikoski, Steve Woods, and Laura Collins.

There being no further business to bring before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to seal the minutes of the first non-public session as disclosure could harm the reputation of an individual other than the public body itself. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 8-2.H.2 for a Finance Office employee. Commissioner Coyle seconded. Motion failed 0-3.

VII. Adjourn

Moved: Commissioner Tombarello to adjourn at 5:19pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
December 2, 2015 – 2:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Jayne Jackson, Corrections Office
Supervisor
Patricia LaFrance, Deputy County Attorney
Jude Gates, Director of Facilities, Planning,
& IT
Robin Bernier, IT Manager

Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff

Also Present:

Jim Reidy, SPB+G
Adrianna Grimes, Drummond Woodsum
Demetrio Aspiras, Drummond Woodsum
Matt Serge, Drummond Woodsum

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 2:33pm.

II. Legal Services – Firm Interviews (2:30-3:30pm)

- Drummond Woodsum

Demetrio Aspiras, Matt Serge, and Adrianna Grimes joined the meeting to discuss the legal services proposal and Drummond Woodsum's areas of expertise.

- Sheehan Phinney Bass + Green

Attorney Jim Reidy joined the meeting to discuss the legal services proposal.

III. Reports

RFP Openings

- Paper and Plastic Supplies – Corrections

Commissioner St. James opened proposals from All American Poly, Central Paper Products Co., Central Poly Corp, Geriatric Medical, McKesson, Shaheen Brothers, Supplyworks, Swish White River Ltd., and The O'Neil Co.

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

- Wound Vac & Air Mattress Supplies – Long Term Care

Commissioner St. James opened proposals from H and R Healthcare and Joerns Healthcare.

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

- Dispatch Console Replacement – Sheriff's Office

Commissioner St. James opened a proposal from Green Mountain Integrated Communications Solutions.

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

RFP Awards

- Audit Services – Finance

Moved: Commissioner St. James to award the Audit Services proposal for Financial Statements to Melanson Heath & Company for year ending December 31, 2015 in the amount of \$26,000, year ending December 31, 2016 in the amount of \$26,500, and year ending December 31, 2017 in the amount of \$27,000; for Single Audit to Melanson Heath & Company for year ending December 31, 2015 in the amount of \$3,300, year ending December 31, 2016 in the amount of \$3,400, and year ending December 31, 2017 in the amount of \$3,500; for Medicaid and Medicare Cost Reports to Howe Riley & Howe for year ending December 31, 2015 in the amount of \$7,500, year ending December 31, 2016 in the amount of \$7,675, and year ending December 31, 2017 in the amount of \$7,850, as recommended by the Finance Director. Commissioner Coyle seconded. Chuck will notify the Delegation of award. Voted all in favor.

- Nutritional Supplements & Tube Feeding Products – Long Term Care

Moved: to award the Nutritional Supplements & Tube Feeding Products to Geriatric Medical for a period of two (2) years, not to exceed \$35,000 annually, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense for the period ending November 29, 2015 in the amount of \$1,242,829.52. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 11/24

Moved: Commissioner St. James to approve the minutes of the November 24, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Division Directors Evaluations

Tabled.

- New Hampshire Association of Counties Legislative Updates

Steve Woods will be going to the Executive committee meeting Friday. Cathy Stacey stated there hasn't been word yet on the drug court funding. Discussion ensued on Rockingham County's drug court bills. Steve Woods provided an update on the assisted living contract negotiations.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted he met with Alison and they called Don Tyler on the salary survey which was last done over 15 years ago. He recommended budgeting for it in 2016.

Commissioner Coyle noted LTC received \$100,000 more from the Medicaid fund than was expected.

Commissioner Tombarello noted he was planning to do some pre-budget meetings with his departments.

Corrections – Stephen Church, Corrections Superintendent

- Inmate Admin Transfer

Moved: Commissioner St. James to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated November 23, 2015.

Commissioner Coyle seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Assistant County Attorney I Appointment

Moved: Commissioner St. James to approve the appointment of Colleen Laffin as an Assistant County Attorney I in accordance with NH RSA 7:33-f, as recommended by the County Attorney. Commissioner Coyle seconded. Commissioner Coyle asked why recent hires seemed to not have as much experience. Patricia LaFrance noted they were trying to balance the experience levels with keeping the budget in check. She also noted several of the more experienced attorneys were just moved up. Discussion ensued. Voted all in favor.

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

- First Choice Networks Agreement

Moved: Commissioner St. James to approve an Agreement with First Choice Networks, for the period of January 1, 2016 through December 31, 2018, in the amount of \$13,350 per month, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver: First Choice Networks \$5,850

Moved: Commissioner St. James to approve a bid waiver to First Choice Networks in the amount of \$5,850, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Jude noted the switch being replaced by FCN makes more sense since they will be servicing it. Voted all in favor.

- Long Distance Allocation – 2016

Moved: Commissioner St. James to approve the 2016 Long Distance department allocation, as provided by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver: Honeywell \$134,804

Moved: Commissioner St. James to approve a bid waiver to Honeywell for a period of three (3) years and a total amount of \$134,804, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Jude noted it was a sole source vendor. Voted all in favor.

- Honeywell Agreement

Moved: Commissioner St. James to approve an Agreement with Honeywell for the period of January 1, 2016 through December 31, 2018, in the amount of \$44,490 for 2016, \$44,490 for 2017, and \$45,824 for 2018, and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Finance Director

- Bid Waiver: Tyler Technologies

Moved: Commissioner St. James to approve a bid waiver to Tyler Technologies for a period of three (3) years and a total amount of \$393,316, as recommended by the Finance Director. Commissioner Coyle seconded. Chuck noted Tyler Technologies is a sole source vendor in order to provide maintenance and upgrades of WorkForce software. Voted all in favor.

- Tyler Technologies Agreement

Moved: Commissioner St. James to approve an Agreement with Tyler Technologies for the period of January 1, 2016 through December 31, 2018, for \$130,772 annually, and authorize the Chair to sign all necessary documents as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

- Archive Writer Lease Proposal

Tabled.

- Reimbursement Resolution

Tabled.

Human Resources – Alison Kivikoski, Human Resources Director

- Late/Missing Open Enrollment Forms

Alison discussed the employees with late or missing open enrollment forms, and her recommendations for either allowing additional time, rolling over benefits, or cancelling benefits. She asked the Board for direction on four individuals. The Board agreed the four individuals would not get benefits, and would need to come before the Board if they wanted an exception.

Long Term Care Services – Steve Woods, Director

- Pepsi Billing Agreement

Moved: Commissioner St. James to approve the Pepsi Billing Agreement, 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.

- Core Physicians Agreement Amendment

Moved: Commissioner St. James to approve an Agreement Amendment with Core Physicians with an effective date of January 1, 2016, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Property Lien

Discussion ensued on whether the property was still owned by the late resident. Cathy Stacey will look into it.

Moved: Commissioner St. James to place a lien on real property located at 27 Fox Point Road, Newington, New Hampshire, pursuant to NH RSA 166:20 for money owed to Rockingham County, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

IV. New Business

Steve Woods discussed a potential resident that would require an exception to the rate to move in, due to income ineligibility for Medicaid.

Moved: Commissioner St. James to approve a custom private rate for a long term care resident, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Steve Woods noted the 2016 Medicare rates are going up modestly, as well as the Medicaid rates.

Alison noted employees are having problems with their TASC accounts. Gallagher is working to get the coverage back in place through December 31.

Cathy Stacey noted if anyone was interested she had a folder inserter that was no longer in use.

Patricia LaFrance noted Steve Church did a great job testifying in a trial she had last week.

Discussion ensued on vehicles for County use.

Steve Church noted there was a Christmas party coming up at the jail.

Chuck noted they have processed a lot of the open enrollment paperwork.

V. Old Business

Alison discussed the legal review of the Kashable loan program and that they want to have a discussion with our legal counsel. The Board agreed she could set up the call with counsel.

Jude noted the status of the monitoring wells at the fire training site.

- Position Regrade: Administrative Assistant Sr

Tabled.

VI. Public Comment

No public comments received.

VII. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

- NH RSA 91-A:3 II (a) compensation of personnel – DOC

Moved: Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) compensation of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, Jayne Jackson, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

- NH RSA 91-A:3 II (a) compensation of personnel – Finance

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Chuck Nickerson, Alison Kivikoski, 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.

VIII. Adjourn

Commissioner Tombarello moved to adjourn at 6:06pm. 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 Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
December 7, 2015 – 2:00 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT
Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff

Also Present:

Representative Norman Major
Representative Mary Griffin
Representative Ken Weyler
Representative Walter Kolodziej
Representative Dave Welch
Cheryl Hurley, Delegation Coordinator
Monica Keiser, Hoefle Phoenix Gormley &
Roberts
Tim Phoenix, Hoefle Phoenix Gormley &
Roberts
Larry Gormley, Hoefle Phoenix Gormley &
Roberts
Biron Bedard, Ransmeier & Spellman
Paul MacDonald, Ransmeier & Spellman
Daniel Mullen, Ransmeier & Spellman

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 2:18pm.

II. Delegation Officers' Meeting (2:30-3:30p)

Representative Major asked the status of the personnel legal action currently in the Supreme Court. Discussion ensued on the status, as well as potential liability outcomes.

Discussion turned to the Delegation Officers' recommendation to have a finance performance audit done as a matter of good practice when a long-time financial director leaves. Representative Major noted it was their intention to recommend to the Executive Committee to have an audit performed with a 5 year lookback, and to pay for it out of the contingency fund. He further stated it would protect the finance office as well as the finance personnel in place, including the new director coming in.

Representative Weyler discussed more of the specific nature of the audit, and noted they were looking for the Board's support.

Discussion ensued on the difference between a performance audit and a financial audit. Commissioner Coyle noted he didn't believe the proposed RFP fit within the definition of the RSA. Further discussion ensued on ensuring the RFP defined the desired audit per the statutes.

Commissioner St. James noted his discussion with an audit firm that stated unless you're looking for something specific, a forensic audit is unnecessary.

Further discussion ensued on the need for the County Convention to approve such a performance audit. Representatives Major and Weyler stated the approval had been granted through a resolution. Further discussion ensued on the funding and the imminent end of the fiscal year.

Cathy Stacey asked the Delegation Officers to note pending legislation that will have a large impact on NH Deeds.

Commissioner Tombarello declared a recess at 3:02pm.

Commissioner Tombarello reconvened the meeting at 3:24pm.

III. Legal Services – Firm Interviews (3:30-4:30p)

Attorneys from the firm Hoefle Phoenix Gormley & Roberts joined the meeting to discuss their legal services proposal.

Attorneys from the firm Ransmeier & Spellman joined the meeting to discuss their legal services proposal.

IV. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Commissioner St. James to go into non-public session pursuant to NH RSA 91-A: II (a) compensation of personnel. Commissioner Coyle seconded, voted all in favor.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Laura Collins.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

V. Reports

RFP Openings

- Surplus Vehicle – Engineering & Maintenance Services (open / award)

Commissioner St. James opened proposals from Buster's Service Center, Henry Brown, HICO Development Inc., Westside Truck Equipment, Jon's Route 114 Auto Sales, and Epping Auto Salvage.

Moved: Commissioner St. James to award the F-350 (VIN#3146) surplus vehicle proposal to Jon's Route 114 Auto Sales in the amount of \$2,673. Commissioner Coyle seconded, voted all in favor.

- Cleaning Services – Registry of Deeds

Commissioner St. James opened proposals from C&M Cleaning, Richen Management, and S.J. Services.

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

RFP Awards

- Adult Drug Court – Corrections

Moved: Commissioner St. James to award the Adult Drug Court proposal to Keystone Hall, for the period of January 1, 2016 through December 31, 2016, in an amount not to exceed \$370,000, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner Coyle asked how it would be billed. Steve Church noted it would be billed monthly. The amount is based on 50 participants. Discussion ensued on the transition from Seacoast Mental Health Center. Further discussion ensued on budgeting for next year. Voted all in favor.

- Dispatch Console Replacement – Sheriff

Moved: Commissioner St. James to award the Dispatch Console Replacement proposal to Green Mountain Communications in the amount of \$314,785, as recommended by the High Sheriff.

Commissioner Coyle seconded, and asked how long it would take. High Sheriff Hureau stated it was quoted as being January or February. Voted all in favor.

RFP Rejection

- Dining Chairs – Long Term Care Services

Moved: Commissioner St. James to reject the Dining Chairs proposals and reissue the Dining Chairs Request for Proposal, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150654, T150655, T150700, T150707, T150794, T150795, T150854, T150855, T150856, T150865, T150866, T150871, T150901, T150902, T150903 totaling \$222,826; departmental warrants entered by Finance T150921, T150922, T150923, T150924, T150926, T150947, T150948 totaling \$76,827.97; AP wire warrants T150925 totaling \$1,497,707; payroll warrants 1125SD, 1130MC, 1203VD totaling \$12,779.84; general ledger warrants GL15708, GL15709, GL15710, GL15757, GL15758 totaling \$13,693.53, for a grand total to be approved of \$1,823,834.34. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 12/02

Moved: Commissioner St. James to approve the minutes of the December 2, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods and Commissioner Tombarello noted that Commissioner Toumpas will be done on January 9. Discussion ensued about the meeting the previous week, as well as drug court funding issues.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

County Attorney's Office – Patricia Conway, County Attorney

- ACA I Appointment

Moved: Commissioner St. James to approve the appointment of Brendan Cahalin as an Assistant County Attorney I in accordance with NH RSA 7:33-f, as recommended by the County Attorney. Commissioner Coyle seconded. Discussion ensued about the experience of the applicants. Voted all in favor.

Finance Office – Charles Nickerson, Finance Director

- Citibank Account: Cigna

Moved: Commissioner St. James to approve the opening of an account with Citibank for the sole use of paying 2016 self-insured Cigna health plan costs, with the Treasurer and Finance Director as authorized signers, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

- Primex Renewal

Moved: Commissioner St. James to approve the 2016 Primex Property and Liability Program renewal with a member contribution of \$402,835, and the 2016 Primex Unemployment Compensation Program renewal with a member contribution of \$87,043. Commissioner Coyle seconded. Discussion ensued on the amount of the increase as well competitors. Motion passed 2-1. The Board noted this would need to go out for bid for 2017.

Long Term Care Services – Steve Woods, Director

- MMDS Agreement Amendment

Moved: Commissioner St. James to approve an amendment to the Mobile Medical Diagnostic Services agreement, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Insurance Modification: McKesson

Moved: Commissioner St. James to approve the insurance requirement modification request provided by McKesson and reviewed by Primex, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- ReadyNurse Agreement

Moved: Commissioner St. James to amend the Medical Staffing Services award as voted on September 29, 2015 to include ReadyNurse, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve the ReadyNurse Staffing Agreement, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Steve Woods noted the annual Christmas buffet was next Wednesday.

VI. New Business

High Sheriff noted several dispatchers and local law enforcement officers would be receiving Steve Arkell challenge coins on December 9.

Chuck noted he was conducting some interviews for his open payroll position and per diem positions.

Cathy Stacey noted she would need authorization to vote in the annual HealthTrust meeting.

Moved: Commissioner St. James to authorize Cathy Stacey to vote at the annual HealthTrust meeting on behalf of Rockingham County. Commissioner Coyle seconded, voted all in favor.

VII. Old Business

Laura noted the Courthouse lease would need to be signed by January 1. It will be on the next agenda.

Alison discussed various ongoing issues with ACA and benefits, as well as hourly status of bailiffs. She noted she would have additional information next week. Alison provided an update on the individuals that were late or missing on open enrollment forms.

Jude discussed the biomass testing results, and noted they were under the limits, which would result in lower fees next year. She noted IEU would be having samples pulled tomorrow, and Jude would be present.

Commissioner Tombarello noted that the Board would be completing the evaluations for Steve Church, Jude Gates, and Steve Woods. The Board asked that Alison notify the Board of the Directors' evaluations at least a month before they are due.

VIII. Public Comment

No public comments were received.

IX. Budget Meeting: Registry of Deeds

Discussion ensued on the Registry of Deeds 2016 budget proposal.

X. Adjourn

Commissioner St. James moved to adjourn at 6:06pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
December 10, 2015 – 8:30 a.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Charles Nickerson, Finance Director
Sandy Buck, Treasurer
Steven Woods, LTC Director
Janice Demers, LTC Business Services
Director
Alison Kivikoski, HR Director
Jude Gates, Director of Facilities, Planning,
& IT
Robin Bernier, IT Manager
Michael Hureau, High Sheriff

Capt James Lussier
Lt. Kevin Walsh
Martha Breen, Office Manager
Katherin Mann, Executive Assistant
Patricia Conway, County Attorney
Brynda Poggi, Office Manager
Bethany Sylvester, Office Administrator
Pam McElroy, Legal Assistant
Stephen Church, Corrections
Superintendent
Major Dave Consentino, Asst Corrections
Superintendent
Jayne Jackson, Office Supervisor

I. Call to Order / Pledge of Allegiance

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

II. Departmental Budget Meetings

- Treasurer

Discussion ensued on the Treasurer's budget. He is proposing an increase in the postage. The increase in the lease for the postage meter was not in the previous budget, which resulted in the postage budget going over in 2015.

Moved: Commissioner Coyle to accept the Treasurer's budget as proposed. Commissioner St. James seconded, voted all in favor.

Sandy Buck noted the request for borrowing would be presented to the Executive Committee in January.

- Commissioners

Discussion ensued on the Commissioners budget. The Board questioned whether money should be added for hosting the NHAC conference in 2016. Commissioner Coyle stated a line should be added for the NHAC hosting with \$7,500.

Moved: Commissioner Coyle to approve the Commissioners budget as amended. Commissioner Tombarello seconded, voted all in favor.

- Grants

Discussion moved to the Grants budget. Chuck noted the JAG grants, and potential CDBG grants. Discussion ensued about budgeting for potential matching grants. The expense will be increased \$50,000 for potential matching grants. The revenue side will be \$1,500,000 and the expense side will be \$1,550,000.

Moved: Commissioner Coyle to approve the Grants budget as amended. Commissioner St. James seconded, voted all in favor.

- General Government

Discussion ensued on the General Government budget. Legal fees include anticipated the seven union contract negotiations anticipated in 2016. Discussion ensued on the increase in the insurance premium. The Board discussed the revenues in General Government. A brief discussion took place about NHAC dues. Chuck noted he had not heard back about next year's fees, but that they are disbursed throughout the departments. Commissioner Tombarello noted George Maglaras had told him there wouldn't be an increase. Discussion ensued about adding funds under Miscellaneous for escheat funds.

Moved: Commissioner Coyle to approve the General Government budget as amended. Commissioner St. James seconded, voted all in favor.

- Long Term Care Services

Discussion moved to the Long Term Care budget. Steve Woods noted the largest part of his budget is for the Fernald II renovations. Steve stated he recommends leaving the staffing expenses the same in case the project does not go through, as they would need to maintain the same level of staffing. Commissioner Coyle questioned why the revenues were down, and noted this would increase the tax bill by over \$1MM. Discussion ensued on the pro-share. The Board noted it was unlikely the renovations would begin in July. Steve noted the ramping down would begin in July, and that Jude Gates had stated renovations would likely begin in October. Commissioner recommended increasing anticipated pro-share and finding a way to decrease operating expenses by \$100,000. Therapy contract expenses could be decreased by \$100,000. Discussion ensued on the snack bar expenses.

Moved: Commissioner Coyle to approve the Long Term Care Services budget as amended, and with a follow-up. Commissioner St. James seconded, voted all in favor.

- Finance

Discussion moved to the Finance budget. Chuck discussed the Categorical Assistance numbers.

Moved: Commissioner Coyle to approve the Finance budget as proposed. Commissioner St. James seconded, voted all in favor.

Discussion ensued on the payroll staffing.

- Non-County Specials

Discussion ensued on the non-county specials. The Board agreed to propose level funding for RCCD, and \$10,000 for Child Advocacy. It was noted that IEU, Area Homemakers, and Adult Daycare did not apply for funding.

Moved: Commissioner Coyle to approve the Non-County Specials budget as amended. Commissioner St. James seconded, voted all in favor.

- Human Resources

Discussion moved to the Human Resources budget.

Commissioner Coyle noted HR was asking for a 22 percent increase. Alison noted they still needed furniture. She stated some of the chairs they bought in 2015 had already broken. She noted the salary survey was a significant cost, and that it had been 15 years since one had been completed in Rockingham County. She stated it would cost approximately \$30,000. Commissioner Coyle noted a survey had already been completed recently in Merrimack County, and that he couldn't support spending that much for a survey. Alison noted she could do the position analysis and ask Don Tyler to do the salary portion. The Board suggested allotting \$15,000 for the salary survey portion, and changing the line to \$20,000. Further discussion ensued on the increase in the Conferences/Training line. Commissioner Coyle suggested the line be moved down to \$7,500. Discussion ensued on the salary line. Alison noted she would be asking for a part time receptionist, which is not included in the salary proposal. The printing line should read \$800 instead of \$8,000.

Moved: Commissioner St. James moved to accept the Human Resources budget as amended. Commissioner Coyle seconded, voted all in favor.

- Engineering & Maintenance / IT / Projects

Discussion moved to the Engineering & Maintenance Budget. Jude noted her operating line was down, but the oil savings from the biomass plant was less due to the oil prices coming down so much. Commissioner Coyle asked about Capital Improvements. Jude noted it was for the Sheriff's security and alarms, and the water tank painting. The Board recommended putting Capital Improvements at \$600,000.

Discussion ensued on the IT budget. Robin noted it was due to a lot of consolidation from the departments.

Moved: Commissioner Coyle to approve the Engineering & Maintenance budget as amended. Commissioner St. James seconded, voted all in favor.

- Sheriff's Office

Discussion ensued on the Sheriff's budget. Commissioner Tombarello asked about the need for the pickup truck, and if a truck from maintenance could be used instead. The Sheriff will look at options. Further discussion ensued on cost of ammunition and tasers. Discussion ensued on the requested additional dispatcher, and the plans for dispatch growth to allow for more towns to participate. Discussion ensued on why the civil revenues were down. High Sheriff noted an increase in the e-filing and use of mail for small claims. Discussion moved to bailiffs and needing to plan to maintain part-time status. Lt. Walsh will provide a spreadsheet on the dispatch calls that support the request for an additional position.

- County Attorney's Office

Discussion ensued on the County Attorney budget. Bethany Sylvester noted her duties and why she had requested that Pat provide her assistance with entering case files. It was noted that the County Attorney's Office had lost two positions since 2011. Pam McElroy discussed the challenges the legal assistants had in keeping up with their workloads. Discussion ensued on the network switches and redundant backup in the equipment line. The County Attorney will coordinate with IT. Discussion ensued on Pat's proposed Lead Attorney/Attorney staffing structure. Commissioner Coyle noted he didn't agree with the yearly bumps, and believed it should be based more on merit, with Pat having the flexibility to pay within the scale.

- Corrections

Discussion ensued on the Drug Court funding. Steve Church noted he did not believe there would be growth of the full 50 participants the next year. The Board agreed to reduce drug court funding to \$300,000 and add \$50,000 in the revenue line for state reimbursement. Commissioner Coyle recommended putting the contracted services medical care back to \$1.7MM. Steve said they would look at the line. Discussion moved to the jail's fleet. Discussion ensued on the operating expenses that are actually funded by inmate funds. Steve noted he would like it shown in the budget because their operating budget is actually reduced, but the expenses funded by inmate funds makes it appear higher. Steve explained why the phone revenues were down. Discussion ensued on positions and salaries.

III. Adjourn

Commissioner Tombarello moved to adjourn at 2:22pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by:  _____
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
December 16, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Jude Gates, Director of Facilities, Planning,
& IT

Robin Bernier, IT Manager
Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff
Cathy Stacey, Register of Deeds

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:30pm.

II. Reports

RFP Openings

- Broda Chairs / Wheelchair Parts – Long Term Care Services

Commissioner St. James opened a proposal from Renmar Health Care Products.

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

- Dietary Equipment – Long Term Care Services

Commissioner St. James opened proposals from Alternative Sales Corporation, Cook's, Direct Supply, Douglas Equipment, Great Lakes Hotel Supply, HPC Foodservice, Kittredge Foodservice Equipment and Supplies, Sam Tell & Son, and Thompson & Little.

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

- Dining Chairs (reissue 2) – Long Term Care Services

Commissioner St. James opened proposals from Creative Office Pavilion, Direct Supply, Harbor Linen LLC, SBD Commercial Interiors, and WB Mason.

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

- Web Hosting – Registry of Deeds

Commissioner St. James opened proposals from Ethode, Fidlar Technologies, Info Quick Solutions, and Xerox Government Systems.

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

RFP Awards

- Legal Services – Commissioners Office

Discussion ensued on the proposals.

Moved: Commissioner St. James to award the Legal Services for Civil Matters proposal to Sheehan Phinney Bass + Green and Ransmeier & Spellman for the period of January 1, 2016 through December 31, 2017. Commissioner Coyle seconded, voted all in favor.

RFP Rejection

- Fuji AR-1000 Film Archive Writer – Registry of Deeds

Moved: Commissioner St. James to reject all proposals for the Fuji AR-1000 Film Archive Writer, as recommended by the Register of Deeds. Commissioner Coyle seconded. Discussion ensued on outsourcing the work as it was more cost effective. Voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve a payroll expense in the amount of \$1,348,886.01 for the period ending December 13, 2015. Commissioner Tombarello seconded. Motion passed 2-1. It was noted the Delegation did not send payroll approval.

- Approval of Minutes: 12/07, 12/10

Moved: Commissioner St. James to approve the minutes of the December 7, 2015 and December 10, 2015 Board of Commissioners meetings, as amended. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods reported there was no news out of the NHAC. Discussion ensued on the 2016 NHAC conference planning.

Cathy Stacey joined the meeting at 3:52pm.

Cathy noted she was waiting on a meeting regarding the Legislative Committee. Discussion ensued again on the NHAC conference.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Corrections – Stephen Church, Corrections Superintendent

- Exception Request PPP 6-4

Steve Church noted this was in relation to the regrade request he had rescinded a few weeks ago.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-4 for a Corrections employee, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Motion passed 2-1.

Finance Office – Charles Nickerson, Finance Director

- Formax Agreement

Moved: Commissioner St. James to approve an Agreement with Formax for a period of one (1) year in the amount of \$742, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

- Exception Request PPP 6-4

Moved: Commissioner St. James to approve a temporary exception to Personnel Policies and Procedures 6-4 for a Finance Employee, as recommended by the Finance Director and the Board of Commissioners. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Human Resources Director

- 2014 HPI Administrative Service Agreement

Moved: Commissioner St. James to retroactively approve the 2014 HealthPlans Inc Administrative Service Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Letter From Employee

Alison noted the reasons she was in favor of allowing an exception for the employee and that the employee had come forward with the paperwork.

Moved: Commissioner St. James to approve an exception to the Open Enrollment deadline for a Long Term Care employee. Commissioner Tombarello seconded. Commissioner St. James asked if the Board wanted the employee to come in to a meeting to explain missing the deadline. Discussion ensued. Motion passed 2-1.

Long Term Care Services – Steve Woods, Director

- Leave Without Pay Request

Alison discussed the request, and that she would not advocate keeping her benefits, and offering the employee on Cobra.

Moved: Commissioner St. James to approve a Leave Without Pay Request for a Long Term Care employee, with county portion of employee benefits not continued, Commissioner Coyle seconded, voted all in favor.

- Nice Letter (2)

Steve presented two letters from residents' family members complimenting the staff in LTC.

- 2016 Seacoast School of Technology Affiliation Agreement

Moved: Commissioner St. James to approve an Agreement with Seacoast School of Technology for 2016, 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.

- Regrade Request: Clerk Typist

Alison noted the employee is doing additional duties that don't fall within the scope of a Clerk Typist. Discuss ensued.

Moved: Commissioner St. James to approve a regrade of a Clerk Typist, Grade 31 position, slot QPT-01C1 to an Administrative Assistant, Grade 32 position. Commissioner Coyle seconded, voted all in favor.

- Title Change/Position Repurpose/Position Posting

Moved: Commissioner St. James to approve a retitle of an Administrative Assistant Senior, Grade 33 position, slot MFT-01AAS to a Social Worker I, Grade 33 position, and change the position from Part Time to Full time, effective March 1, 2016.

Moved: Commissioner St. James to approve the posting of a Social Worker I position on a per diem basis. Commissioner Coyle seconded, voted all in favor.

- Exception Request PPP 6-3

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Registry of Deeds – Cathy Stacey, Register

- Bid Waiver: Inception Technologies \$7,275

Cathy noted Inception Technologies was the lowest of all the quotes and it was in the budget.

Moved: Commissioner St. James to approve a bid waiver to Inception Technologies for \$7,275. Commissioner Coyle seconded. Motion failed 2-1.

Cathy noted if the surcharge money is not spent by the end of the year it goes into the general fund and cannot be shown as revenue.

Cathy noted they would be caroling the following day in the nursing home.

Sheriff's Office – Michael Hureau, High Sheriff

- Request for Additional Position

High Sheriff Hureau noted the increase in calls. Discussion ensued on effective dates, as well as the open position currently being interviewed for.

Commissioner Coyle noted he was inclined to vote no because he represents some larger towns that are not able to use the dispatch services. Discussion ensued.

Moved: Commissioner St. James to approve a request for an additional Dispatch Operator position, pending funding approval. Commissioner Coyle seconded. Motion passed 2-1.

III. New Business

Alison noted discussions about an issue with the 80/20 split with union employees at the jail and retained earnings. Chuck noted the refunds will be going out in the last payroll in December, and Alison noted a letter will be going out.

Chuck commended the payroll employees and others in Finance for their extra efforts in getting payroll out despite being short-staffed. He noted he did have an offer pending for the other payroll practitioner.

Steve Church presented pictures for work done by the Trustees in the Trustee Program. He also noted the jail has received its accreditation. Steve further noted discussion with Keystone Hall and their readiness to take over drug court. He noted some of the preparations Keystone had already made. Further discussion ensued. Commissioner St. James asked Steve to ensure any drug court equipment purchased by SMH was returned to the County.

IV. Old Business

- Courthouse Lease

Moved: Commissioner St. James to approve an Agreement for Use of Premises with the State of New Hampshire, for the period of May 1, 2016 through April 30, 2019, at a first year annual rate of \$181,249, second year annual rate of \$183,060, and third year annual rate of \$184,896. Commissioner Coyle seconded. Motion 2-1.

Commissioner St. James asked Cathy if anyone from the courthouse was on the Safety Committee. Cathy stated her staff wouldn't be attending.

Alison noted there were about 16 late evaluations remaining. She also noted compliance findings from Gallagher on the part-time bailiffs regarding benefits and benefit buy-outs. Discussion ensued.

V. Budget Follow-ups

Discussion ensued on the salaries and benefits, and updated budget proposals for the following departments:

- Commissioners Office
- Engineering & Maintenance Services
- Finance
- Human Resources

VI. Commissioners Non-Public Session (may be called at any time per NH RSA 91-A:3 II, a-e & g)

Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) to discuss Division Director evaluations.

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Alison Kivikoski.

Commissioner Coyle left the meeting at 6:10pm.

There being no further business to come before the Board in non-public session, Commissioner St. James moved to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

Moved: Commissioner Tombarello to seal the minutes of the December 16, 2015 non-public session as divulgence of the information likely would affect adversely the reputation of a person other than a member of the public body itself. Commissioner St. James seconded, voted all in favor.

VII. Adjourn

Commissioner St. James moved to adjourn at 6:45pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: St. James K.P.
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
December 23, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner St. James, Clerk
Stephen Church, Corrections
Superintendent
Jayne Jackson, Corrections Office
Supervisor
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning,
& IT

Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Janice Demers, LTC Fiscal Services
Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff
Major Darin Melanson
Katherin Mann, Executive Assistant

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:33pm.

II. Reports

RFP Awards

- Dining Chairs – Long Term Care Services

Moved: Commissioner St. James to award the Dining Chairs proposal to Direct Supply, for an amount not to exceed \$15,000, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Commissioner Tombarello noted he had received some positive feedback about the facilities and staff from residents and residents' family earlier in the day.

- Broda Chairs / Wheelchair Parts – Long Term Care Services

Moved: Commissioner St. James to award the Broda Chairs / Wheelchair Parts proposal to Renmar Health Care Products for the Broda Chairs only, in the amount of \$7,965, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Dietary Equipment – Long Term Care Services

Moved: to award the Dietary Equipment proposal to Douglas Equipment for \$2,524.73, Thompson & Little for \$3,845.48, Direct Supply for \$2,390.09, and Kittredge for \$6,537, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded. Commissioner St. James asked if Steve could re-evaluate the bid due to a local company being one of the bidders and close in price. The item was tabled until next week.

- Cleaning Services – Registry of Deeds

Moved: Commissioner St. James to award the Cleaning Services proposal to C&M Cleaning, for the period of January 1, 2016 through December 31, 2018, for an annual amount of \$19,470, as recommended by the Register of Deeds and County Attorney. Commissioner Tombarello seconded, voted all in favor.

Cathy Stacey joined the meeting at 3:42pm.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150701, T150708, T150796, T150867, T150906, T150907, T150908, T150909, T150911, T150927, T150928, T150943, T150957, T150967, T150968 totaling \$703,169; departmental warrants entered by Finance T150956, T150963, T150964, T150965, T150966, T150979, T150980, T150981, T150982, T150984, T150986, T150987, T150988, T150990, T150991, T150993 totaling \$33,746.89; AP wire warrants T150874, T150875, T150876, T150877, T150951, T150952, T150958, T150978 totaling \$346,557.72; payroll warrants 1203SD, 1204VD, 1207SD, 1217SD totaling \$11,386.51; general ledger warrants GL15703, GL15782, GL15810 totaling \$837, for a grand total to be approved of \$1,095,697.12. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 12/16

Moved: Commissioner St. James to approve the minutes of the December 16, 2015 Board of Commissioners meeting as amended. Commissioner Tombarello seconded, voted all in favor.

Commissioner Tombarello asked why the Registry of Deeds didn't want to have anyone attend the safety meetings. Cathy noted her office is too busy is to have a staff member come over for the meetings, especially when most of the discussions pertain to the complex. Further discussion ensued on the safety measures employed at the courthouse.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the meeting next Tuesday with Health and Human Services.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Corrections – Stephen Church, Corrections Superintendent

- Additional Position Request

Discussion ensued on the position request.

Moved: Commissioner St. James to approve the request for the addition of a Case Manager position in the Department of Corrections. Commissioner Tombarello seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Position Posting: Legal Assistant I

Moved: Commissioner St. James to approve the posting of a Legal Assistant I position. Commissioner Tombarello seconded, voted all in favor.

- RAO Computers Award Amendment

Moved: Commissioner St. James to amend the November 18, 2015 RAO Computers award to \$14,772.97, as recommended by the County Attorney. Commissioner Tombarello seconded, voted all in favor.

Finance Office – Charles Nickerson, Finance Director

- Title Applications

Chuck explained the incorrect titles that needed to be corrected.

Moved: Commissioner St. James to authorize the Finance Director to sign and submit applications for corrected vehicle titles, as necessary. Commissioner Tombarello seconded, voted all in favor.

- Melanson Heath Engagement Letter

Moved: Commissioner St. James to approve the Melanson Heath engagement letter for audit services in years ending December 31, 2015, 2016, and 2017, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

- Howe Riley & Howe Engagement Letter

Moved: Commissioner St. James to approve the Howe Riley & Howe engagement letter for audit services for the year ending December 31, 2015, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

Human Resources – Alison Kivikoski, Human Resources Director

- Cigna Acknowledgment Agreement

Moved: Commissioner St. James to approve the Cigna Self-Insured Client and Benefit Advisor Acknowledgement Form, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

- Additional Position Request

Moved: Commissioner St. James to approve the request for the addition of a part-time Administrative Assistant Senior position in the Human Resources department. Commissioner Tombarello seconded. Discussion ensued on why the position was titled Senior. Voted all in favor.

Long Term Care Services – Steve Woods, Director

- Position Posting: Housekeeping Aide III

Moved: Commissioner St. James to approve the posting of a Housekeeping Aide III position. Commissioner Tombarello seconded, voted all in favor.

- Custom Resident Rate

Steve Woods explained the request for the custom rate.

Moved: Commissioner St. James to approve a custom rate for a Long Term Care resident, as outlined in the Long Term Care Service Director's memorandum dated December 23, 2015. Commissioner Tombarello seconded. It was noted these requests are rare. Voted all in favor.

- Position Status/Title Change Request: Admin Asst

Alison Kivikoski discussed the requests.

Moved: Commissioner St. James to approve the change of position request for a part time Administrative Assistant, Grade 32, slot # NPT-01AA, to a full time Medical Biller, Grade 32. Commissioner Tombarello seconded, voted all in favor.

- Position Status/Title Change Request: Acct Clerk

Moved: Commissioner St. James to approve the change of position request for a full time Account Clerk, Grade 32, slot NFT-01AC, to a part time Account Clerk, Grade 32. Commissioner Tombarello seconded, voted all in favor.

- Article

A brief discussion ensued about an article regarding Epping Elementary School students singing at the nursing home.

III. New Business

Moved: Commissioner St. James to approve the posting of a Senior HR Generalist position. Commissioner Tombarello seconded, voted all in favor.

IV. Old Business

Alison Kivikoski gave an update on the part-time bailiff benefits/opt-out issue. She noted the County was not required to offer the buy-out and recommended not offering it. Commissioner Tombarello and St. James concurred. Further discussion ensued on the Cadillac Tax being postponed to 2020.

Alison provided an update on the Kashable loan program.

Chuck Nickerson noted the preliminary budget numbers are complete. He also noted for the departments that retro payments would be made for raises that could not be made in the final 2015 payroll.

Discussion ensued on DOL wage claims.

V. Public Comment

No public comments received.

VI. Budget Follow-ups/Reviews

High Sheriff Hureau, Major Melanson, and Katherin Mann joined the meeting.

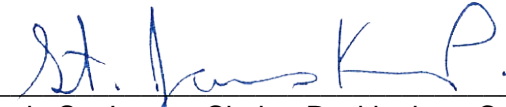
Discussion ensued on the following department budgets:

- Registry of Deeds
- County Attorney
- Sheriff
- Corrections
- Long Term Care

VII. Adjourn

Commissioner Tombarello moved to adjourn at 5:25pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: 
Kevin St. James, Clerk – Rockingham County Commissioners



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
December 30, 2015 – 3:30 p.m.

Present:

Commissioner Tombarello, Chair
Commissioner Coyle, Vice Chair
Commissioner St. James, Clerk
Patricia Conway, County Attorney
Jude Gates, Director of Facilities, Planning, & IT

Charles Nickerson, Finance Director
Alison Kivikoski, HR Director
Steven Woods, LTC Director
Cathy Stacey, Register of Deeds
Michael Hureau, High Sheriff
Major Darin Melanson, Deputy Sheriff

I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:32pm.

II. Reports

RFP Awards

- Wound Vac & Air Mattress Rentals – Long Term Care Services

Moved: Commissioner St. James to award the Wound Vac & Air Mattress Rentals proposal for a period of three (3) years to H & R Healthcare for wound care rentals, at the stated rates not to exceed \$20,000 annually, and to Joerns for mattress rentals, at the stated rates not to exceed \$10,000 annually, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued on leasing versus buying. Voted all in favor.

- Web Hosting – Registry of Deeds

Moved: Commissioner St. James to award the Web Hosting proposal to Fidlar Technologies for the period of January 1, 2016 through December 31, 2016 in the amount of \$60,000, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve line item transfers in the amounts of \$1,200 and \$2,200 for the Registry of Deeds. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a payroll expense for the period ending December 27, 2015 in the amount of \$1,230,874.86. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 12/23

Moved: Commissioner St. James to approve the minutes of the December 23, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, motion passed 2-0 with Commissioner Coyle abstaining due to absence.

- New Hampshire Association of Counties Legislative Updates

Steve Woods gave an update on the incoming DHHS Commissioner. Cathy Stacey stated her meeting with the Dupont group has been moved. She gave a further update on the proposed bill regarding land titles.

- NHAC Executive Director request

The Board agreed they would like the new Executive Director to come to some of the BOC meetings.

- Commissioner Liaison Updates
 - Commissioner Tombarello: E&MS, Registry of Deeds, Sheriff
 - Commissioner Coyle: County Attorney, Finance, Long Term Care
 - Commissioner St. James: Corrections, Delegation, HR

Commissioner St. James noted Representative Major had been hospitalized over the holidays. He also noted the Trustee Program information and pictures is on the website.

Human Resources – Alison Kivikoski, Human Resources Director

- NEDD Contract Application

Moved: Commissioner St. James to approve the Northeast Delta Dental Contract Application for 2016, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- NEDD Admin Services Agreement

Moved: Commissioner St. James to approve the Northeast Delta Dental Administrative Services Agreement for 2016, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steve Woods, Director

- CarePlus Agreement

Moved: Commissioner St. James to approve an agreement with CarePlus for a period of three (3) years, at a transport base rate of \$197.60 and per mile rate of \$6.11, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Compassionate Care Hospice Agreement

Moved: Commissioner St. James to approve the Compassionate Care Hospice Agreement for the period of September 9, 2015 through September 8, 2016, and authorize the Chair to sign all necessary documents having already completed legal and risk reviews, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Special Use Permit Extension

Moved: Commissioner St. James to approve the Special Use Permit Agreement extension for Warner Hill, Derry, NH, for a period of three (3) years, at a cost of \$1,000 per year, and authorize the High Sheriff to send a written request for the extension to the Division of Forests and Lands, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

III. New Business

- USI Excess Worker's Compensation Renewal (Finance)

Chuck discussed the insurance and need for it. Discussion ensued on the lack of bid process that had existed in the past.

Moved: Commissioner St. James to approve the USI Excess Worker's Compensation renewal for 2016, with a premium amount of \$76,997, with excess worker's compensation insurance to go out for bid for 2017, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Coyle seconded, motion passed 2-1.

Alison discussed a contractual issue with evidence of insurability regarding correctional officers. She asked to have the agreement walked in.

Moved: Commissioner St. James to approve the Symetra Administrative Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Alison discussed an updated weather emergency notification procedure. She has a memo for the weather emergency on December 28 that will be submitted for the next meeting.

High Sheriff noted they have hired someone for the open dispatcher position, and they are down to two candidates for the Deputy Sheriff position. Commissioner Tombarello discussed the Sheriff's lull forklift.

IV. Old Business

- Primex (Finance)

Moved: Commissioner St. James to hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its Membership Agreement as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of membership. The coverage provided by Primex³ in any year of membership shall be as then set forth in the Coverage Documents of Primex³. Commissioner Coyle seconded. It was noted it was the same language as prior years. Voted all in favor.

- Dietary Equipment Award (LTC)

Moved: Commissioner St. James to award the Dietary Equipment proposal to Douglas Equipment for \$2,524.73, Thompson & Little for \$3,845.48, Direct Supply for \$2,390.09, and Kittredge for \$6,537, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor. Commissioner St. James thanked Steve Woods and Patty Asmund for their due diligence.

Jude Gates noted IEU called that the water test results came back good. They will have keys by the end of the week. Jude noted Cheryl Hurley had indicated the renovations will be discussed at the public hearing on the budget. Further discussion ensued on providing tours to representatives. Jude noted the fire pump has been shipped but is not here yet.

V. Public Comment

No public comments received.

VI. 2016 Budget Reviews

Discussion ensued on the budget proposal and tax rate. Steve Woods will look into further ways to reduce his budget. Further discussion ensued on the Delegation budget. Commissioner Tombarello will call Cheryl and ask for some of the reps to discuss their budget proposal with the Board as no backup information had been provided for the proposed numbers.

VII. Adjourn

Commissioner St. James left the meeting at 4:30pm. Commissioner Coyle moved to adjourn at 4:43pm. Commissioner Tombarello seconded, voted all in favor.

Minutes taken and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by: St. James K.P.
Kevin St. James, Clerk – Rockingham County Commissioners