



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 6, 2016 – 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  
Nancy Lang, Worker's Comp Coordinator  
Brenda Chasse, HR Generalist Sr.

## I. Call to Order / Pledge of Allegiance

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

## II. Reports

### RFP Awards

- Paper & Plastic Supplies – Corrections

Moved: Commissioner St. James to award the Paper & Plastic Supplies proposal to Central Paper Products Co. for one (1) year, in an amount not to exceed \$50,000, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Discussion ensued on other paper and plastic RFPs. 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 T150709, T150797, T150913, T150916, T150917, T150929, T150946, T150960, T150969, T150970, T150971, T150996 totaling \$261,016.05; departmental warrants entered by Finance T150992, T151039 totaling \$5,861.92; AP wire warrants T160013, T151040 totaling \$1,537,764.35; payroll warrants 1228SD, 1231MC, 1231SD totaling \$3,959.03; general ledger warrants GL15660, GL15836, GL15837, GL15838, GL15839 totaling \$53,866.01 for a grand total to be approved of \$1,862,467.36. Commissioner Coyle seconded. Commissioner Tombarello noted the Delegation approved paying 2016 expenses today. Voted all in favor.

Moved: Commissioner St. James to authorize the Finance Office to process 2016 payments for claims, administrative fees, and/or premiums to Health Plans Inc., Cigna, Comp-SIGMA Lts (the Lawson Group), Delta Dental, NCEU Health Welfare Fund, AmWins, and Northern New England Benefit Trust as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a line item transfer in the amount of \$2,000 for the County Attorney's office. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve a line item transfer in the amount of \$11,500 for the Engineering & Maintenance Services department. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 12/30

Moved: Commissioner St. James to approve the minutes of the December 30, 2015 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods discussed the meeting with DHHS from Monday. The State is looking to leverage the losses of all the county homes to access federal funds and bring them back them to the state, to be used similarly to grants. Further discussion ensued.

Commissioner Tombarello noted Ron White would be attending a future 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 introduced Brenda Chasse. He noted a meeting with Merrimack County tomorrow on the NHAC Conference. Discussion ensued.

Discussion ensued on an assisted living resident's family member's request to mount a tv to the wall.

Commissioner Tombarello noted he did the yearly inspection of the jail. He also noted he'd be doing a short tv promo with Jude tomorrow on the biomass plant. Jude noted the fire pump still had not arrived.

#### Corrections – Stephen Church, Corrections Superintendent

- Exception Request: PPP 16-1, 16-2, 16-4

Alison discussed the background of the request.

Moved: Commissioner St. James to approve an exception to Personnel Policies and Procedures 16-1, 16-2, and 16-4 for a Department of Corrections employee. Commissioner Coyle seconded. Motion failed 0-3.

- Strafford County Agreement

Moved: Commissioner St. James to approve an intergovernmental service agreement with Stafford County, for the period of January 17, 2016 until termination per agreement terms, at the per diem rate of \$57.50 per inmate per day, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Regrade/Retitle Request – Mental Health Supervisor

Steve Church provided the background on the request, and noted it was in his proposed budget already.

Moved: Commissioner St. James to approve a collective bargaining position regrade for a Mental Health Counselor, slot 1FT-01MHC, to Mental Health Supervisor. Commissioner Coyle seconded, voted all in favor.

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

- RFP Award Rescind: Concrete Repairs

Moved: Commissioner St. James to rescind the jail sally port portion of the December 3, 2014 Concrete Demolition & Replacement proposal award to Bob Frizzell, and reissue the RFP, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor. Discussion ensued on the details of the RFP.

- Regrade/Retitle Request: Purchasing Coordinator

Alison discussed the regrade and the additional position. It was noted these had been included in the proposed budgets.

Moved: Commissioner St. James to approve a regrade for the Production Inventory Control position, grade 33, slot GFT-01PIC, to Purchasing Coordinator, grade 34. Commissioner Coyle seconded. Motion passed 2-1.

- Additional Position Request: Material/Inventory Control Clerk

Moved: Commissioner St. James to approve an additional position request for a part time Material/Inventory Control Clerk, grade 32. Commissioner Coyle seconded. Motion passed 2-1.

#### Human Resources – Alison Kivikoski, Human Resources Director

- Cigna Stop Loss Confidentiality Agreement

Moved: Commissioner St. James to approve the Cigna Stop Loss Confidentiality Agreement, effective January 1, 2016, and authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Weather Emergency (12/29/2015)

Alison noted there was a question regarding Sheriff's deputies. Alison will adjust the memo and send it out again.

Moved: Commissioner St. James to declare a weather emergency from 6:00am to 6:00pm on December 29, 2015, with essential employees who reported to work within one hour of their scheduled shifts to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5. Commissioner Coyle seconded, voted all in favor.

#### Long Term Care Services – Steve Woods, Director

- Lamprey Healthcare Agreement Amendment

Moved: Commissioner St. James to approve an amendment to the Lamprey Healthcare Agreement, with a decrease in retainer to \$15,600, and execute all necessary documents having completed risk review, 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 the Personnel Policies and Procedures 6-3 for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor.

- Wescom Solutions – PointClickCare Agreement

Moved: Commissioner St. James to approve the PointClickCare Service Agreement with Wescom Solutions, for a period of three (3) years, in an amount not to exceed \$40,000 annually, and authorize the Chair to sign all necessary documents pending legal and risk reviews, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Leave with Pay Request

Alison discussed the employee would be using earned time. The request was made for additional days to cover a potential need.

Moved: Commissioner St. James to approve a leave with pay request, with County portion of benefits to continue, for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor.

### III. New Business

Chuck noted the Melanson Heath auditors were here working on the 2015 audit. Discussion ensued on pension liability being required on financial statements starting this year.

Jude noted that PSNH gave approximately \$14,000 in rebates for energy projects the County had done. She noted there would be an additional \$2,500-\$3,000 for the LED lighting.

### IV. 2016 Budget Review

Commissioner Tombarello noted the Delegation has agreed to lower their proposed contingency line by \$80,000. Chuck provided an overview on the final numbers.

### 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 – Corrections

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 Church, Alison Kivikoski, and Laura Collins.

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

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Nancy Lang, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (c) reputation of others

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

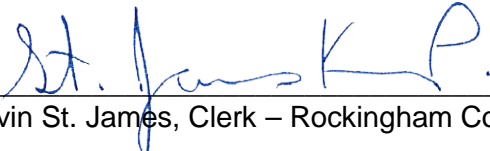
There being no further business to come before the Board in non-public session, Commissioner Tombarello to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

### VII. Adjourn

Discussion ensued on the budget.

Commissioner Coyle 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  
January 13, 2016 – 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  
Brenda Chasse, HR Generalist  
Steven Woods, LTC Director

## I. Call to Order / Pledge of Allegiance

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

## 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 \$1,243,239.11 for the period ending January 10, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 1/6

Moved: Commissioner St. James to approve the minutes of the January 6, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Dates / BOC Meeting Week of Sept 12

Commissioner St. James updated the Board that September 21-23 works better for the conference. There will be no meeting the week of September 12 due to the State primary. Commissioner St. James noted he is looking for conference committee volunteers. Discussion ensued on the speakers and presentations.

- New Hampshire Association of Counties Legislative Updates

Steve Church noted he testified on a bill regarding prisoners allowed to vote via absentee ballots. Commissioner Tombarello noted there was a bill that went to the House today to extend the age limit for Sheriff.

- 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

Discussion ensued on the biomass plant promo video. Commissioner St. James noted Keystone would be leasing property in Kingston for Drug Court. Steve Church noted Keystone is already making favorable impressions. He noted they were also looking to have a satellite office in Derry. Further discussion ensued.

Discussion ensued on an inmate arrest incident. Commissioner Tombarello asked about the xray machine for the jail.

### Corrections – Stephen Church, Corrections Superintendent

- Hobart Service Agreement

Moved: Commissioner St. James to approve the Hobart Service Agreement for the period of January 2, 2016 through January 1, 2017, in the amount of \$3,341, and authorize the Chair to sign all necessary documents, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

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

- RFP Award Amendment – Curvature

Moved: Commissioner St. James to amend the October 3, 2015 Network Switch proposal award to \$27,057, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Coyle seconded, voted all in favor. It was noted the original award amount of \$27,050 was due to a typo.

### Long Term Care Services – Steve Woods, Director

- Position Posting: Recreation Aide I

Moved: Commissioner St. James to approve the posting of a part time Recreation Aide I 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 a Long Term Care employee. 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 January 7, 2016, 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.

- Fidlar Technologies Agreement

Moved: Commissioner St. James to approve the Fidlar Technologies Agreement for the period of January 1, 2016 through December 31, 2016, in the amount of \$60,000, and authorize the Chair to sign all necessary documents, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

### **III. New Business**

Brenda Chasse noted that Alison wanted permission to accept the terms of jobsinnh.com. The Board granted permission.

Chuck noted the budget had gone out to the Towns and State Reps. Laura noted discussion had taken place with Bob Felder who would be bringing a CDBG proposal later in the year for an affordable housing project.

#### **IV. Old Business**

Jude noted the fire pump is still in transit. She also noted the outside security is being upgraded on the facility. Commissioner Tombarello believes the duties are becoming excessive for the receptionist position, and the County will need to look at the position down the road. Commissioner Tombarello noted the issue with Area Homecare had been resolved.

Discussion ensued on legal services.

- Legal Services

Moved: Commissioner St. James to approve and sign the Sheehan Phinney Bass + Green engagement letter for legal services, at the stated rates, for the period of January 1, 2016 through December 31, 2017. Commissioner Coyle seconded, voted all in favor.

Moved: Commissioner St. James to approve and sign the Ransmeier & Spellman engagement letter for legal services, at the stated rates, for the period of January 1, 2016 through December 31, 2017. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the legal budget.

Chuck noted the reimbursements can be filed now for the HSA accounts through Benefit Strategies. Commissioner St. James discussed the HSA issue with the union and the requested meeting.

Moved: Commissioner St. James to fully fund the County portion of the HSA accounts in the January 28, 2016 payroll. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the budget subcommittee meeting schedule.

#### **V. Public Comment**

No public comments received.

#### **VI. Adjourn**

Commissioner Tombarello moved to adjourn at 4:51pm. 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  
January 19, 2016 – 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  
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

## I. Call to Order / Pledge of Allegiance

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

Commissioner Tombarello noted the Bureau of Court Facilities will be conducting additional testing at the courthouse. Commissioner Tombarello noted he had smelled the mold himself at the Registry of Deeds budget meeting last week.

## II. Reports

### RFP Openings

- Telephone System Upgrade – Engineering & Maintenance Services

Commissioner St. James opened proposals from BayRing Communications, BotnayBay Technology, Carousel Industries of N.A. Inc., Integration Partners, New England Communications, and Optima Communications.

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.

### Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 1/13

Moved: Commissioner St. James to approve the minutes of the January 13, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

No 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

Commissioner Tombarello noted he and Steve Woods had told Leslie Fabian the 2015 annual report would be dedicated to her.



Corrections – Stephen Church, Corrections Superintendent

- PrimeCare Medical Agreement

Moved: Commissioner St. James to approve and sign the Comprehensive Health Services Agreement with PrimeCare Medical for the period of January 1, 2016 through December 31, 2018 at the stated rates, with the option for two (2) additional one (1) year periods, having already completed legal and risk review, 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 30-B:21 as outlined and recommended in the Superintendent's report dated January 12, 2016. Commissioner Coyle seconded, voted all in favor.

- Keystone Hall Agreement

Moved: Commissioner St. James to approve an Agreement with Keystone Hall for the period of January 1, 2016 through December 31, 2016, for an amount not to exceed \$370,000, 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.

County Attorney's Office – Patricia Conway, County Attorney

- Legal Assistant I (Plaistow) Job Description

Discussion ensued on the job description.

Moved: Commissioner St. James to approve the Legal Assistant I (Plaistow) job description. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Finance Director

- 2015 Write-offs

Discussion ensued on the write-offs, and why some of them were as old as 2010.

Moved: Commissioner St. James to approve the 2015 Long Term Care, Sheriff's Office, Department of Corrections, County Attorney's Office, Engineering & Maintenance Services, Commissioners' Office, and Finance Office write-offs in the amount of \$87,509.48. Commissioner Coyle seconded, voted all in favor.

Pat Conway noted Chief Kane had retired from Exeter.

Sheriff's Office – Michael Hureau, High Sheriff

- Equitable Sharing Agreement and Certification

High Sheriff Hureau noted the funds have been rated, so it was unlikely money would be coming.

Moved: Commissioner St. James to approve the 2015 Equitable Sharing Report for the Sheriff's Office, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded. Discussion ensued on why the Sheriff's Office was listed as the Finance contact. Major Melanson noted it was because the books are kept at the Sheriff's Office, so if

there was a question they would be able to answer it. The Finance contact will be changed to Chuck Nickerson. 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 T150710, T150798, T150930, T150972, T150998, T150999, T151014, T151016, T151028, T160019, T160042, T160052, T160062, T160074, T160075, T160084 totaling \$521,002.69; departmental warrants entered by Finance T151042, T151043, T151044, T151045, T160094, T160095, T160096, T160108 totaling \$622,879.02; AP wire warrants T150958, T151041 totaling \$361,974.72; payroll warrants 0104ST, 0107SD, 0108MC, 0114VD, 0113ST, 0115MC totaling \$21,022.93; general ledger warrants GL15765, GL15766, GL15767, GL15800, GL15801, GL15802, GL15803, GL15804, GL15805, GL15806, GL15847, GL15849, GL15874, GL15875, GL15876 totaling \$930,356.40, for a grand total to be approved of \$2,457,235.76. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the limits for needing transfer requests.

Moved: Commissioner St. James to approve a line item transfer request in the amount of \$300 for the County Attorney's Office. Commissioner Coyle seconded, voted all in favor.

**III. New Business**

Alison thanked Jude for being her mentor for the leadership seminar.

**IV. Old Business**

Alison asked for confirmation that Linda Stickley's evaluation date would remain the same. The Board confirmed.

Alison noted Cigna would not budge on changing the language in the agreement. The Board gave her permission to have the attorneys speak directly.

Chuck noted concerns about funding the HSA at the new amount versus the old amount before the passing of the budget. The difference could be up to about \$20,000. The Board confirmed that Chuck should pay the new amount.

Commissioner St. James discussed the claims the Board had agreed to pay. Chuck will coordinate with Jim Reidy on the claims.

**V. Reports continued**

Long Term Care Services – Steve Woods, Director

- Separation Agreement

Moved: Commissioner St. James to approve a Separation Agreement between Rockingham County and a Long Term Care employee, effective December 31, 2015. Commissioner Coyle seconded, voted all in favor.

- Leave Without Pay Request

Alison discussed the request. It was noted the County portion of benefits would continue.

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 Coyle seconded, voted all in favor.

- Exception Request: RN Assignment as Nursing Supervisor Pay Policy

Steve Woods discussed the exception request and pay policy.

Moved: Commissioner St. James to approve an exception to the RN Assignment as Nursing Supervisor Pay Policy for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Commissioner Tombarello asked if the 15 percent was the set amount. Steve noted that has been the amount. Discussion ensued. Voted all in favor.

**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

Moved: Commissioner St. James 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, Pat Conway, Chuck Nickerson, Alison Kivikoski, and Laura Collins.

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

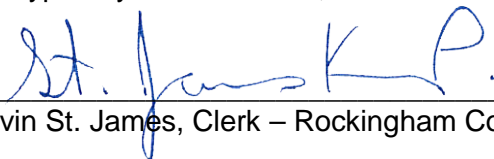
Those present were Commissioner Tombarello, Commissioner Coyle, and Commissioner St. James.

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

**VIII. Adjourn**

Commissioner St. James moved to adjourn at 5:20pm. 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  
January 21, 2016 – 6:00 p.m.

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order 6:30pm. No business was brought before the Board. Discussion ensued on the budget.

Commissioner Tombarello declared a recess at 6:50pm to attend the Public Hearing on the proposed budget.

## II. Public Hearing on 2016 Proposed Budget (Hilton Auditorium, 7:00pm)

Commissioner Tombarello reconvened the meeting at 9:30pm.

## III. Adjourn

Commissioner St. James moved to adjourn at 9:30pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken by Commissioner Tombarello 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 27, 2016 – 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

## I. Call to Order / Pledge of Allegiance

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

Commissioner Tombarello asked everyone to observe a moment of silence for Officer Matt Moore from the Hampstead police department.

## 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 \$1,234,161.53 for the period ending January 24, 2016. Commissioner Coyle seconded, voted all in favor.

### Registry of Deeds – Cathy Stacey, Register

- Donnegan Systems Service Agreement

Moved: Commissioner St. James to approve the Donnegan Systems Service Agreement for the period of January 20, 2016 through January 19, 2017, in the amount of \$750, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

Cathy gave the Board an update on the mold issue at the courthouse and the continued air quality problems. She noted the visit from the State's firm and also the ongoing testing from Desmarais Environmental. Further discussion ensued.

### Sheriff's Office – Michael Hureau, High Sheriff

Sheriff Hureau noted the Sheriff's Office would be covering for the Town of Hampstead to allow them to attend Officer Matt Moore's ceremony.

### Commissioners Office continued – Thomas Tombarello, Chair

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

Moved: Commissioner St. James to approve and sign departmental warrants T150709, T150797, T150913, T150916, T150917, T150929, T150946, T150960, T150969, T150970, T150971, T150996 totaling \$261,016.05; departmental warrants entered by Finance T150992, T151039 totaling \$5,861.91; AP wire warrants T151040, T160013 totaling \$1,537,764.35; payroll warrants 1228SD, 1231MC, 1231SD totaling \$3,959.03; general ledger warrants GL15660, GL15836, GL15837, GL15838,

GL15839 totaling \$53,866.01, for a grand total to be approved of \$1,862,467.36. Commissioner Coyle seconded. Discussion ensued on the general ledger expenses. Chuck noted the majority is 2015 expenses. Motion passed 2-0 with Commissioner Coyle abstaining.

- Approval of Minutes: 1/19

Moved: Commissioner St. James to approve the minutes of the January 19, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Cathy gave the Board an update on proposed bills involving Registries of Deeds and Probate. She also noted her election to Chairperson of the HealthTrust Board of Directors.

Steve Woods discussed the meeting he attended with most of the county home administrators on Medicaid Managed Care.

- 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 Non-County Specials Subcommittee gave \$80,000 to Area Homecare, \$5,000 to IEU, and added \$10,000 to Conservation District above last year's amount. Commissioner St. James asked who was responsible for having refreshments at the subcommittee meetings. Laura noted the Commissioners Office doesn't schedule the Delegation subcommittee meetings, and requested refreshments would be coordinated by the Delegation Coordinator.

Commissioner Coyle noted the Long Term Care subcommittee meeting went very well.

Commissioner St. James noted Newington Fire Department has been complaining about their pagers, so the Sheriff sent Josh Mann with equipment to test the system. It was shown that it wasn't the County's equipment, but that an antenna needed to be mounted at roof-level of the building. The same test will be conducted in Rye. Discussion ensued on the towns' technology.

Commissioner Tombarello noted the Sheriff's subcommittee meeting went well.

#### County Attorney's Office – Patricia Conway, County Attorney

- Position Posting: Legal Assistant I (Plaistow)

Discussion ensued on the additional position request for the position. It will be on next week's agenda.

Moved: Commissioner St. James to approve the posting of a Legal Assistant I (Plaistow) position. Commissioner Coyle seconded, voted all in favor.

#### Human Resources, Alison Kivikoski, Director

- Records Retention

Alison described the storage area in the basement of the HR building. She noted the RSA requires personnel records be kept for 50 plus years. She noted the area is a safety hazard and currently the files are blocking an area E&MS will need access to for the fiber optic phone system. She would like to close the office, aside from one person at the front desk, in March in order to have the staff go down and pull all the files and organize them. Discussion ensued on the County's storage space. Further

discussion ensued on scanning and retention requirements. Commissioner St. James asked Pat Conway to find out what should be done with the historical juvenile criminal records left from Human Services. The Board gave approval to Alison, and recommended budgeting next year for some additional fireproof file cabinets.

#### Long Term Care Services – Steven Woods, Director

- Recreational Aide I Job Description

Discussion ensued on whether job descriptions needed to be submitted before the Board. Commissioner Coyle noted he would want to see them for new positions but not necessarily for routine updates. The Board agreed they would only want to see job descriptions for regrades and new positions, going forward.

- Reclassification of Special Efforts Funds

Moved: Commissioner St. James to approve the movement of AMDC funds in Special Fund Account 23000000-10120-25006 to Efforts funds in Special Fund Account 23000000-10120-25011. Commissioner Coyle seconded. Motion passed 2-1.

- Granite State Health Plan Disclosure

Moved: Commissioner St. James to approve the Granite State Health Plan Disclosure 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.

- Position Posting: Nursing Supervisor

Moved: Commissioner St. James to approve the posting of a Nursing Supervisor position. Commissioner Coyle seconded, voted all in favor.

- Nursing Facility Services Agreement

Moved: Commissioner St. James to approve the Beacon Hospice Agreement for the period of January 1, 2016 through December 31, 2016, and authorize the Chair to sign all necessary documents pending legal and risk reviews, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Patient Dialysis Services Agreement

Moved: Commissioner St. James to approve the Exeter Dialysis Services Agreement for the period of January 1, 2016 through December 31, 2016, 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.

### **III. New Business**

Alison noted there is a new hire LNA who turned in benefit paperwork one day after the deadline. Alison told the employee that an exception would have to be approved by the Board in order to get benefits. It was noted the employee was now out on a worker's comp claim.

Chuck noted W-2s were processed, and anyone out on leave or inactive will receive them in the mail. All others will be attached to the pay advice or paycheck. Discussion ensued on hiring within the Finance Office.

Chuck also noted the WorkForce upgrade is underway. The go-live date is February 12. Testing will be conducted in the coming weeks. Further discussion ensued. Chuck noted there would be more advanced reporting as well. It was noted the upgrades will help throughout the departments.

**IV. Old Business**

Alison discussed sending the Kashable loan program agreement through the DOL for vetting. Alison provided an update on the status of the Tandem Care reward program.

Steve Woods provided an update on the GI infection in the nursing home.

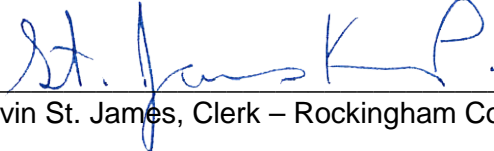
**V. Public Comment**

No public comments received.

**VI. 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  
February 2, 2016 – 3:30pm

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  
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 Openings

- Jail Rooftop Exhaust Fans – Engineering & Maintenance Services

Commissioner St. James opened proposals from Buckley Associates, F.W. Webb, and Global Equipment.

**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.

### Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner St. James to approve and sign departmental warrants T160021, T160043, T160053, T160054, T160076, T160077, T160078, T160079, T160080, T160085, T160101 totaling \$277,495.25; departmental warrants entered by Finance T160017, T160123, T160124 totaling \$25,879.06; payroll warrants 0107VD, 0121DR, 0128DR totaling \$2,722.04; general ledger warrants GL16026 totaling \$260.00, for a grand total to be approved of \$306,356.35. Commissioner Coyle seconded, voted all in favor.

Chuck noted the line transfer is due to not being able to know what the allocation swing for categorical assistance is until the end of the year.

**Moved:** Commissioner St. James to approve a line item transfer request in the amount of \$110,843 for the Finance Office. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 1/21, 1/27

**Moved:** Commissioner St. James to approve the minutes of the January 21, 2016 and January 27, 2016 Board of Commissioner meetings. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted there are a few healthcare related bills going through the legislative 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

Commissioner St. James noted Rep Major was present at the Delegation subcommittee meeting. He briefed the Board on the discussion, and that the Delegation removed \$40,000 from their audit line. He also noted that the HR budget went through subcommittee well.

Discussion ensued on the grants budget.

Commissioner Coyle noted the nursing home is in the middle of the State survey.

Commissioner Tombarello noted the ongoing union negotiations.

Commissioner St. James noted the Jail subcommittee added \$9,000 for electronic monitoring. He also noted negotiations with the corrections union.

Commissioner Tombarello noted Deeds took four more air samples and returned them to Desmarais.

County Attorney's Office – Patricia Conway, County Attorney

- Additional Position Request

**Moved:** Commissioner St. James to approve an additional position request for a part-time Legal Assistant I position, Grade 32, for the Plaistow District Court contract. Commissioner Coyle seconded, voted all in favor.

- VOCA Award Amendment

**Moved:** Commissioner St. James to amend the August 12, 2015 vote to accept the VOCA Grant Award (2016016) in the amount of \$35,000, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded. It was noted it had gone up from \$30,000. Voted all in favor.

- Equitable Sharing Reports

**Moved:** Commissioner St. James to approve the 2015 Equitable Sharing Reports for the County Attorney's Office, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- Retitle Request / Job Description: Accounting Manager

Chuck discussed the position retitle.

**Moved:** Commissioner St. James to approve a retitle and updated job description of the Deputy Finance Officer position to Accounting Manager, Grade 37, position listing FFT-01DF0. Commissioner Coyle seconded, voted all in favor.

- Position Posting: Accounting Manager

**Moved:** Commissioner St. James to approve the posting of the Accounting Manager position. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Prime Time Healthcare Staffing Agreement

**Moved:** Commissioner St. James to amend the September 29, 2015 Medical Staffing award to include Prime Time Healthcare, and approve an Agreement with Prime Time Healthcare for an indefinite period, at the stated rates, and authorize the Chair to sign all necessary documents pending legal and risk review as required, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Exception Request: PPP 6-15

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-15 for the Sheriff's Office Union employees, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

**III. New Business**

Steve Woods noted the group that did the 2015 fireworks has approached about doing the 2016 fireworks on July 3. Steve will submit a memo for next week's agenda.

Jude provided an update on the fire pump.

Commissioner Coyle asked about the Delegation payroll and holiday time worked.

**IV. Old Business**

Jude noted the RFP went out today for the long term care renovations architectural engineering services.

Steve Woods noted the four units that were closed are now open.

Alison noted two of the HR staff are going to UNH day, and will be discussion nursing openings and partnering going forward.

Chuck provided an update on the WorkForce upgrade.

Commissioner Tombarello noted the Department of Labor will be coming in Thursday. Alison noted a worker's comp claim has gone to the DOL.

**V. Public Comment**

No public comments received.

**VI. Commissioners Non-Public Session**

- NH RSA 91-A:3 II (a) compensation of personnel – Sheriff's Office

**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.

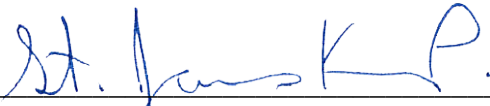
Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Darin Melanson, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

**Moved:** Commissioner St. James moved to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

**VII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 4:45pm. 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 10, 2016 – 3:30pm

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

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:40pm.

## II. Reports

### RFP Awards

- Jail Rooftop Exhaust Fans

**Moved:** Commissioner St. James to award the Jail Rooftop Exhaust Fans proposal to Buckley Associates, in the amount of \$7,340, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Commissioner St. James asked if it was the same company that did the fans for E block. Jude noted it was not the same vendor. Further discussion ensued. Voted all in favor.

### Commissioners Office – Thomas Tombarello, Chair

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

Chuck was asked to follow up on the holiday pay in the Delegation payroll.

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,177,064.48 for the period ending February 7, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 2/2

**Moved:** Commissioner St. James to approve the minutes of the February 2, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- 2016 NHAC Conference Update

Discussion ensued on the NHAC Conference planning.

- New Hampshire Association of Counties Legislative Updates

It was noted the NHAC meetings had been rescheduled from February 5 to February 12.

- 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 5 year LTC Medicaid cost report was done and was successful. Steve Woods noted Janice received compliments on the midnight census.

Commissioner Tombarello noted the good job done by Maintenance on the snow plowing. He noted the dispatcher union negotiations are moving along. Commissioner Tombarello also noted issues with computer switching in Sandown, but that it was being resolved.

Finance Office – Charles Nickerson, Director

- Position Posting: Accounting Officer

Chuck noted that the Accounting Officer had transitioned to the Payroll Practitioner position.

**Moved:** Commissioner St. James to approve the posting of an Accounting Officer position. Commissioner Coyle seconded, voted all in favor.

Human Resources, Alison Kivikoski, Director

- Cigna Administrative Services Agreement

**Moved:** Commissioner St. James to approve the Cigna Administrative Services Agreement, effective January 1, 2016, and authorize the Chair to sign all necessary documents pending risk and legal reviews as necessary, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- 2016 Fireworks

Commissioner St. James discussed the fundraising efforts for the fireworks. Further discussion ensued on the liability.

**Moved:** Commissioner St. James to approve the use of County property for a public fireworks display by the Town of Brentwood on July 3, 2016. Commissioner Coyle seconded, voted all in favor.

- Leave without Pay Request

Discussion ensued on the procedure for submitting leave without pay requests, additional position requests, and regrades. The Board concurred that future leave requests, additional positions requests, and regrades will be submitted to HR by the Directors, and HR will then submit these items for the agenda under the HR department. A memo will be sent to all Directors and Elected Officials with the new procedure.

**Moved:** Commissioner St. James to approve a leave without pay request for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor.

**III. New Business**

- Weather Emergency (2)

**Moved:** Commissioner St. James to approve the weather emergency declarations for February 5, 2016 and February 8, 2016, in accordance with Personnel Policies and Procedures 7-5. Commissioner Coyle seconded. Discussion ensued on how many employees were affected. Voted all in favor.

**IV. Old Business**

- Prime Time Healthcare Agreement

Discussion ensued whether to send the agreement to legal based on the risk review. Commissioner Coyle noted he had read the agreement and didn't think it needed to go to legal counsel. Primex is working directly with the vendor. The Board agreed it will not go for legal review.

Steve Church noted there was an Academy graduation on March 4. He also noted there would be a news story on the jail by the NH Chronicle on February 11.

Alison provided an update on benefits for NCEU retirees.

Chuck noted Workforce would be upgraded this Friday, and noted the website and kiosks wouldn't be running from 8am to 2pm, but the time clocks would be running. He also noted all of the subcommittee meetings were complete, except for the revenue subcommittee. He noted the revenue subcommittee wanted to look at the Deeds revenues again. Further discussion ensued.

Jude informed the Board that the site visit for the architectural RFP occurred today. She noted there were nine firms that attended. She discussed putting the piggery demolition out to RFP within the next few weeks.

Jude noted it would be March for the firepump.

Alison informed the Board she had made an offer for the open HR position, and hopes to have the person on board later in the month. She further discussed other positions in the County.

#### V. Public Comment

No public comments received.

#### VI. Commissioners Office Update

Laura provided an update on ongoing and proposed projects in the Commissioners Office.

#### VII. Commissioners Non-Public Session

- 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) compensation of personnel. Commissioner Coyle seconded, voted all in favor.

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

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

#### VIII. Adjourn

**Moved:** Commissioner St. James to adjourn at 6:01pm. 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 17, 2016 – 3:30pm

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  
Major Darin Melanson, Deputy Sheriff

Also Present:

Ron White, NHAC Executive Director

## I. Call to Order / Pledge of Allegiance

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

## 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 T160044, T160045, T160055, T160056, T160063, T160064, T160081, T160082, T160086, T160104, T160112, T160141, T160142, T160144 totaling \$526,850.68; departmental warrants entered by Finance T160136, T160137, T160138, T160150, T160151, T160152, T160153, T160154, T160157, T160158, T160159 totaling \$28,437.66; AP wire warrants T160135 totaling \$1,497,707; payroll warrants 0201DR, 0204DR, 0211DR totaling \$9,678.65; general ledger warrants GL16025, GL16058, GL16059, GL16060 totaling \$1,096.50 for a grand total to be approved of \$2,063,770.49. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 2/10

**Moved:** Commissioner St. James to approve the minutes of the February 10, 2016 Board of Commissioners meeting. Commissioner Tombarello 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 St. James noted Keystone Hall was approved to open a facility in Kingston. He noted a discussion with Judge Wageling regarding an alternate location that had been suggested by a realtor for drug court. It was noted the location included a daycare.

Commissioner Tombarello noted the fire pump was at the County. He also noted the latest report from the State on the air quality at the courthouse.

### Corrections – Stephen Church, Superintendent

- Training Request



**Moved:** Commissioner St. James to approve a training request for a Securus Tour of Tech Center in Dallas, Texas for two Corrections employees and one Engineering and Maintenance Services employee, at no cost to the County, as recommended by the Corrections Superintendent and the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Granite State Health Plan Agreement

The agreements will go to legal counsel for review.

**Moved:** Commissioner St. James to approve the Granite State Health Plan Agreement for a period of one (1) year, and authorize the Chair to sign all necessary documents pending legal and risk reviews as necessary, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Well Sense Health Plan Agreement

**Moved:** Commissioner St. James to approve the Well Sense Health Plan New Hampshire Medicaid Provider Agreement, and authorize the Chair to sign all necessary documents pending legal and risk reviews as necessary, as recommended by the Long Term Care Services Director. Commissioner Tombarello 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 Tombarello seconded, voted all in favor.

Registry of Deeds – Cathy Ann Stacey, Register

Cathy noted her concern with the revenue subcommittee adding \$400,000 to her revenue line, given the volatile market. Discussion ensued.

- Donnegan Systems Service Agreement

**Moved:** Commissioner St. James to approve an Agreement with Donnegan Systems for the period of February 20, 2016 through February 19, 2017, in the amount of \$650, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner Tombarello seconded, voted all in favor.

Cathy noted she had been elected as Chair of the Board for HealthTrust. She provided an update on ongoing legislation.

**III. New Business**

Steve briefed the Board that the State is working on the issue of ensuring assisted living units are not considered institutions, and affecting Medicaid income for the nursing homes.

Jude provided a brief update on current and planned projects.

Steve Church noted the NH Chronicle had also visited the nursing home.

Chuck noted the Workforce upgrade was completed and the bugs are being worked out.

Commissioner Coyle joined the meeting at 3:57pm.

Chuck noted the auditors would be here the following week. He also provided an update on the holiday pay with the Delegation Coordinator. He also noted payroll was looking into whether the earned time hours had been accruing at the correct rate.

#### IV. Reports

##### Human Resources, Alison Kivikoski, Director

- Additional Position Request: Legal Assistant I

**Moved:** Commissioner St. James to approve an additional position request for a Legal Assistant I. Commissioner Coyle seconded, voted all in favor.

- Additional Position Request: Legal Assistant I / File Intake

**Moved:** Commissioner St. James to approve an additional position request for a Legal Assistant I / File Intake. Commissioner Coyle seconded, voted all in favor.

#### V. Old Business

Commissioner St. James noted that Pat had stated the State is interested in having the old human services files.

#### VI. Reports

- New Hampshire Association of Counties

Ron White, the Executive Director of the New Hampshire Association of Counties noted as the new Executive Director he was working on reaching out to all of the counties. He noted the relationship needed to be driven by the counties as to how much they wanted to engage with NHAC. He noted other relationships he was working on strengthening, such as NACO.

Discussion ensued on the NHAC conference planning. Ron also noted he wanted the counties to feel free to reach out if there were any other events they wanted the association to be part of.

He noted the role of Executive Director had changed, with lobbying outsourced to Dupont, and Medicaid/Nursing Home issues being outsourced to Helms & Company.

Further discussion ensued on Medicaid expansion.

Ron addressed some of the concerns that had been relayed to him regarding the NHAC. He also noted they were looking to get the budget passed at the March 4 meeting. He discussed he was looking into utilizing technology for meeting participation.

Commissioner St. James commented on what he believed was a divisive vote regarding counties running their own correctional officers academies. Ron discussed the reasons for the vote, the history of the issues, and the statutes involved. Further discussion ensued.

Discussion ensued on the direction of NH counties, and NHAC's focus going forward.

Discussion ensued on further engaging the Sheriff's and County Attorney's affiliates. He also noted there would also be a County Administrators affiliate, and discussion would be needed on how counties without administrators would be represented.

- Town/City Forum Agenda

Tabled until next meeting.

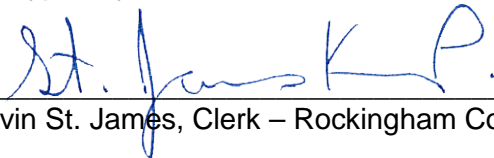
**VII. Public Comment**

No public comments received.

**VIII. Adjourn**

Commissioner Coyle moved to adjourn at 4:57pm. 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  
Chairman's Office  
119 North Road ~ Brentwood, New Hampshire  
February 19, 2016 – 9:00am

Present:

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair

**I. Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 9:10am.

Discussion ensued on the agenda deadline and that some Division Directors were requesting it be moved to Friday mornings. Laura noted her concerns with changing the deadline and the reasons for it being Thursdays at 3pm.

Laura noted Alison had asked if an employee requesting an exception for getting benefits needed to be present at the meeting. Commissioners Tombarello and Coyle agreed the employee did not need to attend the meeting.

Discussion ensued on the 2015 municipal services information provided by the departments.


**II. Executive Committee Meeting – Hilton Auditorium 9:30am**

**III. Adjourn**

Commissioner Tombarello moved to adjourn at 11:13am. 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 24, 2016 – 3:45pm

## 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  
Michael Hureau, High Sheriff

## **I. Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 3:45pm.

## **II. Reports**

### RFP Openings

- Elevator Repairs – Engineering and Maintenance Services

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

**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.

- Architectural/Engineering Services – Engineering and Maintenance Services

Commissioner St. James opened proposals from Corzilius Matuszewski Krause Architects, DeStefano Architects, JSA, and Warrenstreet.

**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.

### 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 21, 2016, in the amount of \$1,187,403.27. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes

**Moved:** Commissioner St. James to approve the minutes of the February 17, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Scheduling of Grievance Hearing

Discussion ensued on whether the complaint was grievable. The hearing will be scheduled for March 9.

- Town/City Forum Agenda

The forum will be scheduled for April 27. The agenda will include dispatch services and municipal services. The agenda will be discussed in further detail next meeting.

- NHAC Conference Planning Update

Alison gave an update on the conference planning. Commissioner Tombarello requested that Colonel Quinn be contacted about speaking. Further discussion ensued about the dinner cruise.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted Ron White had brought up the County needing to have a representative on the new County Administrator affiliate. The Board appointed Chuck Nickerson.

- 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

- Exception Request PPP 16-1, 16-2; CBA

Steve Church deferred to Alison to explain the exception request. It was noted the employee had not attended any of the mandatory open enrollment sessions. Commissioner Coyle asked Steve if he had any insight on the matter. Steve noted he didn't have any insight, but that he would like to see the employee's children have insurance. Further discussion ensued about available benefit alternatives available to the employee.

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 16-1 and 16-2, and to the NCEU Local 118 Collective Bargaining Agreement for Corrections Officers, Article XXII – 22.2 for a Corrections employee. Commissioner Coyle seconded. Motion failed 0-3.

- Inmate Administrative Transfer

Steve discussed the inmate 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 February 17, 2016. Commissioner Coyle seconded. Commissioner Tombarello discussed the statute about inmate transfers. Voted all in favor.

#### Finance – Charles Nickerson, Director

- Bid Waiver: Nyhart \$5,800

Chuck noted Nyhart had provided the services for the past three years.

**Moved:** Commissioner St. James to approve a bid waiver to Nyhart in the amount of \$5,800, for the preparation of the 2015 GASB 45 report, as recommended by the Finance Director. Commissioner Coyle seconded. Commissioner St. James noted that Nyhart was one of four vendors that bid in 2012. He stated it was one of the more expensive and he thinks it should go back out to bid. Commissioner Coyle asked Chuck why he was asking for a bid waiver. Chuck noted they had provided very good services and were able to meet the deadline required by the State. Discussion ensued on the State deadline. Commissioner Coyle noted he would prefer to approve the bid waiver this year and send it out to bid the next year in order to ensure it was done on time. Commissioner St. James said he was against it. Chuck noted he will need to ask for an extension from the State of New Hampshire. Motion failed 2-1.

- Authorization of Administrator Accounts

**Moved:** Commissioner St. James to designate Charles Nickerson as System for Award Management (SAM) Entity Administrator for Rockingham County, and to remove Theresa Young, former Finance Director, as Entity Administrator and point of contact for Rockingham County, and to authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

#### Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver: First Choice Networks \$8,280

Sheriff Hureau noted the urgency of the work needed, the quotes provided by the vendors, and that First Choice Networks is also the County's current IT consultant. Discussion ensued on the work to be completed.

**Moved:** Commissioner St. James to approve a bid waiver to First Choice Networks in the amount of \$8,280 for the replacement of two network switches, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

### III. New Business

Jude noted there was an oil delivery overfill. It was over 25 gallons and was reported to the State.

Alison discussed dietary staffing issues on behalf of Steve Woods and Patty Asmund. She asked the Board if Patty could post an internal promotion posting. The Board affirmed.

Alison noted the annual minimum usage notification will go out with this week's payroll. She further explained many of the dietary staff are not being able to use their earned time. Discussion ensued about likely exception requests for the time they aren't able to use. Commissioner St. James asked why Patty was slow to hire within the department. Alison stated the applicants haven't matched the criteria and time availability. Further discussion ensued. Commissioner Tombarello noted there was a high ratio of inmates working in dietary. Discussion ensued on staffing of the snack bar.

Sheriff Hureau noted they had made a conditional offer for the deputy position, to potentially start on March 2.

Chuck noted NHRS is going to be auditing the County this year.

Commissioner Tombarello noted he was considering having Laura attend division director meetings for the benefit of the Board, and that he would bring it up the following week. He also noted he had been asked about changing the agenda submission deadline and discussed the reasons why it would not be changing. He noted that items deemed detrimental to the County can be walked in.

The meeting next week will be changed to March 1.

### IV. Public Comment

No public comments were received.

**V. Adjourn**

Commissioner St. James moved to adjourn at 4:56pm. 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 1, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff  
Cathy Stacey, Register of Deeds

## Also Present

Representatives from Garelick and Hood

## I. Call to Order / Pledge of Allegiance

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

## II. Reports

### RFP Openings

- Task Force Sexual Offender Services – Corrections

Laura noted one proposal had come in for Task Force Sexual Offender Services, but that it had not been marked RFP anywhere on the envelope and was opened with regular mail. Laura noted she resealed the envelope immediately upon seeing that it was an RFP. Commissioner St. James opened a proposal from David Cantagallo.

**Moved:** Commissioner St. James to accept the bid from David Cantagallo. Commissioner Coyle 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.

- Concrete Demolition/Replacement – Engineering & Maintenance Services

Commissioner St. James opened proposals from C.P. McDonough Construction, Charles Construction Company, David M. Allen Masonry, ECS Construction Services, Pellowe Construction LLC, and RHEMA.

**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.

- Coffee – Long Term Care

Commissioner St. James opened proposals from Aramark Refreshments and Donahue Brothers.

**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.

- Milk & Dairy Products – Long Term Care

Commissioner St. James opened proposals from

**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

- Elevator Repairs – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Elevator Repairs proposal to Stanley Elevator Company, in the amount of \$9,699, as recommended by the Director of Facilities, Planning, and IT. Commissioner Coyle seconded. Jude described the repairs to be done in the Blaisdell building elevators. 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 T160046, T160057, T160058, T160065, T160066, T160083, T160087, T160114, T160145, T160148, T160162, T160163, T160165, T160176 totaling \$450,648.85; departmental warrants entered by Finance T160180, T160181, T160182 totaling \$3,909.59; payroll warrants 0217VD, 0218DR, 0218MC, 0221DR, 0225DR totaling \$13,403.29; general ledger warrants GL16088, GL16089, GL16090, GL16099, GL16100, GL16101, GL16103, GL16104, GL16105, GL16106 totaling \$304,305.50, for a grand total to be approved of \$772,267.23. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 2/19, 2/24

**Moved:** Commissioner St. James to approve the minutes of the February 19, 2016 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-1 with Commissioner St. James abstaining due to absence.

**Moved:** Commissioner St. James to approve the minutes of the February 24, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Town/City Forum Agenda

Tabled until next week.

- NHAC Conference Planning Update

Alison noted she was trying to set up a meeting with the Chamber of Commerce in Portsmouth about possible contributions to the conference.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted the meeting on Friday, and that Judge Nadeau would be in attendance. Commissioner St. James also noted there would be a class graduating from the Academy.

- 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 article about a Rockingham County CO winning the MTV Battle of the Bloodlines. Commissioner Tombarello mentioned the Chronicle story on Corrections and on Long Term Care.

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer

Steve explained the background of the transfer, that the inmate had been rejected for transfer from another county, and that the inmate was then transferred to the State prison.

**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 19, 2016. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Training/Conference Request

**Moved:** Commissioner St. James to approve an out of state conference request for the Human Resources Director, at an approximate cost of \$4,000 for registration, transportation, accommodations, and meals. Commissioner Tombarello seconded. Commissioner Tombarello noted he had talked with Alison about the request. He noted his concern with the amount of money but did say that it had been included in the budget meetings. Alison described her certifications and boards she was on, as well as the credits required to remain certified. She noted the conference is geared only towards HR, and that credits must be approved by the HR institute. Commissioner Coyle noted he was opposed because it was half of the HR training budget, for one person, and also noted that it was taxpayer money. Further discussion ensued. Commissioner St. James stated the Board had wanted professional development for the directors. Commissioner Tombarello asked what the implications of not getting the credits would be. Alison noted she would lose her certification and would not be willing to go through it again because of the difficulty in process. It was asked what other county HR directors do to earn credits for certifications. Commissioner St. James and Alison stated they did not believe she should be held to comparison of other county HR directors. Voted, motion failed 1-2.

Long Term Care Services – Steven Woods, Director

- Tufts Health Plan Provider Agreement

**Moved:** Commissioner St. James to approve the Tufts Health Plan Allied Health Services Provider Agreement for the period of January 1, 2016 through December 31, 2016, and authorize the Chair to sign all necessary documents pending risk review and legal review as necessary, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

Steve Woods noted the movie that was produced by some of the residents. They had a private viewing, and there will be public viewings in the coming days.

Commissioner St. James noted the resolution for the Delegation meeting regarding adult medical daycare. Further discussion ensued about the costs associated with re-opening the adult medical daycare, as well as competing with private businesses in the area.

Cathy Stacey asked about the air quality discussions. Discussion ensued on the last report from Desmarais recommending an investigation into the HVAC system. Commissioner Tombarello will contact Sarah Lineberry.

Jude noted the firepump is in. She also noted the engineers will be finishing in E-block soon.

Commissioner St. James noted he went to the IEU meeting last week. They will be regrading the entrance road, and painting the gazebo and high-rise tower. Jude provided an update on the DES requirements and work being done. Commissioner St. James said that IEU has provided their correct mailing address to Chuck.

Jude updated on the fuel spill from the previous week, and noted the responsibility is with Hanscom's.

**IV. Public Comment**

No public comments received.

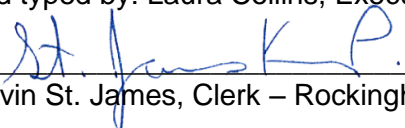
Commissioner Tombarello declared a recess to attend the Delegation meeting at 4:48pm.

**V. Delegation Meeting (Hilton Auditorium)**

**VI. Adjourn**

Commissioner Tombarello reconvened the meeting at 7:04pm. Commissioner Coyle moved to adjourn at 7:04pm. 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 9, 2016 – 3:45pm

## Present

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, Human Resources Director

Lisa Fioravante, Sr HR Generalist  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
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 3:43pm.

## II. Step III Grievance Hearing (3:45pm)

Step III Grievance Hearing rescheduled at the request of Bill Doyle, Labor Representative – NCEU.

## III. 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 \$1,182,869.56 for the period ending March 6, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 3/1

**Moved:** Commissioner St. James to approve the minutes of the March 1, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Town/City Forum Agenda

Tabled until next meeting.

- NHAC Conference Planning Update

Alison noted a few people would be going to Portsmouth next week to explore possible venues for the evening entertainment at the 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

### Human Resources – Alison Kivikoski, Director

- Leave Without Pay Request

**Moved:** Commissioner St. James to approve a leave without pay request for a Long Term Care employee. Commissioner Coyle seconded. Commissioner St. James noted Alison had further information to provide the Board in non-public.

**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, Alison Kivikoski, Lisa Fioravante, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

The motion on the table to approve the leave without pay request was voted, motion passed 2-0.

#### Long Term Care Services – Steven Woods, Director

- LNA Morale

Steve discussed the request. Chuck was asked about the financial end. Chuck noted the pay codes were already available in the system, and that the cost would be less than if the full staff was working.

**Moved:** Commissioner St. James to approve a pay incentive for Licensed Nursing Assistants as outlined in the Long Term Care Services Director's and Human Resources Director's memorandum dated March 9, 2016. Commissioner Coyle seconded, voted all in favor.

- Employee Morale

Steve noted the second morale request, and that the maximum lost revenue would be approximately \$3,000. Discussion ensued on it being extended to all County employees.

**Moved:** Commissioner St. James to approve a free lunch incentive to all County employees for the month of April 2016, as outlined in the Long Term Care Director's and Human Resources Director's memorandum dated March 9, 2016. Commissioner Coyle seconded, voted all in favor.

- Staffing Agreements (2)

**Moved:** Commissioner St. James to amend the September 29, 2015 Medical Staffing proposal award to include TLC Nursing Associates and Medwin Healthcare, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve the TLC Nursing Associates staffing agreement for the period of March 2, 2016 through March 1, 2017, and to approve the Medwin Healthcare staffing agreement for the period of February 24, 2016 through February 23, 2017, and authorize the Chair to sign all necessary documents pending risk reviews and legal reviews as necessary, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Nice Letter

Steve Woods noted the nice letter from Great Bay.

#### Sheriff's Office – Michael Hureau, High Sheriff

- Exeter Hospital Agreement

**Moved:** Commissioner St. James to approve the Exeter Hospital Agreement for the period of January 1, 2016 through December 31, 2016, and authorize the Vice Chair to sign all necessary documents having already completed risk review as recommended by the High Sheriff. Commissioner Coyle seconded. Voted all in favor.

**IV. New Business / Old Business**

Sheriff Hureau noted there would be Narcan training for the Task Force operations and courthouse.

Alison noted the files will be moved out of the HR basement on March 30. She asked about reinventing the County management team, and incorporating Health and Wellness. Commissioner Coyle asked for her to add it to a future agenda.

Alison further asked for guidance on the two-hour callback pay. It was noted it was previously discussed, but would need a policy change. It was noted to add it to a future agenda.

Alison noted the Cigna proposal and how many people on the plan. She asked for guidance on whether she could sign it. Commissioner Coyle noted he would like to see the document before deciding who signs it.

Jude noted the fire pump was in, the fill is in, and the alignment is done.

Steve Church noted calls were coming in about an inmate that had expired in the jail, and he confirmed it had not occurred in the Rockingham County jail. It was noted it occurred in the Strafford County Department of Corrections.

Chuck noted the auditors have everything they need and should have no problem meeting the deadline for the audit and cost reports. He noted the NHRS audit was more cumbersome.

Discussion ensued on the audit letter from outside counsel.

Discussion ensued on the rescheduling of the grievance hearing.

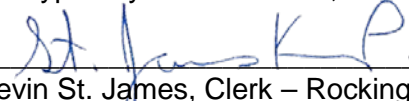
**V. Public Comment**

No public comments received.

**VI. Adjourn**

Commissioner St. James moved to adjourn at 4:12pm. 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  
March 16, 2016 – 3:45pm

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  
Robin Bernier, IT Manager  
Charles Nickerson, Finance Director  
Alison Kivikoski, HR Director  
Steven Woods, LTC Director  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:42pm.

## II. Reports

### RFP Openings

- HVAC Cleaning – Engineering & Maintenance Services

Commissioner St. James opened proposals from Armstrong Duct, Vent, Hearth, & Home, Indoor Air Technologies, Kitchen Klean / Air Duct Clean, SynergyOne Solutions Inc., and Tri State Fire Protection.

**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.

- Chimney Repairs – Engineering & Maintenance Services

Commissioner St. James opened proposals from Boston Chimney and Tower, Gerard Chimney Company, and Knowles Industrial Services.

**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.

- Motorola Radio Equipment (Equipment Only) – Engineering & Maintenance Services

Commissioner St. James opened a proposal from Green Mountain Integrated Communications Solutions.

**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.

- Server Upgrades (Equipment Only) – Engineering & Maintenance Services

Commissioner St. James opened proposals from Curvature and First Choice Networks.



**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.

- Worker's Comp Administration – Human Resources

Commissioner St. James opened proposals from Gallagher Bassett, Sedgwick Claims Management Services, and The Lawson Group.

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

- Gloves – Long Term Care Services

Commissioner St. James opened proposals from Central Paper Products Co., Daigger Sales, Dash Medical Glove Inc., Emergency Medical Products, Essential Cares Supplies, Garden State Medical Supply LLC, Geriatric Medical, Gulfstar Supply Company, H&B Sales, ICS Jail Supplies, Interboro Packaging Corporation, Masterman's, McKesson, Saf-T-Gard, Saf-T-Glove, School Nurse Supply, The Glove Box, Trans Med USA Inc., Tronex, Trumed, UniSafe, and WTF Marketing.

While Commissioner St. James opened proposals, Commissioner Tombarello noted the earlier meeting with Sarah Lineberry from the Bureau of Court Facilities, and that it was agreed the State would be inspecting the duct work in the areas the County leases at the courthouse, with a report to follow in one month.

**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

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

**Moved:** Commissioner St. James to approve and sign departmental warrants T160047, T160048, T160059, T160067, T160088, T160089, T160120, T160166, T160167, T160169, T160193, T160207, T160208, T160225, T160226 totaling \$275,981.52; departmental warrants entered by Finance T160237, T160238, T160239, T160240, T160241, T160242, T160243, T160244 totaling \$85,685.36; accounts payable wire warrants T160224, T160195 totaling \$1,522,660.70; general ledger warrants GL16100, GL16141, GL16157 totaling \$1,569.00, for a grand total to be approved of \$1,928,367.62. Commissioner Coyle seconded. Commissioner Tombarello noted this included categorical assistance. Voted all in favor.

- Approval of Minutes: 3/9

**Moved:** Commissioner St. James to approve the minutes of the March 9, 2016 Board of Commissioners meeting. Commissioner Coyle seconded. Voted, motion passed 2-0 with Commissioner Tombarello abstaining due to absence.

- Town/City Forum Agenda

Discussion ensued on the meeting date and possible conflict with a Selectmen's meeting. Tabled until next meeting.

- NHAC Conference Planning Update

Discussion ensued on limiting the number of people attending the planning events when it takes essential people out of the office. Further discussion took place on the estimated costs and sponsorships.

- New Hampshire Association of Counties Legislative Updates

Steve Woods said there wasn't much to update at this time. Steve Church noted there was a certification board meeting 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

Commissioner Tombarello asked where the evaluations stood. Alison said she believed January and February were accounted for, and March was rolling out. Discussion ensued about notifying employees of their raises and the free April lunch incentive.

#### Corrections – Stephen Church, Superintendent

- Exception Request PPP 6-12 / CBA 26.10

Steve Church noted the employee had not given any notification of intent to retire.

**Moved:** Commissioner Coyle to table the request, with direction to the Superintendent to bring it back if the employee gives notice to retire. Commissioner St. James seconded, voted all in favor.

- Training Request (2)

**Moved:** Commissioner St. James to approve the 10<sup>th</sup> Annual ECGIA New England Chapter Conference training request for two Corrections employees, at an approximate total cost to the County of \$1,020, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Hillsborough County Housing Agreement

Steve Church noted Hillsborough County was not in favor of open-ended contracts.

**Moved:** Commissioner St. James to approve the Female Prisoner Housing Agreement between Hillsborough County and Rockingham County, for the period of March 14, 2016 through March 13, 2109, and sign all necessary documents having no material changes since previous legal and risk review, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

#### County Attorney – Patricia Conway, County Attorney

- VOCA Grant Application

**Moved:** Commissioner St. James to approve the submission of a \$50,000 with 20 percent match grant application to the State of New Hampshire Department of Justice Victims of Crime Act (VOCA) Assistance 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

**Moved:** Commissioner St. James to approve a National Computer Forensics Institute training request for a County Attorney employee, at no cost to the County, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Finance – Charles Nickerson, Director

- Temporary Staff

**Moved:** Commissioner St. James to approve the Finance Director to engage Accountemps for an eight week temporary assignment to help cover payroll processing during an employee leave of absence. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver Request: WorkForce Software \$64,671.48

**Moved:** Commissioner St. James to approve a bid waiver request to WorkForce Software in the amount of \$64,671.48 for the April 1, 2016 through March 31, 2017 renewal, as recommended by the Finance Director. Commissioner Coyle seconded. Commissioner St. James said he would be interested in seeing what else was available for time and attendance software next year. Voted all in favor.

- Uncollectible Accounts Allowance

Chuck noted the significant increase calculated was mostly due to two aged accounts. Discussion ensued on the accounts.

**Moved:** Commissioner St. James to approve an increase to the December 31, 2015 Long Term Care Allowance for Uncollectible Accounts to \$1,795,253.14, an increase of \$585,137.73 in comparison to the 2014 balance of \$1,210,095.41, and approve the continuation of current methodology in place for the calculation of the Allowance for Uncollectible Accounts for Nursing Home receivables, as recommended by the Finance Director and the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Cigna Healthcare Financial Proposal

A question arose whether Alison could sign the proposal as the Plan Administrator. It was noted that anything requiring acceptance of terms and conditions should come before the Board for approval and signature.

**Moved:** Commissioner St. James to approve the Cigna Healthcare Financial Proposal with an effective date of January 1, 2016, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Exception Request PPP 6-4

Steve Woods noted the regrades were approved during budget and the exceptions were needed to move the employees to their new scales. Commissioner St. James asked about the timing of the requests. Steve noted he was waiting on the budget to pass and the effective date would be March 20.

**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 Coyle 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 Coyle seconded, voted all in favor.

- Surplus Equipment Request

**Moved:** Commissioner St. James to declare the equipment listed on the Long Term Care Services Director's memorandum dated March 16, 2016 as surplus equipment to be disposed of accordingly by Engineering & Maintenance Services, pursuant to RSA 28-8a. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request: TriTech Software Systems \$23,448.75

Sheriff Hureau noted it was the current software used, and switching would require all the police departments that tie in to change as well, resulting in significant costs.

**Moved:** Commissioner St. James to approve a bid waiver request to TriTech Software Systems for the period of July 1, 2016 through June 30, 2017 in the amount of \$23,448.75, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver Request: Comprod Communications \$12,495

Sheriff Hureau noted this was for a combiner, and Comprod granted the item at the vendor price. He went on to note that Comprod stated they would not bid against their vendors. Sheriff Hureau explained the significant cost difference.

**Moved:** Commissioner St. James to approve a bid waiver request to Comprod Communications in the amount of \$12,495.00 plus shipping charges, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

- Exception Request PPP 6-3 – Long Term Care

Steve Woods noted this was a per diem employee that the County was at risk of losing to another facility, and he was able to negotiate a schedule and pay that would retain the employee.

**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.

Sheriff Hureau noted the municipal services data that had been sent earlier in the week. He noted three towns also include checks logged into the computer.

Alison Kivikoski noted Cigna would be on site next week to do a demo.

Jude Gates noted the Prescott Road project has failed post a public hearing in Brentwood. She provided an update on the disbursement of old human services paperwork. Jude briefed the Board on the UST reports. She also noted IEU is possibly going to come to the Board and request to use the County's diesel and is looking to retire their diesel tank. Jude noted they were working on the firepump alarms, and should be done by the end of the month.

Chuck Nickerson noted there had been six interviews this week for the two open finance positions. He is hopeful to be able to make an offer soon.

Commissioner St. James noted Brentwood did not approve funding for the fireworks.

Commissioner St. James stated he believed the Elected Officials and Divisions Directors were working together, and he wanted to know what the Board's message should be. He mentioned the grievance hearing being rescheduled without consulting with the Superintendent, and the HR Director's training request being denied. Commissioner Coyle noted he should have talked to Steve Church first, but he is inclined to provide a continuance for hearings when asked. He also noted he has never voted to approve a training request at that cost and probably never would. Commissioner Tombarello noted he had a discussion with Alison earlier and would leave that between them.

Alison Kivikoski requested a non-public session to discuss 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.

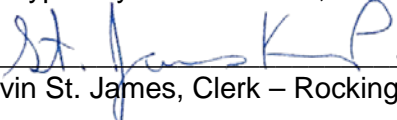
Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Chuck Nickerson, Alison Kivikoski, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

#### IV. Adjourn

Commissioner Tombarello moved to adjourn at 5:28pm. 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 23, 2016 – 3:45pm

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

Also Present:

Stephen Brannan, Corrections Officer

## I. Call to Order / Pledge of Allegiance

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

## II. Step III Grievance Hearing

**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 Tombarello, Commissioner Coyle, Commissioner St. James, Stephen Church, Alison Kivikoski, Chuck Nickerson, Stephen Brannan, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner Coyle to deny the grievance of a Corrections employee, related to use of sick time, and filed with the Commissioners Office on February 18, 2016. Commissioner St. James seconded, voted all in favor.

## III. Reports

Discussion ensued about an LNA that was involved in a traffic accident earlier in the day.

### RFP Openings

- Wireless E-call System Upgrade – Engineering & Maintenance Services

No proposals received. RFP to be reissued.

### RFP Awards

- Task Force Sexual Offender Services – Corrections

**Moved:** Commissioner St. James to award the Task Force Sexual Offender Services proposal to David Cantagallo, for a period of two (2) years, in the amount of \$4,320 per year, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Phone System Upgrade - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Phone System Upgrade proposal to Optima, for a five (5) year lease, in the amount of \$205,591.91, to include a \$100,000 initial payment and sixty (60) monthly payments of \$2,065.38, with financing to be determined by the Finance Director, as recommended by the Director of Facilities, Planning, and Information Technology. Discussion ensued

about the new phones and new phone company. Discussion moved to current pricing versus the new price, as well as the financing. Commissioner Tombarello seconded, vote passed 2-1.

- Server Upgrade - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Server Upgrade proposal to First Choice Networks in the amount of \$7,731.84, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Concrete Demolition/Replacement - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Concrete Demolition/Replacement proposal to RHEMA for the diesel fill pad in the amount of \$10,400, and for the jail rear sally port in the amount of \$9,000, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued about the significant difference in the proposal pricing. Voted all in favor.

- Motorola Radio Equipment - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Motorola Radio Equipment proposal to Green Mountain Communications in the amount of \$134,480, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- HVAC Cleaning - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the HVAC Cleaning proposal to Armstrong for the dietary offices in the amount of \$450, and to AirDuct Klean for D Block in the amount of \$4,850, Fernald RTUs in the amount of \$4,750, Staff Dining in the amount of \$3,650, Fernald Exhausts in the amount of \$850, and Dish Room in the amount of \$225, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Commissioner Coyle asked why it wouldn't be awarded to just one company due to the difference only being a few hundred dollars. Jude noted that Armstrong was happy to take the work and it was no additional work for the County. 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 \$1,176,469.19 for the period ending March 20, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 3/16

**Moved:** Commissioner St. James to approve the minutes of the March 16, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Exception Request: PPP 16-1 Open Enrollment Deadline

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 16-1 for a Commissioner. Commissioner Tombarello seconded. Vote passed 2-0 with Commissioner Coyle abstaining.

- NHAC Conference Planning Update

Commissioner St. James and Alison gave an update on the conference planning. Commissioner St. James noted they would be discussing with Ron White about having checks sent to the County made to the order of NHAC, and Rockingham County would forward the checks to the NHAC. It was noted the next meeting is April 19<sup>th</sup> at 10:00am.

- 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 brought up at the Safety meeting about reestablishing the Employee Advisory Committee, and having HR look at the policy. It will be on the next agenda.

Commissioner St. James also asked about procedures for handling emergency phones calls that go through the switchboard. He asked whether it should go to the employee requested or the employee's supervisor. Discussion ensued on policy versus practice. Commissioner St. James will work with Alison on something to bring back to the Board.

Commissioner St. James noted he went to a regional health meeting regarding Medicaid Managed Care. He noted the state had been divided into seven different regions. He noted there were funds for mental health that would be available, but each region needs to have an organization to receive the funds. Discussion ensued about the advisory panel. He asked Commissioner Tombarello if he wanted to sit on the panel. Commissioner Tombarello noted he would look at his schedule. Commissioner St. James noted there was a meeting on the "1115 waiver" process on March 28<sup>th</sup> 2-4pm. Commissioner Coyle stated he would attend.

#### Engineering and Maintenance Services – Jude Gates, Director

- Surplus Equipment Request

**Moved:** Commissioner St. James to declare the equipment outlined in the IT Manager's memorandum dated March 17, 2016, as surplus pursuant to NH RSA 28-8a to be offered to County employees or recycled accordingly, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. It was noted the software is Windows XP. Voted all in favor.

#### Finance – Charles Nickerson, Director

- Training Request

Chuck noted the training was for the Senior Financial Systems Analyst and that it was for the MUNIS software utilized throughout the County.

**Moved:** Commissioner St. James to approve a training request for the Tyler Connect 2016 Conference for a Finance employee, at an approximate cost to the County of \$2,255, as recommended by the Finance Director. Commissioner Coyle seconded. Discussion ensued on the training and that it was budgeted for. Voted, motion passed 2-1.

#### Long Term Care Services – Steven 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 employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

#### Sheriff's Office – Michael Hureau, High Sheriff



- Bid Waiver: Green Mountain Communications \$5,942

Sheriff Hureau noted the equipment was for the microwave network and it was using funds remaining from a grant.

**Moved:** Commissioner St. James to approve a bid waiver to Green Mountain Communications in the amount of \$5,942, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver: Taser International \$22,178.01

Sheriff Hureau noted Taser is a sole source vendor. He noted Taser would also buy back the old equipment.

**Moved:** Commissioner St. James to approve a bid waiver to Taser International in the amount of \$22,178.01, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

#### IV. **New Business / Old Business**

- Inmate Administrative Transfer – Corrections

**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 22, 2016. Commissioner Coyle seconded, voted all in favor.

- Conference Request – Human Resources

Alison noted she was able to share a hotel room with a colleague and reduce some of the costs of the conference, and asked the Board for reconsideration on attending the conference.

**Moved:** Commissioner St. James to approve a training request for the SHRM 2016 Conference for the Human Resources Director, at an amended cost to the County of \$2,715.76, as recommended by the Human Resources Director. Commissioner Coyle seconded. Vote passed 2-1. Commissioner Tombarello noted his support this time was because Alison worked to reduce the costs.

- Town/City Forum Agenda – Commissioners Office

Commissioner Tombarello noted he didn't feel the Board was ready to set the agenda, and asked the departments to provide some highlights for the report that had been sent out.

Chuck noted the Medicaid Cost Report would be ready next week for signature. Discussion ensued about Finance staffing and potential offers.

Steve Church noted occupation of D block would begin next week.

Alison noted there was very low turnout for the Cigna demo. She stated feedback she received was employees weren't aware of it. She noted another one would be upcoming and asked the department heads to help get the word out.

Alison noted not all evaluations for January and February were in, but are in the process of getting them in. There are some software bugs being worked out as well.

#### County Attorney's Office – Patricia Conway, County Attorney

- Training Request

**Moved:** Commissioner St. James to approve a training request for The National Association of Drug Court Professionals Annual Conference for a County Attorney's Office employee, at no cost to the County, as recommended by the County Attorney. Commissioner Coyle seconded. Vote passed 2-1.

Alison further noted she would be providing ongoing notices about nursing shortages.

Discussion ensued on the salary study RFP.

Alison brought forward a PCN for an employee to go on paid leave until the employee's termination hearing.

**Moved:** Commissioner St. James to approve paid leave for a Long Term Care employee effective March 25, 2016 through March 30, 2016. Commissioner Coyle seconded. Voted, motion failed 0-3.

**Moved:** Commissioner St. James to approve unpaid leave for a Long Term Care employee effective March 25, 2016 through March 30, 2016. Commissioner Coyle seconded, voted all in favor.

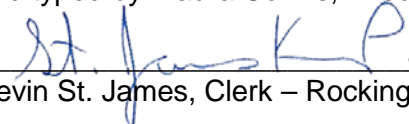
**V. Public Comment**

No public comments were received.

**VI. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:16pm. 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 30, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections Superintendent  
Jayne Jackson, Corrections Office Manager  
Patricia LaFrance, Deputy County Attorney  
Jude Gates, Director of Facilities, Planning, & IT  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director

Steven Woods, Long Term Care Services Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Lisa Fioravante, HR Generalist

## Also Present

Representative Norman Major  
Representative Ken Weyler  
Cheryl Hurley, Delegation Coordinator  
Don Jacobs, DI Jacobs Consulting

## **I. Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 3:47pm.

## **II. Performance Audit Discussion with Delegation (3:45pm – 4:15pm)**

Representative Weyler discussed the pending Finance audit, explaining it was good practice when the Director and Deputy Director had recently left employment with the County. He introduced Don Jacobs from DI Jacobs Consulting who was awarded the proposal.

Mr. Jacobs introduced himself and was given introductions to those present. He provided an overview of the audit to be conducted with the goal of evaluating Finance functions, not individual employees. He noted it was important to include all stakeholders. He asked that those present let him know of any stakeholders that should also be included.

Mr. Jacobs proceeded to explain the SWOT framework to be used for the audit, and described the anticipated Findings Report, which would be used to help complete the study along with feedback.

Mr. Jacobs provided his background experience and that of consultant Stephen Cirillo. He further discussed the work plan, tasks to be performed, and project timeline. He stressed the surveys would be conducted with strict confidentiality. He stated that if it would be beneficial, a comparison could be provided of management views versus employee views. He discussed that the Final Report would include specific and measurable goals.

He noted a lot of time would be spent looking at the technology used.

Representative Weyler thanked everyone for their cooperation. Commissioner St. James thanked him for staying to the task of a performance audit and that Don Jacobs seemed to be a good, professional choice.

## **III. Reports**

### RFP Openings

- Trench Drain Repairs – Engineering & Maintenance Services

Commissioner St. James opened a proposal from Lenfest Contracting.

**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.

- OPEB Actuarial Services – Finance Office

Commissioner St. James opened proposals from Aquarius Capital, KMS Actuaries, Nyhart, and AMI Risk Consultants.

**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.

- Bladder Scanner – Long Term Care

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

**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

- Architectural / Engineering Services – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Architectural / Engineering Services proposal to Warrenstreet for an amount not to exceed \$400,000, as recommended by the Director of Facilities, Planning, and Information Technology and the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued on the term commissioning and the extensive analysis done on the proposals by Jude Gates and Steve Woods. Discussion ensued on the costs and allowances, as well as the revised fee proposal. The prices of the other proposals were discussed. It was noted there would be a Clerk of Works. Discussion ensued on the funding, and that other funding wouldn't be sourced until other sources were exhausted. Voted, motion passed 2-1. Further discussion ensued about the comfort level of the Board on the project.

- Coffee Products – Long Term Care

**Moved:** Commissioner St. James to award the Coffee Products proposal to Donahue Brothers for a period of two (2) years, in an amount not to exceed \$35,000 per year, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Gloves – Long Term Care

**Moved:** Commissioner St. James to award the Gloves proposal to Central Paper Products Company and Geriatric Medical for a period of two (2) years, in an amount not to exceed a total of \$100,000 for the award period, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued that lowest price drove the award, but that the samples were high quality. Voted all in favor.

- Milk & Dairy Products – Long Term Care

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

term. Steve Woods noted it was a good length of time to lock in the price but also to protect the County. 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 T160049, T160060, T160068, T160069, T160070, T160090, T160197, T160210, T160212, T160215, T160217, T160227, T160228, T160229 totaling \$335,017.65; departmental warrants entered by Finance T160257, T160271, T160272, T160273 totaling \$60,693.71; payroll warrants 0317DR, 0318DR, 0318VD, 0324DR totaling \$4,263.44; general ledger warrants GL16050, GL16051, GL16052, GL16053, GL16054, GL16070, GL16166, GL16167, GL16168, GL16169, GL16175 totaling \$212,184.11, for a grand total to be approved of \$612,158.91. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 3/23

**Moved:** Commissioner St. James to approve the minutes of the March 23, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioner St. James noted Rockingham County would receive the funds, made payable to NHAC, and would forward them on to NHAC for accounting purposes. Final arrangements are being made with the hotel.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted there is an NHAC Executive Committee meeting 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

Commissioner Coyle noted the LTC census was low. Steve Woods stated it was by design, not to fill vacancies as they arose, in order to prepare for the Fernald renovations.

Commissioner Tombarello asked everyone to note their military service or that of their families due to a request from DHHS.

County Attorney's Office – Patricia Conway, County Attorney

- Bid Waiver Request: Karpel Solutions \$19,600

**Moved:** Commissioner St. James to approve a bid waiver to Karpel Solutions in the amount of \$19,600, as recommended by the County Attorney. Commissioner Coyle seconded. Motion passed 3-0.

Engineering and Maintenance Services – Jude Gates, Director

- Optima Agreement

**Moved:** Commissioner St. James to approve an agreement with Optima for a five (5) year period, in the amount of \$205,591.91, to include a \$100,000 initial payment and sixty (60) monthly payments of \$2,065.38, with financing to be determined by the Finance Director, and at the stated labor rates for after hours, weekends, holidays, and out of warranty for maintenance work, and authorize the Chair to

sign all necessary documents pending legal and risk review, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued on the costs. Voted, motion passed 2-1.

Finance – Charles Nickerson, Director

- Exception Request PPP 6-3

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a Finance employee, as recommended by the Finance Director. 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 Finance employee, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

- Medicaid Cost Report

**Moved:** Commissioner St. James to approve the State of New Hampshire Medicaid Annual Report for Nursing Facilities for the period of January 1, 2015 through December 31, 2015, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- County Management Team / Employee Advisory Team

Discussion ensued on the resurrection of the County Management Team and Employee Advisory Team. Discussion ensued about making the Employee Advisory Committee more encompassing and including union employees.

- NH RSA 274:43-a / Call-in Policy

Discussion ensued on the development of a policy for payment of wages for on-call. Discussion ensued about the three hours as overtime and not regular time. The Board agreed on three hours of overtime. Alison will return with a final policy for approval.

Long Term Care Services – Steven Woods, Director

- Prime Time Healthcare Agreement Amendment

Steve noted the reason for the amended, higher prices was due to the cost of living in the area and attracting qualified candidates.

**Moved:** Commissioner St. James to approve the Traveler Rate Sheet amendment to the Prime Time Healthcare staffing Agreement, approved on February 2, 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.

- Lien Request

**Moved:** Commissioner St. James to place a lien on real property located at 236 Mill Road, Hampton, 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 / Old Business

Commissioner St. James noted Chief Briggs had acquired a lot of office supplies and office furniture at no cost and had offered a portion to the County.

Steve Woods asked about filling a vacant Dietary Aide position due to an internal promotion. The original posting that had garnered more another qualified applicant. The Board granted Steve permission to fill the position due to the high amount of vacancies without having to re-post the position.

Steve Woods noted for the Board that a property the County had a lien on was not expected to sell at the original price once thought. He noted the realtors were looking for a lien release, and that there might be \$400 towards the money owed to the County through a life insurance policy. The Board noted they were not inclined to release the lien without some consideration for the County.

Sheriff Hureau noted there have been issues with the security video at the courthouse. The State will be looking into the problem as it is their equipment.

Discussion ensued about an inmate at the jail and an ongoing case.

Alison asked whether she should have included union personnel in the pay and classification study RFP. The Board consensus was no.

Jude noted the annual emissions fees savings of approximately \$3,400.

Chuck noted that nearly everything was completed for the NHRS audit and an auditor would probably have someone at the County sometime in April.

#### V. Public Comment

No public comments were received.

#### VI. Commissioners Non-Public Session

- NH RSA 91-A:3 II (a) personnel – Long Term Care **(5:00pm)**

**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 Tombarello, Commissioner Coyle, Commissioner St. James, Steven Woods, Sheriff Michael Hureau, Alison Kivikoski, Lisa Fioravante, and Laura Collins.

- NH RSA 91-A:3 II (a) personnel - Leave Without Pay Request

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Stephen Church, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve a leave without pay request for a Corrections employee, with county portion of all employee benefits to continue through April 30, 2016, as recommended by the Corrections Superintendent and the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

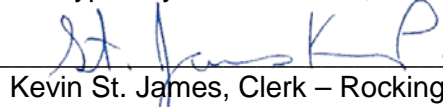
**Moved:** Commissioner St. James to accept the recommendation of the Long Term Care Services Director, as outlined in his letter of March 15, 2016 regarding a Long Term Care employee, effective April 9, 2016. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve unpaid leave for a Long Term Care employee effective March 31, 2016 through April 8, 2016. Commissioner Coyle seconded, voted all in favor.

**VII. Adjourn**

**Moved:** Commissioner St. James 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  
April 5, 2016 – 3:45pm

## 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, Human Resources Director  
Nancy Lang, Worker's Comp Coordinator  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff

## Also Present

Tracy Culberson, OPG

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:45pm. He asked that a moment of silence be observed for Hillsborough County Commissioner Carol Holden.

## II. Reports

### RFP Openings

- Design/Install Pergola – 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. Motion passed 3-0.

- Pay & Classification Study – Human Resources

Commissioner St. James opened proposals from Astron Solutions, DI Jacobs Consulting, Human Resources Partners, JJ Fitzgerald Business Consultants, and The Mercer Group.

**Moved:** Commissioner St. James to authorize the Human Resources Director to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded. Motion passed 3-0.

- Air Mattress System – Long Term Care

Commissioner St. James opened proposals from 4MD Medical Solutions, Business Services Solutions, Direct Supply, Geriatric Medical, McKesson, 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. Motion passed 3-0.

### RFP Awards

- Chimney Repairs – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Chimney Repairs proposal to Gerard Chimney Company for an amount not to exceed \$150,470, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Commissioner Tombarello praised Jude for coming in over \$100,000 under budget. Motion passed 3-0.

- TPA of Worker's Compensation – Human Resources

**Moved:** Commissioner St. James to award the Third Party Administration of Worker's Compensation proposal to The Lawson Group, for a period of two (2) years, at an annual fee of \$41,216, with extra other charges as stated, as recommended by the Human Resources Director and Worker's Compensation Coordinator. Commissioner Coyle seconded. Motion passed 3-0.

- Bladder Scanner – Long Term Care

**Moved:** Commissioner St. James to award the Bladder Scanner proposal to Geriatric Medical in the amount of \$8,350.50, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Motion passed 3-0.

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 \$1,177,957.35 for the period ending April 3, 2016. Commissioner Coyle seconded. Motion passed 2-1 with Commissioner Coyle voting no because the Delegation payroll was not sent over as approved.

- Approval of Minutes: 3/30

**Moved:** Commissioner St. James to approve the minutes of the March 30, 2016 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 3-0.

- CDBG Request

The Board will support the Exeter Housing Authority grant application, and a public hearing will be coordinated.

- Town/City Forum Agenda

The date will be May 25 at 6pm, with the agenda forthcoming.

- NHAC Conference Planning Update

Commissioner St. James provided a brief update.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the 1115 Transformation Waiver and the DHHS deadline of April 4.

- 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 firepump would be done in two weeks.

Commissioner St. James noted a broadcast from Mike Gill regarding his stay in the jail and accusations made against a correctional officer in his broadcast.

Corrections – Stephen Church, Superintendent

- MOU re: Position Reclassification

Tabled at the request of the Superintendent.

- Inmate Administrative Transfer

**Moved:** Commissioner St. James to approve inmate administrative transfers pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's reports dated March 31, 2016 and April 4, 2016. Commissioner Coyle seconded. Motion passed 3-0.

Human Resources – Alison Kivikoski, Director

- Status Change Request: LTC Employee

**Moved:** Commissioner St. James to approve a status change for a Long Term Care Nursing Supervisor, slot WPT-03NSUP, from part time to full time, as recommended by the Long Term Care Services Director and the Human Resources Director. Commissioner Coyle seconded. Motion passed 3-0.

- PPP Changes / Call-in Policy

Discussion ensued on the proposed policy changes. The Board confirmed they wanted the call-in policy to be three hours of overtime, not straight time. Discussion ensued on how it would affect earned time used. Alison and Chuck will go back and revise the policy.

**Moved:** Commissioner St. James to replace all instances of "Martha Roy" in the Personnel Policies and Procedures to "Human Resources Director." Commissioner Coyle seconded. Motion passed 3-0.

Long Term Care Services – Steven Woods, Director

- Lien on Real Property: 32 New Boston Road, Kingston (guest: Tracy Culberson/OPG)

Tracy Culberson from the Office of Public Guardianship introduced himself and provided a background on the lien and OPG's involvement. He noted there had been approximately \$20,000 in equity last year on the property, but there had been \$17,000 in legal fees and other fees from the mortgager, Bank of America. He stated where it stands today is the sale is short approximately \$1,000, even with no liens paid, and Bank of America will not adjust or explain their fees. He noted a life insurance policy that was found, but that would be first allocated to DHHS, unless OPG charged administrative fees.

Commissioner Coyle noted the Board had looked at the property, and they did not believe the house was valued correctly and could be sold for a lot more. Commissioner ST. James noted the realtors weren't willing to reduce their commissions. Tracy noted there was no incentive for OPG, because OPG would not receive any funds back either. The Commissioners noted they would rather take their chances with the property going to foreclosure.

Sheriff's Office – Michael Hureau, High Sheriff

- Training Request

Sheriff Hureau discussed the training request for the Sheriff's radio technician, and that the training costs would be reimbursed by a grant. Discussion ensued, and the Board stated to have the expenses reimbursed at actual costs rather than at the specified daily rate.

**Moved:** Commissioner St. James to approve a Motorola Factory Training request for a Sheriff's Office employee, for the periods listed, and at an approximate cost of up to \$4,768.36, to be reimbursed by the 2015 Homeland Security Dispatch Console Grant, as recommended by the High Sheriff. Commissioner Coyle seconded. Motion passed 2-1.

### III. New Business / Old Business

Chuck noted the County Administrators affiliate decided to be more informal than an official affiliate.

Chuck noted the Accounts Payable position would be starting April 25, and the Accounting Manager will be starting May 2.

Steve Church noted the Portsmouth Mayor attended drug court. He noted the jail would be getting some training from DHHS on Medicaid/Medicare.

Jude noted she and Chuck were looking into a grant based on thermal emissions.

Alison noted the HR staff had completed part of the basement clean-up but would need another day. Discussion ensued about encouraging legislators to amend the law requiring the files be held for 50 years.

Sheriff Hureau noted the dispatch switch issue was fixed with the software update. Discussion ensued about the FBI standard with dual authentication and issues surrounding it.

Steve Woods noted the staff was very happy with the free meals in April. He also noted Red Sox day on Monday.

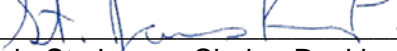
### IV. Public Comment

No public comments received.

### V. Adjourn

**Moved:** Commissioner St. James to adjourn at 4:53pm. 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 13, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

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

## II. Reports

### RFP Openings

- 2016 Vehicles – Engineering & Maintenance Services

Commissioner St. James opened a proposal from Ford of Londonderry.

**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.

- Fire Escape - Engineering & Maintenance Services

Commissioner St. James opened a proposal from DeRosier Brothers.

**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.

- Replacement/Repair Detention Doors - Engineering & Maintenance Services

Commissioner St. James opened proposals from Exactitude and Norment Security Group.

**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.

- RCSO Uniforms and Equipment – Sheriff's Office

Commissioner St. James opened proposals from Ben's Uniforms, ICS Jail Supplies, and Neptune Uniforms & Equipment.

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

### RFP Awards

- Design/Install Pergola - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Design/Install Pergola proposal to GC/AAA Fences in the amount of \$9,800, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Trench Drain Repairs - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Trench Drain Repairs proposal to Lenfest Contracting in the amount of \$9,490, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- OPEB Actuarial Services – Finance

**Moved:** Commissioner St. James to award the OPEB Actuarial Services to KMS Actuaries for the years ending December 31, 2015, 2016, 2017, and 2018, for a total amount of \$16,000, as recommended by the Finance 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 T160050, T160051, T160061, T160071, T160091, T160201, T160202, T160220, T160222, T160223, T160230, T160231, T160232, T160259, T160298 totaling \$430,656.69; departmental warrants entered by Finance T160285, T160286, T160321, T160322, T160323, T160324, T160325, T160327, T160330 totaling \$42,096.09; AP wire warrants T160284, T160328, T160329 totaling \$2,918,440.00; payroll warrants 0331DR, 0401DR, 0407DR, 0408DR, 0411DR totaling \$11,729.23; and general ledger warrants GL16109, GL16163, GL16164, GL16165, GL16176, GL16224, GL16225, totaling \$38,740.33, for a grand total to be approved of \$3,441,662.34. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer request in the amount of \$4,850 for the Sheriff's Office. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 4/5

**Moved:** Commissioner St. James to approve the minutes of the April 5, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioner St. James gave an update on the sponsorships for the conference.

#### RFP Awards

- Air Mattress System – Long Term Care

**Moved:** Commissioner St. James to award the Air Mattress System proposal to Geriatric Medical in the amount of \$42,552.80, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued on leasing versus buying. Voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James discussed the ongoing issues with the 1115 Waiver. Discussion ensued about having Seacoast Mental Health and Commissioner Meyers in to discuss.

Steve Woods discussed Senate Bill 127 which is OTP on April 20.

- 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 IEU is not interested in getting their fuel supply from the County after all.

Commissioner Coyle noted Fernald II is close to being shut down. He also noted he got a call that the new drug court provider, Keystone Hall, is doing well and that participants are getting treatment faster. Discussion ensued on the Fernald wing.

Discussion ensued on the State's inspection of the duct work at the courthouse. No news has been provided. Commissioner Tombarello will call Sarah Lineberry.

#### Corrections – Stephen Church, Superintendent

- MOU: Mental Health Supervisor

**Moved:** Commissioner St. James to approve a Memorandum of Understanding between Rockingham County and Teamsters Local 633 on the position reclassification of Mental Health Counselor to Mental Health Supervisor, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

#### County Attorney – Patricia Conway, County Attorney

- VOCA Grant

**Moved:** Commissioner St. James to approve the a \$50,000 with 20 percent match grant award from the State of New Hampshire Department of Justice Victims of Crime Act (VOCA) Assistance Fund, and that the Chairman of the Commissioners is hereby authorized on behalf of this County to enter into the said contract with the State of New Hampshire Department of Justice and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate. Commissioner Coyle seconded, voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Conference Request

**Moved:** Commissioner St. James to approve a conference request for two Human Resources employees, at a cost to the County of \$348 for accommodations, plus mileage, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Leave Request – Long Term Care

**Moved:** Commissioner St. James to approve a leave with pay request for a Long Term Care employee, with County portion of all employee benefits to continue, as recommended by the Long Term Care Services Director and the Human Resources Director. Commissioner Coyle seconded. Commissioner St. James asked that Alison apprise the Board when STD kicks in. Voted all in favor.

- PPP Changes / Call-In Policy

**Moved:** Commissioner St. James to approve the Call-In Policy, and incorporate it into the Personnel Policies and Procedures as chapter 6-16, with the current policy *Change in the Law* renumbered to 6-17, as recommended by the Human Resources Director and the Finance Director. Commissioner Coyle seconded, voted all in favor.

### III. New Business / Old Business

Chuck noted the 1<sup>st</sup> Quarter Budget Review is on April 22. He provided an update on the NHRS audit. He noted the start dates of the two new Finance employees.

Stephen Church noted he would be testifying on drug court funding on April 14.

Steve Woods noted Staff Appreciation week, and events in the current week.

Commissioner Coyle noted he would not be at the meeting during school vacation week.

Commissioner St. James gave an update on union negotiations.

### IV. Public Comment

No public comments received.

### V. Commissioners Non-Public Session

**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 Tombarello, Commissioner Coyle, Commissioner St. James, Stephen Church, Chuck Nickerson, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (e) legal, and (c) matters affecting the reputation of any person other than a member of the public body itself

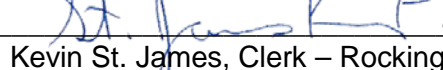
Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Patricia Conway, Alison Kivikoski, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

### VI. Adjourn

**Moved:** Commissioner Tombarello to adjourn at 5:06pm. 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  
April 19, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Director of Nursing  
Angela Couture, Staff Development  
Coordinator  
Becky Burns, Deputy Register of Deeds  
Michael Hureau, High Sheriff

## I. **Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 3:48pm.

Commissioner Tombarello noted that the road out near the jail and Sheriff's Office will be named for the late Michael Downing.

## II. **Reports**

### RFP Openings

- Electricity Supplier - Engineering & Maintenance Services

Commissioner St. James opened proposals from Constellation Energy Services, Patriot Energy Group, UMG Inc, Nextera Energy, and Mint Energy.

**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.

- Book Restoration – 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.

- Land Records – Registry of Deeds

Commissioner St. James opened proposals from Fidlar Technologies and Pioneer Technology Group.

**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.

- Microfilm Conversion – Registry of Deeds

Commissioner St. James opened proposals from Fidlar Technologies, Image Express, Inception Technologies Inc., Raycom Data Technologies, and Tameran Graphic 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.

- Emergency Vehicle Upfit 2016 – Sheriff's Office

Commissioner St. James opened proposals from 2-Way Communications and Adamson Industries.

**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

- 2016 Vehicles - Engineering & Maintenance Services

**Moved:** Commissioner St. James to reject the 2016 Vehicles proposal, and reissue the RFP, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. It was noted the proposal was not responsive to the RFP due to availability of 2016 vehicles. Sending the RFP out again will increase the availability of vehicles. Voted all in favor.

- Fire Escape - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Fire Escape proposal to DeRosier Brothers in the amount of \$9,500, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Replacement/Repair Detention Doors - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Replacement/Repair Detention Doors to Exactitude Hardware Consultants in the amount of \$79,500, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued on the allocated budget. Voted all in favor.

- Pay & Classification Study – Human Resources

**Moved:** Commissioner St. James to award the Pay & Classification Study proposal to Human Resources Partners in the amount of \$19,900, as recommended by the Human Resources Director. Commissioner Coyle seconded. It was noted the less expensive proposal was not chosen due to negative feedback from a County currently using the vendor. Voted all in favor.

#### Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 4/13

**Moved:** Commissioner St. James to approve the minutes of the April 13, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioner St. James provided an update on the NHAC Conference planning.

- New Hampshire Association of Counties Legislative Updates

No updates provided.

- 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 firepump has been tested and is running smoothly. Jude stated that Honeywell will still need to tie it into the fire alarm panels.

Engineering and Maintenance Services – Jude Gates, Director

- Warrenstreet Agreement

**Moved:** Commissioner St. James to approve an agreement with Warrenstreet for Architectural Engineering Services, in an amount not to exceed \$400,000, and authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Motion passed 2-1.

Human Resources – Alison Kivikoski, Director

- Leave Request – Long Term Care

Alison provided a background on the request.

**Moved:** Commissioner St. James to approve a leave without pay request, with county portion of all employee benefits to continue, for a Long Term Care employees, as recommended by the Long Term Care Services Director and the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven 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 employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

Discussion ensued on the security questionnaire that was distributed from HR.

Alison provided an update on supplemental commissions being provided to Gallagher. Alison was given permission to discuss the additional services with Gallagher.

Sheriff Hureau noted they were exploring the addition of tracking systems to the transport vans. He noted he would be interested in starting with the three transport vans, and would cost approximately \$20 per month through Verizon. Commissioner Coyle advised Sheriff Hureau to look into any possible union issues. The issue is currently in the legislature revolving around right to know provisions.

Jude noted she received a notice form NHDES Air Division that it would be okay to take the top 20 feet down on the brick chimney of the boiler plant, which could save money.

Steve Church noted the cross training being provided with the prison. Discussion ensued on Steve's testimony before the State Finance Committee.

Chuck noted the 1<sup>st</sup> quarter budget review had been sent out, and he noted the 100% draw down for the benefit lines, resulting in the appearance of elevated expenditure rates.

Chuck noted that NHRS will not be able to come out until June due to other audits going on.

#### IV. Public Comment

No public comments received.

#### V. Commissioners Non-Public Session

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

**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 Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

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

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, Leslie Fabian, Angela Couture, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner Tombarello to accept the recommendation of the Long Term Care Services Director as outlined in his letter of April 8, 2016, regarding a Long Term Care employee, effective April 29, 2016. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner Tombarello to seal the minutes of the first non-public session, as the divulgence of the information could render the proposed action ineffective. Commissioner Coyle seconded, voted all in favor.

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

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,210,038.33 for the period ending April 17, 2016. Commissioner Coyle seconded, voted all in favor.

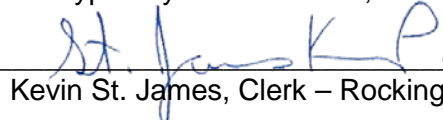
Commissioner Tombarello declared a recess at 5:10pm to consult with legal counsel.

Commissioner Tombarello reconvened the meeting at 5:44pm.

#### VI. Adjourn

Commissioner Coyle moved to adjourn at 5:44pm. 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  
Chairman's Office  
117 North Road ~ Brentwood, New Hampshire  
April 22, 2016 – 9:00am

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair

### **I. Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 9:07am.

Discussion ensued about schedules.

### **II. Recess for Executive Committee 1<sup>st</sup> Quarter Budget Review (Hilton Auditorium 9:30am)**

Commissioner Tombarello declared a recess at 9:19am.

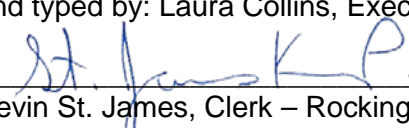
Commissioner Tombarello reconvened the meeting at 10:15am.

### **III. Adjourn**

Commissioner Coyle moved to adjourn at 10:15am. 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  
April 27, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner St. James, Clerk  
Maj Dave Consentino, Asst Corrections  
Superintendent  
Patricia Conway, County Attorney  
Jude Gates, Director of Facilities, Planning,  
& IT  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director

Leslie Fabian, Director of Nursing  
Cathy Stacey, Register of Deeds

## Excused Absence

Commissioner Coyle, Vice Chair

## Also Present

Jay Couture, Seacoast Mental Health  
Nick Toumpas, Former DHHS  
Commissioner

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:45pm.

## II. Reports

### RFP Openings

- Piggery Demolition - Engineering & Maintenance Services

Proposals received: All State Abatement Professionals, EnviroVantage, S&R Corporation, TDD Earth Tech, and Danley Demolition.

**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.

- Wireless E-call System Upgrade - Engineering & Maintenance Services

Proposal received: SIGNET Electronic Systems Inc.

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

### RFP Awards

- Electricity Supplier - Engineering & Maintenance Services

Refreshed pricing was received from: Constellation Energy, Mint Energy, NextEra Energy, and Patriot Energy Group.

**Moved:** Commissioner St. James to award the Electricity Supplier proposal to Mint Energy for a fixed cost of \$0.07350 per kilowatt hour, for a twelve month term from the billing cycle that commences after December 1, 2016 (January 2017 meter reading) to the first meter reading after December 1, 2017, as recommended by the Director of Facilities, Planning, & Information Technology. Commissioner Tombarello seconded. It was noted it was less than last year. Voted all in favor.

Engineering and Maintenance Services – Jude Gates, Director

- Change Order Request: KPMB Enterprises

**Moved:** Commissioner St. James to approve a change order request for KPMB Enterprises in the amount of \$5,518.81, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded. Discussion ensued on the missed units in the original inspection. Voted all in favor.

#### RFP Awards Continued

- Book Restoration – Registry of Deeds

**Moved:** Commissioner St. James to award the Book Restoration proposal to Kofile Preservation in the amount of \$55,967.00, as recommended by the Register of Deeds. Commissioner Tombarello seconded, voted all in favor.

- Land Records – Registry of Deeds

**Moved:** Commissioner St. James to award the Land Records proposal to Fidlar Technologies for a period of five (5) years, with a \$75,000 one-time fee, \$48,546 hardware purchase price, and a \$33,800 annual fee, as recommended by the Register of Deeds. Commissioner Tombarello seconded, voted all in favor.

- Microfilm Conversion – Registry of Deeds

**Moved:** Commissioner St. James to award the Microfilm Conversion proposal to Inception Technologies in the amount of \$5,490.50, as recommended by the Register of Deeds. Commissioner Tombarello seconded. It was noted Inception Technologies had been used before. Voted all in favor.

- RCSO Uniforms and Equipment – Sheriff's Office

**Moved:** Commissioner St. James to award the RCSO Uniforms and Equipment proposal to Neptune Uniforms & Equipment in the amount of \$3,034, as recommended by the High Sheriff. Commissioner Tombarello seconded. It was noted they were the lowest bidder, and had also donated the uniform for the late Sheriff Downing. 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 T160092, T160233, T160234, T160247, T160248, T160260, T160261, T160276, T160301, T160303, T160306, T160309, T160331, T160332, T160341 totaling \$461,237.59; departmental warrants entered by Finance T160351, T160352, T160353, T160354, T160356, T160358, T160360, T160361, T160363, T160364 totaling \$69,312.56; payroll warrants 0418DR, 0421DR, 0421VD, 0422DR totaling \$7,557.58; general ledger warrants GL16242, GL16257, GL16259, GL16260 totaling \$25,606.13, for a grand total to be approved of \$563,713.86. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 04/19

**Moved:** Commissioner St. James to approve the minutes of the April 19, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- NHAC Conference Planning Update

No updates.

- New Hampshire Association of Counties Legislative Updates

No 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

Discussion ensued about union negotiation meetings being scheduled. Discussion ensued on the staffing shortage in Dietary.

#### County Attorney – Patricia Conway, County Attorney

- Training Request

Discussion ensued about the training and the reasons for the employees selected to go. Discussion ensued about the financial protocols for reimbursement requests from grants.

**Moved:** Commissioner St. James to approve an out of state Prosecution by Karpel training request for two County Attorney's Office employees, with all costs to be covered and/or reimbursed by the Office for Victims of Crime, as recommended by the County Attorney. Commissioner Tombarello seconded, voted all in favor.

#### Finance – Charles Nickerson, Director

- Temporary Staff Extension Request

**Moved:** Commissioner St. James to approve the Finance Director to extend temporary staffing services from Accountemps for three weeks to help cover payroll processing during an employee leave of absence. Commissioner Tombarello seconded, voted all in favor.

#### Long Term Care Services – Steven Woods, Director

- Exception Request PPP 6-10

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-10 for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

### **III. New Business / Old Business**

Leslie Fabian provided an update on the GI infection in the nursing home.

Alison asked the Board for permission to send certain contracts to legal, and also to have Cigna attend the 5/11 BOC meeting. She also noted she had offered someone the admin assistant position, but it was declined last minute. She asked if she could bring in someone from Officetemps while she was doing interviews. The Board agreed to let Alison bring in a temp.

Chuck noted the performance auditors would be with the finance staff all day on Friday.

### **IV. Public Comment**

No public comments received.

### **V. 1115 Waiver Discussion / Guest: Jay Couture, Seacoast Mental Health (4:30pm)**



Discussion ensued with Jay Couture and Nick Toumpas regarding the 1115 Waiver. Further discussion ensued on the division of the regions. Jay Couture is meeting with Strafford County the following day, and updates will be provided.

**VI. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:27pm. 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 4, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
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 3:46pm.

## II. Reports

### RFP Openings

- Inmate Personal Care Items – Corrections

Commissioner St. James opened proposals from Amercare Products Inc., Bob Barker Company, Charm Tex, Comade, and ICS Jail Supplies.

**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.

- Computer Equipment - Engineering & Maintenance Services

Commissioner St. James opened proposals from Apex Computer Systems, Aprisa Technology, GovConnection, Howard Technology Solutions, and Micro Works.

**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.

- Construction Management Services - Engineering & Maintenance Services

Commissioner St. James opened proposals from Charles Construction Company, Eckman Construction, Hutter, MacMillin Company, Milestone Construction, North Branch Construction, StructureTone, and Turnstone Corporation.

**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.

### RFP Awards

- Piggery Demolition - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Piggery Demolition proposal to Danley Demolition in the amount of \$28,000, and \$20 per linear foot for any transite pipe that may be discovered during

demolition, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued on the amount in the budget. Voted all in favor.

- Wireless E-call System Upgrade - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Wireless E-call System Upgrade proposal to Signet Electronic Systems in the amount of \$5,957.32, 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 \$1,180,164.96 for the period ending May 1, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 4/22, 4/27

**Moved:** Commissioner St. James to approve the minutes of the April 22, 2016 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 April 27, 2016 Board of Commissioners Meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Coyle abstaining due to absence.

- NHAC Conference Planning Update

No updates.

- New Hampshire Association of Counties Legislative Updates

No 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

Commissioner Coyle noted the GI infection is now gone out of the nursing home.

Corrections – Stephen Church, Superintendent

- Sullivan County Agreement

**Moved:** Commissioner St. James to approve an agreement with Sullivan County, at a per inmate, per diem rate of \$57.50, plus cost of medical services incurred, commencing January 17, 2016 with an indefinite end date, and authorize the Chair to sign all necessary documents having no other changes since last legal and risk review, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- NCEU MOU: Vacation Accruals

**Moved:** Commissioner St. James to approve a Memorandum of Understanding with NCEU Local 118 regarding vacation accrual and usage for first year employees in the Department of Corrections, and

authorize the Chair to sign all necessary documents, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- County Transports

Superintendent Church discussed the revised Department of Corrections policies. Commissioner Tombarello noted he was concerned about the weapons policies. He questioned the legality, and also noted his concern that they had not been reviewed by the Sheriff's Office. He asked that there be a work session between the Sheriff's Office and Corrections. Further discussion ensued about why the Superintendent felt correctional officers should be armed, and he noted several other counties that armed COs. He noted firearms training would be conducted by Sig Sauer. Commissioner Tombarello expressed concern with the liability of arming correctional officers. Superintendent Church stated the insurance carrier had reviewed the policies line by line.

Commissioner Tombarello further noted concerns about the limits of where COs would be carrying firearms, and that the Commissioners are ultimately responsible. He emphasized he believed the policies should be reviewed by the Sheriff's Office and Human Resources at a minimum. Commissioner Tombarello stressed that he was adamantly against Correctional Officers carrying guns, and that approving a policy would be the worst decision he's seen since becoming a commissioner.

**Moved:** Commissioner St. James to approve the following Department of Corrections Policies and Procedures, as recommended by the Corrections Superintendent:

- 1B-1-01 Use of Vehicles (revision date January 6, 2016)
- 1B-2-01 Transportation of Inmates (revision date January 7, 2016)
- 1B-2-02 Hospital Transport / Duty (revision date January 7, 2016)
- 2A-1-05 Perimeter Security Checks (revision date January 26, 2016)
- 2A-4-02 Receiving New Inmates (revision date February 4, 2016)
- 2B-1-01 Use of Force (revision date March 22, 2016)
- 2B-1-02 Temporary Restraint Devices (revision date March 22, 2016)
- 2B-1-05 Oleoresin Capsicum (OC); (revision date March 22, 2016)
- 2B-1-07 Conducted Electrical Weapon (Taser); (revision date March 22, 2016)
- 2B-2-01 Firearm Use & Safety (revision date March 10, 2016)
- 2B-2-02 Armory Operations (revision date March 15, 2016)
- 2B-2-03 County Transport & Custody Officers (revised date April 7, 2016)
- 2B-2-04 Tactical Room Operations (revised date March 16, 2016)

Commissioner Coyle seconded. Motion passed 2-1, with Commissioner Tombarello voting no.

#### Engineering and Maintenance Services – Jude Gates, Director

- Change Order Request: RHEMA \$1,350

**Moved:** Commissioner St. James to approve a change order request to RHEMA in the amount of \$1,350, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

#### Finance – Charles Nickerson, Director

- KMS Actuaries Agreement

**Moved:** Commissioner St. James to approve an agreement with KMS Actuaries for a period of four (4) years, for a total amount of \$16,000, with \$5,500 to be paid for FY2015/FY2016, \$6,500 to be paid for FY2017, and \$4,000 to be paid for FY2018, and authorize the Chair to sign all necessary documents

pending legal and risk review, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

#### Long Term Care Services – Steven Woods, Director

- Lien on Real Property

**Moved:** Commissioner St. James to place a lien on real property pursuant to NH RSA 166:20 for money owed to Rockingham County on 194 Locke Road, Rye, New Hampshire, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

### III. **New Business / Old Business**

- RFP Award Amendment – Sheriff's Office

**Moved:** Commissioner St. James to amend the April 27, 2016 proposal award for RCSO Uniforms and Equipment to Neptune Uniforms & Equipment in the amount of \$3,034 per single set, with a total amount not to exceed \$39,000, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

- T-RECs Enterprise Fund – Engineering & Maintenance Services

Jude and Chuck presented information to the Board regarding the opportunity for a potential revenue stream to the County, but would require Delegation approval to add to the projects list.

**Moved:** Commissioner St. James to approve the addition of the electrostatic precipitator (ESP) project to the list of 2016 Capital Projects, and for the Finance Director to work with the Delegation Coordinator to arrange any necessary meetings to have the project approved by the Delegation. Commissioner Coyle seconded. Discussion ensued about the risks of the project. Jude noted she would provide the PowerPoint presentation to the Delegation. Voted all in favor.

Steve Woods noted the new walkway going into the courtyard. He also reminded the Board about staff appreciation week.

Jude Gates provided an update on the HR building basement cleanup, and certain records to be shredded.

Steve Church noted an academy graduation this Friday, and an open house at the jail on Thursday. Commissioner Tombarello asked about the X-ray machine. Steve Church noted they were getting ready to go out to bid, and that he would be speaking with Jude about possible space modifications.

Chuck noted the ongoing meetings with DI Jacobs.

### IV. **Public Comment**

No public comments received.

### V. **Commissioners Non-Public Session**

**Moved:** Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel.

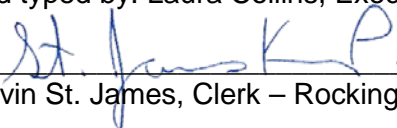
Those present were Commissioner Tombarello, Commissioner Coyle, and Commissioner St. James.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

### VI. **Adjourn**

Moved: Commissioner Tombarello to adjourn at 4:54pm. 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  
May 11, 2016 – 3:45pm

## 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, Human Resources Director

Steven Woods, Long Term Care Services  
Director  
Major Darin Melanson, Deputy Sheriff

## Also Present

Deb Fournier – DHHS  
Jeff Meyers, Commissioner – DHHS  
Nick Toumpas  
Vic Topo – CLM, Derry  
Jay Couture – Seacoast Mental Health

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:45pm.

## II. Reports

### Sheriff's Office – Michael Hureau, High Sheriff

- Training Request

**Moved:** Commissioner St. James to amend the approved April 5, 2016 Motorola training course request for a Sheriff's Office employee to include an additional session, in an amount not to exceed \$1,993.13 in expenses to be reimbursed by the Dispatch Console grant, as recommended by the High Sheriff. Commissioner Tombarello seconded, voted all in favor.

### RFP Openings

- Institutional Products – Corrections

Commissioner St. James opened proposals from ACME, ATD American Company, Bob Barker Company, Charm Tex, ICS Jail Supplies, Linen Company, OD Taragin and Brothers, Tabb Textiles, Uniforms Manufacturing, Victory Supply, and VSI.

Linen Supply and Victory Supply sent samples but no bid received.

Commissioner Coyle joined the meeting at 3:53pm.

**Moved:** to authorize the Corrections Superintendent to review, evaluate the proposals, and return with a recommendation.

- Janitorial Products – Corrections

Commissioner St. James opened proposals from Central Paper Products Co., 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.

- On-Line Legal Research Tool – County Attorney's Office

Commissioner St. James opened proposals from Lexis Nexis and Thomson Reuters.

**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.

- Complex Sign - Engineering & Maintenance Services

Commissioner St. James opened proposals from Barlo Signs and Portsmouth Sign Company.

**Moved:** Commissioner St. James to authorize the Director of Facilities, Planning, & IT to review, evaluate the proposals, and return with a recommendation.

- LED Lighting - Engineering & Maintenance Services

Commissioner St. James opened proposals from Consolidated Electrical Distributors, Green Mountain Electric Supply, Northeast Electrical Distributors, and Rockingham Electrical Supply Co.

**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.

#### RFP Awards

- Construction Management Services - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Construction Management Services proposal to Milestone Engineering and Construction, for a general conditions fee of \$316,574, based on an 18-month construction duration, a construction bond of \$46,125, and a Construction Management Fee of 3.5 percent of the construction costs, as recommended by the Director of Facilities, Planning, and IT. Commissioner Coyle seconded. Discussion ensued on the fees. 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 T160093, T160249, T160263, T160281, T160310, T160311, T160333, T160334, T160335, T160344, T160347, T160348 totaling \$338,631.47; departmental warrants entered by Finance T160017, T160377, T160378, T160390, T160392, T160393 totaling \$24,696.85; AP wire warrants T160369, T160407 totaling \$1,522,574.20; payroll warrants 0428DR, 0429DR, 0502DR, 0505DR totaling \$15,650.23; general ledger warrants GL16246, GL16247, GL16248, GL16249, GL16250, GL16251, GL16252, GL16284, GL16285, GL16287 totaling \$84,948.93, for a grand total to be approved of \$1,986,501.68. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 5/04

**Moved:** Commissioner St. James to approve the minutes of the May 4, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioner St. James provided an update on the conference planning.

- New Hampshire Association of Counties Legislative Updates  
Steve Church provided an update on Drug Court Funding and Felonies First amendments.



- 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 Brentwood Fireworks wanted to charge for parking in order to make up the costs that are short. It was noted it would create liability issues. Commissioner St. James will let them know the County is opposed to charging for parking.

Corrections – Stephen Church, Superintendent

- Exception Request PPP 6-12

Discussion ensued on the employee's retirement, and that it was 17 days before his eligibility for the next tier of longevity pay.

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-12 and NCEU Local 118 CBA 26.10 for a Corrections employee upon his early retirement. Commissioner Coyle seconded, voted all in favor.

- Thank You Card

Steve Church discussed the thank you card received from an inmate's family.

Engineering and Maintenance Services – Jude Gates, Director

- Mint Energy Agreement

**Moved:** Commissioner St. James to approve an agreement with Mint Energy for a period of one (1) year, at a rate of \$0.07350 per kilowatt hour, and authorize the Chair to sign all necessary documents pending legal and risk reviews as necessary, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Exception Request 8-2F, 1&2

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 8-2F, 1 & 2, for a Human Resources employee. Commissioner Coyle seconded, voted all favor.

- Leave Request (2)

**Moved:** Commissioner St. James to approve a leave request with pay for a Long Term Care employee, with County portion of benefits to continue, pursuant to Personnel Policies and Procedures 8-11. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve a leave request without pay, once earned time is exhausted, for a Long Term Care employee, pursuant to Personnel Policies and Procedures 8-11. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Exception Request 8-2F, 1&2

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 8-2F, 1 & 2 for eleven (11) Dietary employees, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the pay rates in Dietary compared to the market. Discussion ensued about making adjustments to the starting wage and the wages of existing staff.

- Lien on Real Property

**Moved:** Commissioner St. James to place a lien on real property located at 22 Greenvale Drive, Stratham, 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.

Registry of Deeds – Cathy Ann Stacey, Register

- Fidlar Technologies Agreement

**Moved:** Commissioner St. James to approve an agreement with Fidlar Technologies for a period of five (5) years, with a \$33,800 annual fee, a \$75,000 one-time fee, and \$48,546 hardware purchase price, and authorize the Chair to sign all necessary documents pending legal and risk reviews as necessary, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

Alison requested a half hour for Don Tyler on May 25.

Jude gave an update on the firepump. Discussion ensued on the false fire alarms that had occurred.

Steve Church briefed the Board on the public open house.

Laura Collins left the meeting at 4:43pm.

**IV. Gallagher/Cigna**

- Q1 Trend – Health Insurance
- Three year plan – Health Insurance
- Wellness Strategy
- Wellness Survey
- Tandem Care
- Kashable Loan Program

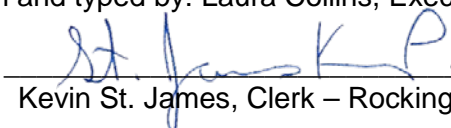
Commissioner Tombarello left the meeting at 5:03pm.

**V. Commissioner Jeff Meyers / 1115 Waiver (5:30pm)**

**VI. Adjourn**

Moved: Commissioner St. James to adjourn at 6:12pm. 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  
May 17, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections  
Superintendent  
Jude Gates, Director of Facilities, Planning,  
& IT

Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director

## Also Present

Mr. Joe Pantelakos

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:45pm.

## II. Reports

### Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 5/11

**Moved:** Commissioner St. James to approve the minutes of the May 11, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- NHAC Conference Planning Update

No updates. Discussion ensued about potential speakers.

- New Hampshire Association of Counties Legislative Updates

No updates. Commissioner St. James gave a brief update on the meeting with Commissioner Meyers the previous week. He noted Rockingham County doesn't have a Medicaid IDN.

- 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 mentioned the staff appreciation festivities the previous week.

### Corrections – Stephen Church, Superintendent

- Position Posting Request

Commissioner St. James discussed revising the policy requiring position posting approvals. It will be on next week's agenda.

**Moved:** Commissioner St. James to approve the posting of a Security Clerk/Secretary position. Commissioner Tombarello seconded, voted all in favor.

### Human Resources – Alison Kivikoski, Director

- College for America

Alison gave the Board an overview of the College for America. She asked about signing Rockingham County up as a participant, and noted it would not cost the County anything. Discussion ensued about tuition reimbursement.

The Board was in agreement with Rockingham County participating.

- Position Status Change – Long Term Care

Discussion ensued about the position and the recent retirement of a dietician.

**Moved:** Commissioner St. James to approve the status change for the Dietician position, slot OPT-01DTN, from part time to full time. Commissioner Tombarello seconded, voted all in favor.

#### Long Term Care Services – Steven Woods, Director

- Tufts Health Plan Ancillary Provider Application

**Moved:** Commissioner St. James to approve the Tufts Health Plan Ancillary Provider application and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

- Exception Request PPP 16-1 B

Discussion ensued about the exception and prior exceptions. Chuck noted he recommended it because exceptions had been made for late paperwork at open enrollment time. Alison stated new hire enrollment is a different situation, and was not in favor of the exception.

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 16-1 B for a Long Term Care employee. Commissioner Tombarello seconded. Motion failed 0-2.

### **III. New Business / Old Business**

- Warrenstreet Agreement

Discussion ensued on the arbitration clause in the agreement. The Board is fine with the clause as written.

- May 25 Town Forum

The Board concurred to cancel the forum due to low participation and look to reschedule in the future.

### **IV. Public Comment**

Mr. Joe Pantelakos asked to address the Board. He noted that he had been assaulted by an inmate when he was a correctional officer, and was medically retired in 2000. He discussed conversations he had with previous employees about health insurance. He asked for the County to cover his health insurance, and that he would pay the same rate as a current correctional officer with the County to cover the remainder. He noted his income level and that he was told he made too much money for Medicaid.

He noted he has been without insurance since January due to personal circumstances. The Board noted they would look at the background again and get back to Mr. Pantelakos.

### **V. New Business / Old Business continued.**

Jude provided an update on the fire alarm issue.

Steve Church noted he attended the summit on drug abuse. Discussion ensued on drug court funding and Felonies First. He also noted Brentwood is now doing emergency response for the jail.

Chuck noted the May 31 T-RECs public hearing and Executive Committee meeting, with the Delegation meeting in Concord the following day. He also noted the performance auditors will be back again tomorrow.

#### **VI. Commissioners Non-Public Session**

**Moved:** Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) compensation of personnel in the County Attorney's Office. Commissioner Tombarello seconded, voted all in favor.

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

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Tombarello seconded voted all in favor.

A brief discussion ensued on Mr. Joe Pantelakos' situation. More information will be provided to Commissioner St. James.

#### **VII. Adjourn**

Commissioner Tombarello declared a recess at 4:43pm.

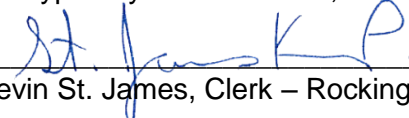
Commissioner Tombarello reconvened the meeting at 5:30pm.

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

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,181,871.29 for the period ending May 15, 2016. Commissioner Tombarello seconded, voted all in favor.

**Moved:** Commissioner Tombarello to adjourn at 5:32pm. 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 25, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Jude Gates, Director of Facilities, Planning,  
& IT  
Robin Bernier, IT Manager  
Charles Nickerson, Finance Director  
Laurie Trostle-Pitkin, Accounting Manager  
Alison Kivikoski, Human Resources Director  
Brenda Chasse, HR Generalist

Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff

## Also Present

Peter Janelle  
Donna Tighe  
Matt Tighe  
Don Tyler

## I. Call to Order / Pledge of Allegiance

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

## II. Reports

### Registry of Deeds – Cathy Stacey, Register

- Position Posting: Records Retention Supervisor II/Copy Edit

**Moved:** Commissioner Coyle to approve the posting of a Records Retention Supervisor II / Copy Edit position in the Registry of Deeds. Commissioner Tombarello seconded, voted all in favor.

### RFP Awards

- Complex Sign – Engineering and Maintenance Services

**Moved:** Commissioner Coyle to award the Complex Sign proposal to Portsmouth Sign Company in the amount of \$7,315, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded. Commissioner Tombarello asked about the price differences between the bids. Voted all in favor.

- Vehicle Upfit – Sheriff's Office

**Moved:** Commissioner Coyle to award the Emergency Vehicle Upfit 2016 proposal to 2-Way Communications in the amount of \$33,094, as recommended by the High Sheriff. Commissioner Tombarello seconded, and commented on the prices of the proposals. Voted all in favor.

### Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner Coyle to approve and sign departmental warrants T160250, T160251, T160264, T160265, T160312, T160336, T160337, T160338, T160372, T160396, T160397, T160399, T160400, T160401, T160402, T160405, T160417 totaling \$628,322.81; departmental warrants entered by Finance T160409, T160410, T160411, T160412, T160413, T160414, T160415, T160416, T160427, T160441 totaling \$326,188.89; payroll warrants 0509DR, 0512DR, 0517DR, 0519DR totaling \$14,860.69; general ledger warrants GL16227, GL16228, GL16229, GL16294, GL16295, GL16296,

GL16297, GL16313, GL16328, GL16329 totaling \$53,985.41, for a grand total to be approved of \$1,023,357.80. Commissioner Tombarello seconded, voted all in favor.

- Position Posting Protocol Policy Revision

**Moved:** Commissioner Coyle to revise the Board of Commissioners' January 9, 2013 Position Posting Policy so that Board approval is not required for the posting of open positions that are budgeted for and have not changed more than 50 percent. Commissioner Tombarello seconded, voted all in favor.

#### Engineering and Maintenance Services – Jude Gates, Director

- Milestone Construction Agreement

**Moved:** Commissioner Coyle to approve the Milestone Construction Agreement, for an estimated 18 month construction duration, in the amount of \$316,574 general conditions fee, \$46,125 construction bond, and 3.5 percent of construction costs CM fee, and authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded, voted all in favor.

- Avaya Financial Services Lease Agreements

Tabled.

#### Human Resources – Alison Kivikoski, Director

- PPP Revisions

Alison noted the previous revisions that had been previously approved by prior Boards but had not been incorporated into the Personnel Policies and Procedures.

**Moved:** Commissioner Coyle to approve the proposed revisions to Personnel Policies and Procedures 6-14 relating to Shift Differentials, as recommended by the Human Resources Director and Finance Director. Commissioner Tombarello seconded, voted all in favor.

- Earned Time/Holiday Accruals Cash-Out

Discussion ensued on the cash out provisions. Alison asked the Board if they wanted to change the provisions. The Board declined to change them from prior years.

**Moved:** Commissioner Coyle to approve the 2016 cash out of earned time and holiday time proposal as presented and outlined in the Human Resources and Finance Directors' memorandum dated May 19, 2016. Commissioner Tombarello seconded, voted all in favor.

#### Long Term Care Services – Steven Woods, Director

- Weekend Shift Pick Up Bonus

Steve Woods noted the proposed plans to try to retain and hire qualified nursing staff. Leslie Fabian proceeded to discuss the particular proposed incentives.

Commissioner St. James joined the meeting at 4:00pm.

**Moved:** Commissioner Coyle to approve the Weekend Shift Pick Up Bonus incentive for LNAs, MNAs, LPNs, and RNs, as outlined in the Long Term Care Services Director's memorandum dated May 25, 2016, to expire on December 31, 2016. Commissioner St. James seconded, voted all in favor.

- Recruitment Referral Bonus Program

**Moved:** Commissioner St. James to approve the Long Term Care Services Recruitment Referral Bonus Program, for the period of June 1, 2016 through December 31, 2016, as outlined in the Long Term Care Services Director's memorandum dated May 25, 2016. Commissioner Coyle seconded. Discussion ensued on the program. Voted all in favor.

- LNA Mentorship Program Increase

**Moved:** Commissioner St. James to approve an increase in the LNA Mentorship Program compensation from \$500 to \$1,500, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Commissioner Tombarello noted he was opposed to this as he thought it was too much of an increase. Motion passed 2-1.

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 5/17

**Moved:** Commissioner Coyle to approve the minutes of the May 17, 2016 Board of Commissioners meeting. Commissioner St. James seconded. Motion passed 2-0 with Commissioner Coyle abstaining due to absence.

RFP Openings

- Disposable Lids – Long Term Care

Commissioner St. James opened a proposal from Central Paper Products Co.

**Moved:** Commissioner St. James to authorize the Long Term Care Services Director to review, evaluate the proposal, and return with a recommendation.

- Paper Products – Long Term Care

Commissioner St. James opened proposals from All American Poly, Central Paper Products Co., Central Poly Corp, Geriatric Medical, Shaheen Brothers, Swish White River Ltd., Unipak, 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.

Commissioners Office – Thomas Tombarello, Chair

- NHAC Conference Planning Update

Discussion ensued on conference sponsorships.

- 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

Discussion ensued on the fire alarms, and lack of hot water at the courthouse.



### III. New Business / Old Business

Alison discussed a potential request for an exception on healthcare benefits with a union employee. She also noted a legal request for records received from an employee's attorney. She further noted she would be asking for an exception request for hiring an administrative assistant.

Chuck noted the audit was wrapping up.

### IV. Public Comment

No public comments received.

### V. Guests

- Peter Janelle – 1115 Waiver – 4:30pm

Mr. Janelle provided his background. He stated he was looking for the Board's support for the network they were establishing for region 4. He noted the Board would be welcome to participate in any discussions and hopes the Board provides a representative.

Further discussion ensued on the 1115 Waiver and the work going on in region 4. The Board indicated their support and a letter would be forthcoming.

- Don Tyler – Pay and Classification - 5:00pm

Mr. Tyler and Alison discussed the classification and compensation study process and methodology that would be used. Mr. Tyler also discussed needing to establish the desired market for comparisons. York County, Essex County, Hillsborough County, and possibly Strafford County were mentioned as possible comparison markets.

Commissioner Tombarello declared a recess at 5:34pm to discuss union strategy.

Commissioner Tombarello reconvened the meeting at 5:57pm.

### VI. Adjourn

Commissioner Coyle moved to adjourn at 5:57pm. 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 31, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Dave Consentino, Assistant Corrections Superintendent  
Jude Gates, Director of Facilities, Planning, & IT  
Charles Nickerson, Finance Director  
Brenda Chasse, HR Generalist  
Steven Woods, Long Term Care Services Director

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:45pm.

## II. Reports

### RFP Awards

- Inmate Personal Care Items – Corrections

**Moved:** Commissioner Tombarello to award the Inmate Personal Care Items proposal to Bob Barker Company, for a period of one (1) year, in an amount not to exceed \$15,000, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Discussion ensued about the pricing. Voted all in favor.

- Institutional Products – Corrections

**Moved:** Commissioner St. James to award the Institutional Products proposal to ACME Supply, ATD American, Bob Barker Company, Charm-Tex, OD Taragin & Brothers, and Victory Supply, for a period of one (1) year, and a total amount not to exceed \$54,000, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Discussion ensued on the length of the award and price fluctuation. Voted all in favor.

- RCAO On-line Research Tool – County Attorney

**Moved:** Commissioner St. James to award the RCAO On-line Legal Research Tool proposal to Thomson Reuters - West Publishing Corporation for a period of five (5) years, in the amount of \$5,536.56 year one, \$5,591.88 year two, \$5,647.80 year three, \$5,704.32 year four, and \$5,761.32 year five, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

- LED Lighting – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the LED Lighting proposal to Rockingham Electrical Supply for the Lithonia ELM2 Emergency Lights in the amount of \$755.15, and to Northeast Electrical Distributors for the Kenal fixtures and LED Retrofits in the amount of \$25,273.20, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued on Rockingham Electrical Supply having self-diagnostics and therefore having a higher cost. Voted all in favor.

- Disposable Lids – Long Term Care Services

**Moved:** Commissioner St. James to award the Disposable Lids proposal to Central Paper Products Company, for a period of one (1) year, in an amount 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 Minutes: 5/25

**Moved:** Commissioner St. James to approve the minutes of the May 25, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Planning Update

No updates.

- New Hampshire Association of Counties Legislative Updates

No 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

Commissioner Tombarello asked Jude to provide an update on the fire alarm system. She noted the testing and loop issue. Discussion ensued on overtime hours in Engineering and Maintenance Services. Discussion ensued about Honeywell and other vendors for fire alarm systems and building automation.

Commissioner Tombarello noted the hot water is restored at the courthouse in the Registry of Deeds.

Corrections – Stephen Church, Superintendent

- 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 May 24, 2016. Commissioner Coyle seconded, voted all in favor.

- DHHS MOU

**Moved:** Commissioner St. James to approve a Memorandum of Understanding between Rockingham County and New Hampshire Department of Health and Human Services with regards to Medicaid eligible incarcerated individuals, and authorize the Chair to sign all necessary documents, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- Gorham Savings Lease Agreement

**Moved:** Commissioner St. James to award the capital lease for the County's new Avaya IP Office phone systems to Gorham Savings Leasing Group with annual lease payment of \$9,000 in 2016, and annual lease payments of \$26,234.45 for years 2017-2020, for a grand total of \$113,937.80 including principal and interest, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to adopt the following resolution for the lease financing of certain equipment, 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 and installing the new County-wide Avaya IP Office phone system (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 \$105,590.41. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Optima Communications Systems, Inc. (\$105,590.41 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 May 31, 2016.

Human Resources – Alison Kivikoski, Director

- 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, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Discount Program

Brenda Chasse discussed the discount program for various admission tickets for employees. It was noted it would not cost anything to the County and the tickets would be taken on consignment.

**III. New Business / Old Business**

Discussion ensued about the reduction in inmates at the jail, and the facility improvements.

Chuck noted the Medicare cost report was sent off to Milwaukee today.

Commissioner Tombarello noted some concerns with the Area Homemakers organization's ability to help residents, and that he is inclined to reduce the recommended amount provided to the organization.

**IV. Public Comment**

No public comments received.

**V. Commissioners Non-Public Session**

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

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steve Woods, Brenda Chasse, Chuck Nickerson, and Laura Collins.

Moved: Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello declared a recess at 4:52pm.

**VI. Public Hearing on T-RECs / Executive Committee Meeting (5:30pm – Hilton Auditorium)**

Commissioner Tombarello reconvened the meeting at 6:17pm.

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

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,183,246.32 for the period ending May 29, 2016. Commissioner Coyle seconded, voted all in favor.

**VII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 6:18pm. 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 8, 2016 – 3:45pm

## Present

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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Angela Couture,  
Michael Hureau, High Sheriff  
Patricia Conway, County Attorney

## I. **Call to Order / Pledge of Allegiance**

Commissioner Coyle called the meeting to order at 3:45pm.

Commissioner Tombarello joined the meeting by telephone.

## II. **Reports**

### Finance Office – Charles Nickerson, Director

- Bid Waiver: Workforce \$11,475

**Moved:** Commissioner St. James to approve a bid waiver to Workforce Software in the amount of \$11,475, as recommended by the Finance Director. Commissioner Coyle seconded. Discussion ensued on the upgrade work needed, and when time and attendance would go out to bid. Voted all in favor.

Commissioner Tombarello left the meeting.

### RFP Openings

- 2017 Vehicles – Engineering & Maintenance Services

Commissioner St. James opened proposals from ACME Auto Leasing, Autofair Ford, Grappone Ford, and Stoneham Ford.

**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.

- Legal Services for Worker's Compensation – Human Resources

Commissioner St. James opened proposals from Bernard and Merrill, Devine, Millimet & Branch, Getman, Schulthess, Steere & Poulin PA, and Wadleigh, Starr & Peters PLLC.

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

### RFP Awards

- Computer Equipment – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Computer Equipment proposal to GovConnection, in an amount not to exceed \$64,566.39, 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 and sign departmental warrants T160266, T160267, T160313, T160314, T160339, T160340, T160375, T160418, T160435, T160436, T160437, T160439, T160442 totaling \$289,129; departmental warrants entered by Finance T160452, T160453, T160476, T160477, T160489 totaling \$58,884.63; payroll warrants 0422VD, 0524DR, 0602DR, 0602VD totaling \$18,595.81; general ledger warrants GL16347, GL16348, GL16349, GL16350, GL16351, GL16352, GL16354 totaling \$24,330.92, for a grand total to be approved of \$390,940.36. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 5/31

**Moved:** Commissioner St. James to approve the minutes of the May 31, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Planning Update

It was confirmed that there will be four comp rooms for the County. Alison noted the progress towards getting a keynote speaker. Further discussion ensued on the breakout sessions and entertainment.

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James gave a summary of the Governor's breakfast.

- 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

- Securus Amendment

Steve Church discussed the rates as related to new FCC regulations.

**Moved:** Commissioner St. James to approve the Securus Contract Addendum for rate per minute billing adjustment, at no cost to the County, and authorize the Vice Chair to sign all necessary documents, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Engineering and Maintenance Services – Jude Gates, Director

- USEFC Agreement

**Moved:** Commissioner St. James to approve the Purchase and Sale Agreement for Renewable Energy Certificates with the United States Endowment for Forestry and Communities, and authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor. A copy will be sent to the Delegation per their request.

Finance Office – Charles Nickerson, Director

- BNY Mellon Letter of Credit Program

Chuck noted the program and how it would be an extra layer of protection for the County against fraud.

**Moved:** Commissioner St. James to approve the transition from collateralization services provided by the Federal Home Loan Bank of Pittsburgh to collateralization services through the BNY Mellon Letter of Credit Program offered by TD Bank, and authorize the Vice Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

- TD Bank Positive Pay Services

**Moved:** Commissioner St. James to approve the implementation of TD Bank Positive Pay Services, and authorize the Vice Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the possibility of offering payroll debit cards.

Human Resources – Alison Kivikoski, Director

- Human Resources Partners Agreement

**Moved:** Commissioner St. James to approve the Human Resources Partners Agreement, in the amount of \$19,900, and authorize the Vice Chair to sign all necessary documents having already completed risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care – Steven Woods, Director

- Nursing Sign-On Bonus

Steve Woods noted he felt staffing was at a critical point and they were trying to find ways to attract qualified staff. He discussed the monetary particulars. Discussion ensued about what the program would do to the morale of existing staff.

**Moved:** Commissioner St. James to approve a nursing sign-on bonus program, as outlined in the Long Term Care Services Director's memorandum dated June 8, 2016.

Commissioner Coyle moved to table the motion. Discussion ensued about coming up with alternatives. Commissioner St. James seconded, the motion was tabled.

- Dietary Aide I Wage Increase

**Moved:** Commissioner St. James to approve a wage increase of 5 percent for Dietary Aide I positions, to be effective June 26, 2016, with all evaluation dates to remain the same, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

Sheriff Hureau noted the air conditioner unit at the courthouse was full of mold. Pictures were taken and sent to Sarah Lineberry. Sheriff Hureau briefed the Board on the pay structure and overtime classification for bailiffs as well as the potential problems. Chuck noted they were also looking into how to get the bailiffs onto WorkForce.



Alison updated on the wellness program. She also asked for clarification on whether a County employee could run for political office.

Robin Bernier noted the new phone system upgrade would be starting next Monday.

Jude Gates the firepump is complete. The fire alarm system is still having issues. She noted Honeywell is going to quote on rewiring the ground floor.

Steve Church noted he agreed to take 10 inmates from Belknap County to make room for potential arrests during bike week. Steve noted he has also sent an employee to help with issues at Berlin prison. He further discussed the reverse per diem on the Primecare contract.

Pat Conway discussed a right to know request she had received. The response will be sent from the Commissioners Office.

Chuck Nickerson provided an update on the audit. He also noted the meeting with the Delegation and Don Jacobs on the initial findings in the performance audit.

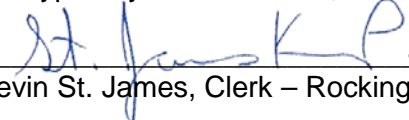
**IV. Public Comment**

No public comments received.

**V. Adjourn**

Commissioner Coyle to adjourn at 4:48pm. 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 14, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Michael Hureau, High Sheriff

## Also Present

Nick Toumpas

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:45pm. Commissioner Tombarello asked for a moment of silence for the Orlando tragedy.

## II. Reports

### Old Business

- Bid Waiver: Honeywell \$9,286 – Engineering & Maintenance Services

Jude noted there were still false alarms being received. The price for the bid waiver is for Honeywell to rewire the ground floor only as that is believed to be where the issue lies.

**Moved:** Commissioner St. James to approve a bid waiver to Honeywell in the amount of \$9,286, and approve the reallocation of \$6,386 from the Driscoll window replacement project line to the RCNH Fire Alarm project line, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

### RFP Openings

- Sheriff's Office Ammunition – Sheriff's Office

Commissioner St. James opened a proposal from Eagle Point Gun.

**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

- Paper Products – Long Term Care Services

**Moved:** Commissioner St. James to award the Paper Products proposal to Central Paper Products Company, Central Poly, Geriatric Medical, and WB Mason, for a period of one (1) year, in a total amount not to exceed \$100,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

### Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 6/8

**Moved:** Commissioner St. James to approve the minutes of the June 8, 2016 Board of Commissioners meeting. Commissioner Coyle seconded. Voted, motion passed 2-0 with Commissioner Tombarello abstaining due to absence.

- NHAC Conference Planning Update

Discussion ensued on the entertainment venues and sponsorships.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the union negotiations meeting schedule.

- 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 there had been a hanging at the jail on Monday. Commissioner Coyle noted the proshare excess. Further discussion ensued on long term care revenues.

#### Corrections – Stephen Church, Superintendent

- Nice Letter

Steve Church discussed the letter received from an inmate's parents.

#### County Attorney's Office – Patricia Conway, County Attorney

- Thomson Reuters – West Publishing Corporation Agreement

**Moved:** Commissioner St. James to approve the Thomson Reuters / West Publishing Corporation agreement, for a period of five (5) years, in the amount of \$5,536.56 year one, \$5,591.88 year two, \$5,647.80 year three, \$5,704.32 year four, and \$5,761.32 year five, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Discussion ensued about an employee that would be going to the Attorney General's office.

#### Human Resources – Alison Kivikoski, Director

- Water Country Agreement

Alison noted she didn't believe the parent company would change the contract to conform to Primex requirements. The decision of the Board was to approve the agreement as written.

**Moved:** Commissioner St. James to approve the 2016 Water Country Ticket Sales Consignment agreement, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Canobie Lake Agreement

**Moved:** Commissioner St. James to approve the 2016 Canobie Lake Park Consignment Ticket agreement, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- York's Wild Animal Kingdom Agreement

**Moved:** Commissioner St. James to approve the 2016 York's Wild Animal Kingdom Ticket Consignment agreement, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Funtown/Splashtown Consignment Agreement

**Moved:** Commissioner St. James to approve the 2016 Funtown/Splashtown Ticket Consignment agreement, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Benefit Strategies Flex Plan

**Moved:** Commissioner St. James to approve the Benefit Strategies Flex Plan/Cafeteria Plan agreement, and authorize the Chair to sign all necessary documents pending risk and legal reviews, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Benefit Strategies Administrative Services Agreement

**Moved:** Commissioner St. James to approve the Benefit Strategies Administrative Services agreement, and authorize the Chair to sign all necessary documents pending risk and legal reviews, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

#### Long Term Care Services – Steven Woods, Director

- Nursing Sign-On Bonus

Discussion ensued on the nursing shortage and need to attract new employees. Further discussion ensued on the impact of current employees. Commissioner St. James noted he would support a pilot program for LPNs/RNs to start. Commissioner Coyle noted his concern with how current employees would perceive new employees receiving bonuses they did not received. Further discussion ensued on the reasons for the national nursing shortage.

**Moved:** Commissioner St. James to approve the Nursing Sign-On Bonus program, as amended and outlined in the Long Term Care Services Director's memorandum dated June 8, 2016. Commissioner Coyle seconded, voted all in favor.

### III. **New Business / Old Business**

Sheriff Hureau noted his office had to guard an individual who had tried to commit suicide while on bail.

Alison noted issues surrounding the pay and classification study that is ongoing, and that employees are fearing it is indicative of layoffs and job compression.

- 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 June 14, 2016. Commissioner Coyle seconded, voted all in favor.

Commissioner St. James noted the thank you from Chester Board of Selectmen for the Trustee program.

**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, Patricia Conway, Chuck Nickerson, Alison Kivikoski, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve the donation of earned time for a County Attorney's Office employee, as outlined in the County Attorney's memorandum dated June 14, 2016, pending the employee's follow-up with Human Resources. Commissioner Coyle seconded, voted all in favor.

**IV. Public Comment**

No public comments received.

**V. Guest: Nick Toumpas / DSRIP Program (4:30pm)**

Mr. Nick Toumpas provided the Board with an overview on the DSRIP Program and the next steps.

**VI. Reports continued**

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

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,166,915.99 for the period ending June 12, 2016. Commissioner Coyle seconded, voted all in favor.

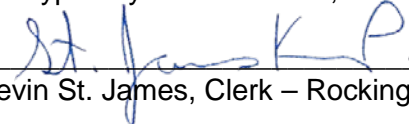
Commissioner Tombarello declared a recess at 5:46pm to discuss union strategy.

Commissioner Tombarello reconvened the meeting at 6:02pm.

**VII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 6:02pm. 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 22, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections  
Superintendent  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director

Nancy Lang, Worker's Comp Coordinator  
Michael Hureau, High Sheriff

## Also Present

Donna Lane, Grant Consultant  
Bob Felder  
Brooks More  
Cleo Castonguay

## I. Call to Order / Pledge of Allegiance

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

## II. Reports

### RFP Openings

- Dietary Equipment Service Agreement – Long Term Care

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 Tombarello seconded, voted all in favor.

### RFP Awards

- 2017 Vehicles (partial award) – Corrections / Engineering & Maintenance Services

Tabled.

- Legal Services for Worker's Compensation – Human Resources

**Moved:** Commissioner St. James to award the Legal Services for Worker's Compensation to Getman, Schulthess, Steere, & Poulin for a period of two (2) years, and at the rates of \$145 per hour for attorneys, \$135 per hour for associates, and \$75 per hour for paralegals, as recommended by the Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

- Sheriff's Office Ammunition – Sheriff's Office

**Moved:** Commissioner St. James to award the Sheriff's Office Ammunition proposal to Eagle Point Gun in the amount of \$20,980.60, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James noted he received comments that the price was excellent. Voted all in favor.

### Commissioners Office – Thomas Tombarello, Chair

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

Commissioner Coyle joined the meeting at 3:54pm.

**Moved:** Commissioner St. James to approve and sign departmental warrants T160268, T160315, T160419, T160443, T160444, T160445, T160460, T160493, T160495, T160496, T160497, T160498, T160499, T160500 totaling \$534,629.29; departmental warrants entered by Finance T160512, T160513, T160514, T160515, T160516, T160517, T160521, T160522, T160523, T160524, T160527, T160528, T160531 totaling \$175,246.99; AP wire payments T160530 totaling \$1,497,707.00; payroll warrants 0607DR, 0609DR, 0616DR totaling \$9,014.26; and general ledger warrants GL16324, GL16325, GL16384, GL16407 totaling \$2,729.67, for a grand total to be approved of \$2,219,327.21. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 6/14

**Moved:** Commissioner St. James to approve the minutes of the June 14, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioner St. James gave an update on the sponsorships. Commissioner Coyle asked about speakers. Alison noted she is looking into some speakers from Primex. Commissioner Coyle noted a speaker that would be willing to come in for a modest fee.

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James noted he was voted the Vice Chair of the NHAC Commissioners Council.

- 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 a wing has been closed in the nursing home in preparation for the renovations.

#### Finance Office – Charles Nickerson, Director

- Primex CAP

Discussion ensued on the Primex CAP offer.

#### Human Resources – Alison Kivikoski, Director

- Zumba Classes / Participation Waiver

**Moved:** Commissioner St. James to approve the offering of Zumba / Pilates wellness sessions to Rockingham County employees at a total cost of \$320, and further to approve the Waiver and Release of Liability form pending risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

### **III. New Business / Old Business**

Sheriff Hureau discussed information from Motorola about needing modems at each antenna site.

Alison noted the focus groups for the pay study had finished and work would start on the individual analyses next week.

- 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 June 22, 2016. Commissioner Coyle seconded, voted all in favor.

#### IV. Public Comment

No public comments received.

#### V. Commissioners Non-Public Session

**Moved:** Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel in the Human Resources department.

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

**Moved:** Commissioner Coyle to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

#### VI. Public Hearing – Community Development Block Grants (4:30pm)

Informational packets on the proposed projects were made available.

Donna Lane noted Linden Fields had pulled out.

Commissioner Tombarello opened the public hearing on Society of St. Vincent de Paul, Exeter, 28 units total, 26 Units Affordable Housing.

Donna Lane read the following:

*Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility and housing projects, up to \$500,000 for economic development projects and up to \$500,000 for emergency activities. All projects must directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants.*

*This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The County will sub grant the funds, retaining funds for administrative expenses, to Society of St. Vincent de Paul, Exeter, NH, a 501C.3 organized in 1987 presently providing clients with extensive Social, Economic and Health and applying to add 26 low income rental units in the greater Exeter area via a 28 unit LIHTC mixed use building serving 10% or more homeless/disabled applicants such as veterans, seniors, families, and which also includes two allowed market rate units. A portion of the first floor is being dedicated to and open for community activities, meetings and other Quality of Life assistance/training for tenants and others in the greater Exeter service area at the building site off Epping Road at 2 Meeting Place Drive in Exeter.*

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

*Funding request: \$500,000*

Discussion ensued on the project and funding sources.

Commissioner Tombarello asked for public comments. No public comments received.

Commissioner Tombarello closed the public hearing on Society of St. Vincent de Paul.



Commissioner Tombarello opened the public hearing on Meeting Place IV, Exeter, 43 Units Affordable Housing.

Donna Lane read the following:

*Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility and housing projects, up to \$500,000 for economic development projects and up to \$500,000 for emergency activities. All projects must directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants.*

*This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The County will subgrant the funds, retaining funds for administrative expenses, to Avesta Housing, or a subsidiary, for the construction of 43 units of affordable housing, Meeting Place IV, at 3 Meeting Place Drive in Exeter. The CDBG funds will finance acquisition costs*

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

*Funding request: \$500,000*

Donna noted Exeter already got their funding this year and was not able to support another grant this year. Discussion ensued on the funding sources. Further discussion ensued on the grant process.

Commissioner Tombarello asked for public comments. No public comments received.

Commissioner Tombarello closed the public hearing on Meeting Place IV.

Commissioner Tombarello opened the public hearing on Housing and Community Development Plan.

Discussion ensued on the Housing and Community Development Plan. No changes proposed at this time. The HCDP was last adopted in March 2012.

Commissioner Tombarello asked for public comments. No public comments were received.

Commissioner Tombarello closed the public hearing on Housing and Community Development Plan.

Commissioner Tombarello opened the public hearing on Residential Antidisplacement and Relocation Assistance Plan.

Discussion ensued on Residential Antidisplacement and Relocation Assistance Plan.

Donna noted that although these projects do not involve any displacement or relocation of persons or businesses, if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Commissioner Tombarello asked for public comments. No comments received.

Commissioner Tombarello closed the public hearing on Residential Antidisplacement and Relocation Assistance Plan.

**Moved:** Commissioner St. James to adopt the Housing and Community Development Plan. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to adopt the Residential Antidisplacement and Relocation Assistance Plan for the proposed Meeting Place IV, Exeter, 43 Units Affordable Housing CDBG project. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to adopt the Residential Antidisplacement and Relocation Assistance Plan for the proposed Society of St. Vincent de Paul, Exeter, 28 units total, 26 Units Affordable Housing CDBG project. Commissioner Coyle seconded, voted all in favor.

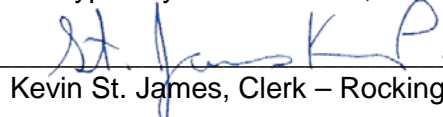
**Moved:** Commissioner St. James to approve the submittal of the Meeting Place IV, Exeter, 43 Units Affordable Housing CDBG application and vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve the submittal of the Society of St. Vincent de Paul, Exeter, 28 units total, 26 Units Affordable Housing CDBG application and vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Commissioner Coyle seconded, voted all in favor.

## VII. Adjourn

**Moved:** Commissioner Coyle to adjourn at 5:01pm. 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  
June 29, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
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 3:45pm.

Commissioner Tombarello introduced a few of the nursing home residents and invited them to make a speech.

## II. Reports

### RFP Awards

- Dietary Equipment Service Agreement – Long Term Care Services

**Moved:** Commissioner St. James to award the Dietary Equipment Service Agreement to Hobart Service for a period of one (1) year in an amount not to exceed \$10,000, 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

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,168,411.38 for the period ending June 26, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 6/22

**Moved:** Commissioner St. James to approve the minutes of the June 22, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Planning Update

No updates.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on upcoming meeting dates.

- 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, Director

- Leave With Pay Request – LTC / Env Svcs

**Moved:** Commissioner St. James to approve a leave with pay request for a Long Term Care employee, with County portion of benefits to continue, pursuant to Personnel Policies and Procedures 8-11. Commissioner Coyle seconded, voted all in favor.

- Leave With Pay Request – LTC / Nursing

**Moved:** Commissioner St. James to approve a leave with pay request for a Long Term Care employee, with County portion of benefits to continue, pursuant to Personnel Policies and Procedures 8-11. Commissioner Coyle seconded, voted all in favor.

- Leave Without Pay Request – Sheriff's Office

Tabled.

Long Term Care Services – Steven Woods, Director

- Companion Health Services Agreement

**Moved:** Commissioner St. James to approve the Companion Health Services Agreement for a period of one (1) year at no cost to the County, 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.

- Lien Release: 27 Fox Point Road, Newington

Tabled.

- Lien Release: 160 Main St, New Castle

Steve Woods noted the County was in receipt of the funds due.

**Moved:** Commissioner St. James to approve the discharge of lien held on real property located at 160 Main St, New Castle, New Hampshire. Commissioner Coyle seconded, voted all in favor.

- Administrative Leave Request

**Moved:** Commissioner St. James to approve an administrative leave without pay for a Long Term Care employee, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- 2016 JAG Application / Public Hearing

Commissioner Tombarello opened the public hearing.

Major Darin Melanson read the following:

**PROGRAM NARRATIVE**

The 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) funds (CFDA #16.738) for Rockingham County are \$24,593. 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 Salem, New Hampshire. Authorized representatives have agreed to a 5% grant administrative fee. Rockingham County is the administrator for the 2016 JAG grant. Each entity will be allocated the following:

Programs:

Town of Derry:	\$12,690
Town of Salem:	<u>\$10,675</u>
	\$23,365

Administration Fee:

Rockingham County: \$1,228

Total:                    \$24,593

As previously stated, Rockingham County, through its Board of Commissioners, has agreed to act as the Fiscal Agent for the purposes of the 2016 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 10/01/2015 through 09/30/2017. The grant application is due by 5:00 p.m. (Eastern Time) on June 30, 2016.

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 within the purpose area of Law Enforcement Programs.

**ROCKINGHAM COUNTY, NH- ADMINISTRATIVE FEE ALLOCATION**

Rockingham County is the fiscal agent for the 2016 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, and monitor equipment purchases, and perform annual audits to ensure compliance with grant requirements. All parties agreed to a 5% administrative fee totaling \$1,228 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 Town of Salem 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 asked if there were any public comments. There being no public comments, Commissioner Tombarello closed the hearing.

**Moved:** Commissioner St. James to approve and sign 2016 JAG application #2016-H2748-NH-DJ, as recommended by the High Sheriff. Commissioner Coyle seconded. Discussion ensued on why it was only Derry and Salem. Voted all in favor.

### III. **New Business / Old Business**

Sheriff Hureau discussed an update on the radio sites.

County Attorney Conway noted a leak that had occurred in a file storage area in the courthouse. Discussion ensued on the HVAC situation. The State still has not gotten back to the County.

Jude noted the new phone system and the issues that have occurred. She also updated on the fire alarm system and that she was getting a quote for the other floors to be rewired.

Steve Church noted the new case manager is on board and doing a great job. He also discussed a new drug treatment being researched. He discussed drug court funding discussions had begun.

Chuck noted when NHRS would be out to do their audit. He noted there would likely be some modified filings required. He also noted the county caps have been established and there would be approximately a \$100,000 decrease than what was budgeted for.

Commissioner Tombarello asked about the inmate numbers. Steve noted there were 218 currently and not close to needing another block opened. Discussion ensued on the renovations of c-block.

### IV. **Public Comment**

No public comments received.

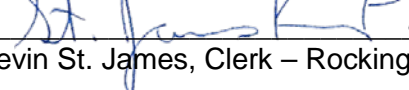
Commissioner Tombarello declared a recess at 4:22pm to discuss union strategy.

Commissioner Tombarello reconvened the meeting at 5:05pm.

### V. **Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:05pm. 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  
Chairman's Office  
119 North Road ~ Brentwood, New Hampshire  
July 6, 2016 – 3:45pm

## Present

Commissioner Tombarello  
Commissioner Coyle  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Jude Gates, Director of Facilities, Planning, and Information Technology

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:45pm.

## II. Reports

### Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner Tombarello to approve and sign departmental warrants T160252, T160253, T160316, T160317, T160420, T160446, T160447, T160448, T160463, T160466, T160502, T160503, T160504, T160505, T160506, T160509, T160548, T160549 totaling \$354,130.91; departmental warrants entered by Finance T160542, T160543, T160544, T160546, T160568 totaling \$7,258.06; AP wire warrants T160545 totaling \$1,497,710; payroll warrants 0623DR, 0623VD, 0624DR, 0627DR, 0630DR, 0630VD totaling \$26,035.09; general ledger warrants GL16412, GL16414, GL16415, GL16416, GL16447, GL16448, GL16454, GL16463 totaling \$65,717.57, for a grand total to be approved of \$1,950,851.63. Commissioner Coyle seconded, voted all in favor.

Discussion ensued with Jude Gates regarding the implementation of the new phone system.

Commissioner Tombarello declared a recess at 3:50pm to discuss union strategy.  
Commissioner Tombarello reconvened the meeting at 4:00pm.

Chuck made reference to the 2<sup>nd</sup> Quarter Review happening next Friday, July 15.

## III. Adjourn

**Moved:** Commissioner Tombarello to adjourn at 4:10pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken by Charles Nickerson, Finance Director, and typed by Laura Collins, Executive Assistant – Board of Commissioners.

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



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 13, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Stephen Church, Corrections  
Superintendent  
Jude Gates, Director of Facilities, Planning,  
& IT  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director

Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Michael Hureau, High Sheriff

## Excused Absence

Commissioner St. James, Clerk

## Also Present

Marjorie Poore

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:47pm.

## II. Reports

### RFP Openings

- Air Compressor – Engineering & Maintenance Services

Commissioner Coyle opened proposals from Atlantic Compressor & Vacuum, D.R. Guilbeault Air Compressor, and Standard of New England.

**Moved:** Commissioner Coyle 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.

### RFP Awards

- 2017 Vehicles – Engineering & Maintenance Services, Corrections, Sheriff's Office

Discussion ensued on whether the vehicles would be traded in or not, and what the bottom line on financing would be. The Board was comfortable with the trade in values.

**Moved:** Commissioner Coyle to award the 2017 Vehicles proposal to AutoFair Ford for the 2017 F-250 Pickup with plow in the amount of \$31,370, as recommended by the Director of Facilities, Planning, and IT; to AutoFair Ford for the 2017 Ford Transit 150 low roof wagon in the amount of \$27,306, and the 2017 Ford Utility Police Interceptor in the amount of \$26,745, as recommended by the Corrections Superintendent; and to Grappone Ford for the 2017 Ford F-250, 2017 Ford Transit 350 low roof van, and three (3) 2017 Ford Utility Police Interceptors, with options listed, in the amount of \$128,743, as recommended by the High Sheriff, with all financing to be determined by the Finance Director. 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 \$1,197,097.24 for the period ending July 10, 2016. Commissioner Tombarello seconded, voted all in favor.



- Approval of Minutes: 6/29, 7/06

**Moved:** Commissioner Coyle to approve the minutes of the June 29, 2016 and July 6, 2016 Board of Commissioners meetings. Commissioner Tombarello seconded, voted all in favor.

- NHAC Conference Planning Update

Alison noted keynote speaker discussion would take place on July 20. She discussed other updates on the speakers. She noted the tote bags should be ordered through the County and then reimbursed through the NHAC.

- 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

Commissioner Coyle asked Chuck to prepare a response to the Don Jacobs findings report. Discussion ensued on the ongoing issues with air quality at the courthouse and the lack of response from the State. Commissioner Tombarello noted he would be briefing the Executive Committee on the issues on Friday.

#### Human Resources – Alison Kivikoski, Director

- Leave with Pay Request

**Moved:** Commissioner Coyle to approve a leave with pay request, with county portion of employee benefits to continue, in accordance with Personnel Policies and Procedures 8-11, for a Long Term Care employee. Commissioner Tombarello seconded, voted all in favor.

#### Long Term Care Services – Steven Woods, Director

- Lien Release

Tabled until Friday as the check received was a personal check.

- Fireworks Article

Steve presented an article on the July 4<sup>th</sup> fireworks at the complex.

- Exception Request: PPP 6-3

**Moved:** Commissioner Coyle 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.

- Compassus Greater Hampton Agreement

**Moved:** Commissioner Coyle to approve an agreement with Compassus Greater Hampton for a period of one (1) year, at no cost to the County, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- UNH Dept of Nursing Agreement

**Moved:** Commissioner Coyle to approve an agreement with the University of New Hampshire Department of Nursing for a period of one (1) year, at no cost to the County, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Dietary Equipment Service Agreement (Amendment)

**Moved:** Commissioner Coyle to amend the June 29, 2016 Dietary Equipment Service agreement proposal award to Hobart Service for a period of three (3) years, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

### III. New Business / Old Business

Steve Woods noted discussions with Dr. McGovern on building a relationship with the ortho group for business development.

Sheriff Hureau noted the ongoing struggle with the State to address security issues at the courthouse.

Alison noted Brenda Chasse had provided notice and would be taking a new opportunity in Massachusetts.

Jude noted she provided Reps Major, Weyler, and Welch a tour of the complex.

- T-RECs Enterprise Fund

Jude noted the discussion with Charles Neibling and that the funding was going to be pulled unless an intent to proceed was provided. Discussion ensued on the negotiations meeting scheduled for the next day.

**Moved:** Commissioner Tombarello to approve the non-binding, Intent to Proceed Project Term Sheet with the US Endowment for Forestry and Communities, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

Steve Church noted the inmate count is at 197.

### IV. Public Comment

No public comments received.

### V. Commissioners Non-Public Session

- NH RSA 91-A:3 II (e) legal – Department of Corrections

**Moved:** Commissioner Tombarello 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, Steve Church, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

**Moved:** Commissioner Coyle to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

Commissioner Tombarello declared a recess to discuss union strategy at 4:40pm. Commissioner Tombarello reconvened the meeting at 4:53pm.

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

**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, Steven Woods, Alison Kivikoski, Charles Nickerson, and Laura Collins.

**Moved:** Commissioner Coyle to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

**Moved:** Commissioner Coyle to accept the recommendation of the Long Term Care Services Director as outlined in his letter of June 23, 2016 regarding a Long Term Care employee, effective July 24, 2016. Commissioner Tombarello seconded, voted all in favor.

**Moved:** Commissioner Tombarello to approve an unpaid administrative leave for a Long Term Care Employee, effective July 10, 2016 through July 16, 2016. Commissioner Coyle seconded, voted all in favor.

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

**Moved:** Commissioner Tombarello 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, Steve Woods, Leslie Fabian, Alison Kivikoski, Chuck Nickerson, and Laura Collins.

**Moved:** Commissioner Tombarello to go out of nonpublic session. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner Coyle to accept the recommendation of the Long Term Care Services Director as outlined in his letter of June 30, 2016 regarding a Long Term Care employee, effective July 24, 2016. Commissioner Tombarello seconded, voted all in favor.

Ms. Poore presented at the meeting at 5:30pm after the hearing had closed. The Board discussed and will re-open the hearing to allow the employee to provide input.

**Moved:** Commissioner Tombarello 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, Steven Woods, Marjorie Poore, Alison Kivikoski, Leslie Fabian, Chuck Nickerson, and Laura Collins.

**Moved:** Commissioner Tombarello to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner Coyle to reaffirm the earlier decision to accept the recommendations of the Long Term Care Services Director regarding a Long Term Care employee as outlined in his letter dated June 30, 2016. Commissioner Tombarello seconded, voted all in favor.

Commissioner Coyle suggested they ask the Executive Committee to form a space allocation committee regarding a potential new building for Deeds, the County Attorney, and the Sheriff.

## VI. Adjourn

**Moved:** Commissioner Coyle to adjourn at 5:58pm. 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 20, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director

## Also Present

Jason Grosky  
Alyssa Heisten, Gallagher Benefits  
Erin Katzeff, Gallagher Benefits

## I. **Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 3:57pm.

## II. **Reports**

### RFP Openings

- Oxygen Services – Long Term Care

Tabled until August 3, 2016 due to deadline extension.

### Old Business

- Lien Release

**Moved:** Commissioner St. James to approve the discharge of a lien held on real property located at 27 Fox Point Road, Newington, New Hampshire. Commissioner Tombarello seconded, voted all in favor.

### RFP Rejection

- Janitorial Products – Corrections

**Moved:** Commissioner St. James to reject the Janitorial Products proposals, and direct the Corrections Superintendent to reissue the RFP. 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 T160254, T160255, T160318, T160421, T160449, T160450, T160467, T160535, T160553, T160554, T160555, T160557, T160569 totaling \$304,067.45; departmental warrants entered by Finance T160592, T160593, T160594, T160595, T160606, T160607 totaling \$44,587.44; AP wire warrants T160614 totaling \$987.02; payroll warrants 0707DR, 0707VD, 0714DR, 0714VD totaling \$8,613.91; general ledger warrants GL16506, GL16513 totaling \$574.50, for a grand total to be approved of \$358,830.32. Commissioner Tombarello seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioner St. James provided an update on the conference, including the selection of keynote speaker, venue updates, and sponsors. Commissioner St. James thanked Department of Corrections for their work on securing sponsors.

- New Hampshire Association of Counties Legislative Updates

No updates provided.

- 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 recent revenue at the Registry of Deeds. Discussion ensued on the courthouse lease and air quality issues. Commissioner Tombarello discussed that the Executive Committee is going to stand up a space allocation committee. Commissioner St. James noted he discussed communication improvement with Representative Welch.

Human Resources – Alison Kivikoski, Director

- Leave Without Pay Request – Corrections

Alison noted the employee had been out for a long period. She noted long term disability had been denied and that the employee needed to have legal representation.

**Moved:** Commissioner St. James to approve a leave without pay request, with County portion of benefits to continue, for a Corrections employee, in accordance with Personnel Policies and Procedures 8-11. Commissioner Tombarello seconded. Discussion ensued about the benefits. Voted all in favor.

**III. New Business / Old Business**

- Inmate Administrative Transfer - Corrections

**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 July 19, 2016. Commissioner Tombarello seconded, voted all in favor.

**IV. Public Comment**

No public comments received.

**V. Gallagher Benefit Services: 2017 Benefit Design (4:00pm)**

Alyssa Heisten from Gallagher Benefits Services provided an overview on the 2017 Benefit Design. Discussion ensued on the proposed plans.

Commissioner Coyle joined the meeting at 4:39pm.

Further discussion ensued on the working rates.

**VI. Reports Continued**

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 7/13

**Moved:** Commissioner Coyle to approve the minutes of the July 13, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded. Motion passed 2-0 with Commissioner St. James abstaining due to absence.

Finance Office – Charles Nickerson, Director

- Bid Waiver Request: WorkForce \$15,075

**Moved:** Commissioner St. James to approve a bid waiver to WorkForce Software in the amount of \$15,075, as recommended by the Finance Director. Commissioner Coyle seconded. Discussion ensued about the high rates WorkForce is charging for fixes and improvements. Chuck gave a background of why WorkForce was originally selected over Kronos. Further discussion ensued on the customer services and other costs, and going out to bid for a new program. Motion passed 3-0.

## VII. New/Old Business

Steve Woods note the cookout planned for Thursday.

Pat Conway discussed issues surrounding involuntary committals. Pat noted there would now be costs associated with determining competency.

Alison noted the pay questionnaires were almost completed and would likely go to Don Tyler by the end of next week. She went on to ask about changing the withholding practices for new employees' benefits. A memo will be provided for the following meeting.

Jude noted the inventory control clerk had been hired. She noted they are already working with the towns. She also noted the higher rate negotiated with the US Endowment for Forestry and Communities. Jude noted work on the RFP is nearly complete, and also noted the changes had been made with the contract. She will have it emailed to Laura so it can be sent off to the Delegation. Jude updated the Board on the fire alarm.

Chuck noted the NHRS audit and findings that certain holiday and earned time payouts should have had deductions for NHRS taken out.

Commissioner Tombarello declared a recess at 5:27pm to discuss union strategy. Commissioner Tombarello reconvened the meeting at 5:47pm.

## VIII. Commissioners Non-Public Session

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

**Moved:** Commissioner St. James to go into nonpublic session pursuant to NH RSA 91-A:3 II (a) personnel in the County Attorney's Office. Commissioner Coyle seconded, voted all in favor.

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

Pat Conway joined the nonpublic session at 5:57pm.

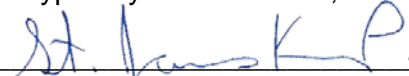
**Moved:** Commissioner Coyle to go out of nonpublic session. Commissioner St. James seconded, voted all in favor.

**Moved:** Commissioner St. James to seal the nonpublic minutes as the divulgence of information could adversely affect the reputation of a person other than the Board itself. Commissioner Coyle seconded, voted all in favor.

## IX. Adjourn

**Moved:** Commissioner Coyle to adjourn at 6:22pm. 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  
July 26, 2016 – 3:45pm

## Present

Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Major Dave Consentino, Assistant  
Corrections Superintendent  
Jude Gates, Director of Facilities, Planning,  
& IT

Charles Nickerson, Finance Director  
Alison Kivikoski, HR Director  
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 3:52pm.

## II. **Reports**

### RFP Openings

- Janitorial Supplies – Long Term Care

Commissioner St. James opened proposals from Central Paper Products Co., Clean-O-Rama, Pyramid School Products, Swish White River Ltd., The O'Neil Co., 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.

### 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 \$1,380,734.87 for the period ending July 24, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 7/20

Tabled until next meeting.

- NHAC Conference Planning Update

Commissioner St. James provided an update on raffle prizes and seeking additional sponsors.

- New Hampshire Association of Counties Legislative Updates

No 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

### Human Resources – Alison Kivikoski, Director

- Leave Without Pay Request – County Attorney's Office

Tabled until next meeting.



- Worker's Compensation Update

Discussion ensued on the persistent courthouse air quality issues and a related worker's compensation claim.

Nancy Lang went on to provide a summary of worker's compensation claims.

### III. **New Business / Old Business**

Chuck Nickerson noted the additional employer portion payable to NHRS due to the audit is close to \$46,000 and would be coming out of comp abs.

### IV. **Public Comment**

No public comments received.

### V. **Commissioners Non-Public Session**

**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, Alison Kivikoski, Nancy Lang, and Laura Collins.

**Moved:** Commissioner Coyle to go out of nonpublic session. Commissioner St. James seconded, voted all in favor.

Commissioner Coyle declared a recess at 4:29pm to discuss union strategy.

Commissioner Coyle reconvened the meeting at 4:53pm.

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

The employee did not appear for the hearing.

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

Those present were Commissioner Coyle, Commissioner St. James, Major Dave Consentino, Alison Kivikoski, and Laura Collins.

**Moved:** Commissioner St. James to go out of nonpublic session. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to accept the recommendation of the Corrections Superintendent as outlined in his letter of July 15, 2016 regarding a Corrections employee, effective August 6, 2016. Commissioner Coyle seconded. Discussion ensued on the different mailing addresses. Voted all in favor.

### VI. **Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:01pm. 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 3, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Janice Demers, LTC Director of Fiscal  
Services  
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 3:45pm.

## II. Reports

### RFP Openings

- Security Services – Long Term Care

Commissioner St. James opened proposals from Advanced Security Services, First Protection Services Inc., Madison Security Group Inc., and Point 2 Point.

**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.

- Oxygen Services – Long Term Care

Commissioner St. James opened proposals from Genter Healthcare and O2 Safe 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.

### Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner St. James to approve and sign departmental warrants T160256, T160422, T160451, T160468, T160469, T160539, T160541, T160560, T160561, T160562, T160565, T160570, T160596, T160616, T160617 totaling \$364,086.89; departmental warrants entered by Finance T160615, T160626, T160627, T160628, T160629, T160630, T160631, T160632, T160633 totaling \$52,972.15; payroll warrants 0721DR, 0728DR, 0728VD, 0801DR totaling \$17,463.46; general ledger warrant GL1523 totaling \$285.00, for a grand total to be approved of \$434,807.50. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 7/20, 7/26

**Moved:** Commissioner St. James to approve the minutes of the July 20, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve the minutes of the July 26, 2016 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Tombarello abstaining due to absence.

Pat Conway joined the meeting at 3:52pm.

- NHAC Conference Planning Update

The progress on the conference planning was discussed. It was noted only one sponsorship remains to be sold. Discussion moved to speakers and the opportunity for both the House Majority Leader and Minority Leader to speak.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted the next meeting was cancelled.

- 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

Discussion ensued on an inmate at the jail. Jude noted she had received permission today to cancel the fire watch. Discussion ensued on the continuing issues at the courthouse and that the State is no longer responding. Legal counsel has been contacted to learn options, and a letter will be drafted to the Governor.

#### Engineering and Maintenance Services – Jude Gates, Director

- Surplus Equipment Request

**Moved:** Commissioner St. James to declare the items listed in the Director of Facilities, Planning, and Information Technology's request dated July 28, 2016 surplus, to be disposed of accordingly by Engineering and Maintenance Services, pursuant to NH RSA 28:8-a. Commissioner Coyle seconded, voted all in favor.

#### Long Term Care Services – Steven Woods, Director

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

- Parkland Medical Center Agreement

**Moved:** Commissioner St. James to approve the Parkland Medical Center Facility Transfer agreement for a period of three years, at no cost to the county, 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.

#### Sheriff's Office – Michael Hureau, High Sheriff

- Homeland Security Grant Application

Sheriff Hureau discussed the proposed use for the grant funds if awarded.

**Moved:** Commissioner St. James to approve the application for a 2016/2017 Homeland Security Grant in the amount of \$47,000, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

Further discussion ensued on dispatch equipment and recommended upgrades.

### III. **New Business / Old Business**

Sheriff Hureau noted the FBI has been sending letters stating the system needed to be updated for mobile authentication. He noted the ongoing issues and solutions proposed to become compliant. It was also noted that the County cannot dictate to the municipal departments to use the thumb devices that have been recommended.

Alison noted the wellness survey has been completed and that only 11 percent responded. Various options for encouraging more participation in the survey were discussed.

### IV. **Public Comment**

No public comments received.

### V. **Commissioners Non-Public Session**

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

**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 Tombarello, Commissioner Coyle, Commissioner St. James, Pat Conway, Alison Kivikoski, and Laura Collins.

Pat Conway left the meeting.

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

Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, Steven Woods, Alison Kivikoski, Janice Demers, Jude Gates, Chuck Nickerson, 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 approve a leave without pay request, with county portion of benefits to continue, for a County Attorney's Office employee, through August 19, 2016, in accordance with Personnel Policies and Procedures 8-11. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on hotel accommodations for the conference.

Commissioner Tombarello declared a recess at 5:34pm to discuss union strategy.

Commissioner Tombarello reconvened the meeting at 5:44pm.

Commissioner St. James left the meeting at 5:50pm.

Discussion ensued on the conference.

### VI. **Adjourn**

**Moved:** Commissioner Coyle to adjourn at 6:01pm. 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  
Chairman's Office  
119 North Road ~ Brentwood, New Hampshire  
August 10, 2016 – 8:00am

## Present

Commissioner Tombarello, Chair  
Commissioner St. James, Clerk  
Charles Nickerson, Finance Director  
Steven Woods, Long Term Care Services Director

## Excused Absence

Commissioner Coyle, Vice Chair

## **I. Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 8:02am.

## **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 \$1,156,003.53 for the period ending August 7, 2016. Commissioner Tombarello seconded, voted all in favor.

Commissioner St. James noted a recent complaint filed against the county.

## **III. Adjourn**

**Moved:** Commissioner St. James to adjourn at 8:04am. Commissioner Tombarello 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  
August 17, 2016 – 3:45pm

## 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  
Laurie Trostle-Pitkin, Accounting Manager  
Julie Hoyt, HR Generalist

Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff

## Also Present

Nancy Haskell  
Angela Couture  
Cheri Clements

## I. Call to Order / Pledge of Allegiance

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

## II. Reports

### RFP Openings

- Janitorial Products (reissue) – Corrections

Commissioner St. James opened proposals from Central Paper Products Co., Conlon Products Inc., Hillyard Inc., and Supplyworks.

While the proposals were being opened, Commissioner Tombarello noted he finally received a response from the State on cleaning ductwork. More will be discussed later.

**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.

### RFP Awards

- Oxygen Services – Long Term Care

**Moved:** Commissioner St. James to award the Oxygen Services proposal to Technical Gas Products Inc, dba O2 Safe Solutions, for a period of three (3) years, in an amount not to exceed \$32,000 annually, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- Janitorial Supplies – Long Term Care

**Moved:** Commissioner St. James to award the Janitorial Supplies proposal to Central Paper Products Co, Clean-O-Rama, Swish White River, and W.B. Mason, for a period of two (2) years, in a combined amount not to exceed \$30,000 annually, 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 T160423, T160472, T160473, T160571, T160572, T160597, T160598, T160618, T160619, T160620, T160640, T160649, T160650, T160651, T160652, T160653, T160654, T160656 totaling \$496,885.24; departmental warrants entered by Finance T160669, T160670, T160671, T160672, T160674 totaling \$61,182.37; AP wire payments T160646 totaling \$1,061,369.00; payroll warrants 0804DR, 0808DR, 0811DR totaling \$11,309.96; general ledger warrants GL16496, GL16497, GL16498, GL16499, GL16500, GL16568, GL16569, GL16572 totaling \$2,268,867.06, for a grand total to be approved of \$3,899,613.63. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 8/3, 8/10

**Moved:** Commissioner St. James to approve the minutes of the August 3, 2016 and August 10, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioner St. James provided an update on the conference planning.

- New Hampshire Association of Counties Legislative Updates

No 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

Commissioner St. James noted all of the IDNs should be approved at the next Executive Council meeting. Discussion ensued on drug court funding and the next RFP for drug court administration. It was noted there were currently 32 individuals in the drug court program.

Commissioner Coyle joined the meeting at 4:04pm.

County Attorney's Office – Patricia Conway, County Attorney

- VOCA Grant Award: \$50,000

**Moved:** Commissioner St. James to approve VOCA Grant 2015VAGX0007 award in the amount of \$50,000, with 20 percent County match requirement, for the period of July 1, 2016 through June 30, 2017, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- NHRS Audit Update

Laurie noted the NHRS audit was wrapping up. She discussed the “due from employer” portion owed, and the breakdown of employee owed.

- Temporary Staffing Assignment

**Moved:** Commissioner St. James to approve the Finance Director to engage Accountemps for an eight week temporary assignment to help cover payroll processing during an employee leave of absence. Commissioner Coyle seconded, voted all in favor.



- 2016 Write-Offs

**Moved:** Commissioner St. James to approve the 2016 Long Term Care write-offs in the amount of \$153,112.96, as recommended by the Finance Director and the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Leave With Pay Request – Long Term Care

**Moved:** Commissioner St. James to approve a leave with pay request, with County portion of benefits to continue, in accordance with Personnel Policies and Procedures 8-11, for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Facility License Renewal Application

**Moved:** Commissioner St. James to approve the 2017 annual facility license renewal application, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

- Oxygen Services Agreement

**Moved:** Commissioner St. James to approve an agreement with O2 Safe Solutions for a period of three (3) years, in an amount not to exceed \$32,000 annually, 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.

- Press Release

Steve noted the press release that was distributed about the nursing home renovations. It was noted it had been run in the Carriage Towne News.

Sheriff's Office – Michael Hureau, High Sheriff

- Opioid Grant

Sheriff Hureau provided an overview of the grant to the Board.

**Moved:** Commissioner St. James to approve the application for the Homeland Security Opioid Abuse Reduction Initiative Grant in the amount of \$67,024, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

### III. **New Business / Old Business**

Laurie requested an extra A/P run the week of September 7 due to the cancelled meeting the week of September 14.

Sheriff Hureau discussed warrant sweeps. He also noted the dispatch center had received numerous calls regarding the low-flying fighter jets and tankers that were burning off fuel near Pease.

Steve Woods asked the Board for guidance on an amount for the security agreement. The Board agreed to leave the amount the same.

Jude noted work on the chimney is underway. Discussion ensued about the temporary stoplights on North Road and repositioning them to incorporate traffic from the driveways. Commissioner St. James discussed compliance issues with IEU and flammable liquids.

Steve Church discussed a few initiatives at the jail and partnering with St. Vincent's for post-release inmates. He also noted they are looking into the use of Vivitrol, as well as Medicaid coverage. Commissioner Tombarello asked about the RFP for the xray machine. Steve noted he was reviewing the draft.

Commissioner Tombarello discussed an email that had just come in from Sarah Lineberry stating the ductwork at the Courthouse was supposed to be cleaned on August 30. Discussion ensued on whether a letter should still be sent to the Governor. The Board concurred to still send a letter to the Governor.

Angela Couture and Cheri Clements joined the meeting.

#### **IV. Public Comment**

- Nancy Haskell 5:00pm

Nancy Haskell joined the meeting at 5:02pm. The Board provided Nancy Haskell the opportunity to speak. Ms. Haskell noted she is considering going to the media and an attorney based on the outcome of the meeting with the Board of Commissioners. Ms. Haskell proceeded to discuss other family members that had lived at the nursing home. She stated the first two weeks that her mother was admitted she had been given a medication that Ms. Haskell didn't approve of and that she had told the staff to only provide a snack when her mother complained of chest pain. Ms. Haskell stated that she has not been given the weekly updates she was supposed to be getting. Ms. Haskell noted she takes vacations to Florida and would not go at this point because she doesn't trust the staff at the nursing home to care for her mother.

Ms. Haskell noted the call she had received that her mother had left the building the day after it happened. She noted the nurse had asked about putting the secure bracelet on her mother. Ms. Haskell stated she does not get calls when there are incidents with her mother. She stated she went to Florida for a week after her mother's elopement and when she got back she got a call from the nursing home stating her mother had been given the wrong medication. She noted she was told her mother was given insulin, and that she was told the nurse had made a mistake. She stated she was told the incident happened about 5:30pm, which was two hours before she was called, and that she was told a doctor whom she did not care for was called to consult on the incident. She stated no one thought it was important enough to call her as the guardian. She stated her attorney told her the next day to take her mother to the hospital. She stated she learned from the hospital that the incident happened at 5:00pm and not 5:30pm. Ms. Haskell stated she was putting in complaints on the nurse at every agency she could because she was told by people she spoke to that the nurse should be drug and alcohol tested. She stated she had not been given a reason for the wrong medication other than the nurse made a mistake. She noted if the nurse that administered the wrong medication was ever near her mother again she would sue the nursing home.

The Board asked Ms. Haskell what resolution she was looking for and she noted she wanted assurance from the Board that the nurse would not be working in this facility again. The Board stated they could not give her that assurance.

Commissioner St. James noted as an emergency response nitroglycerin is provided for chest pain, referring to the first issue Ms. Haskell discussed. He noted that had the nursing home provided only a snack and it turned out to be a cardiac event, Ms. Haskell have the same response. Ms. Haskell stated that as her mother's guardian, she directed that her mother not be provided nitroglycerin and only to provide a snack. Commissioner St. James and Leslie Fabian noted directives are followed by the physician for the health and welfare of the patient. Leslie read the report on the resident which indicated nitro was an appropriate response to the patient's condition at the time.

It was noted that Steve Woods has addressed with the staff about calling in a more timely manner. Ms. Haskell stated the residents should wear bracelets. Ms. Haskell continued to ask how the nurse made

the medication mistake. Commissioner St. James stated that the staff was addressing the incident to ensure the health of the patient and that is why she wasn't called for two hours. He noted he was aware that Ms. Haskell wants to be called within 5 minutes, but that isn't feasible in all instances. He also noted the staff had been thoroughly retrained on medication procedures. He also noted that human error cannot be completely eradicated. Ms. Haskell noted her dissatisfaction with the County's response.

It was noted that the nurse that provided weekly updates to Ms. Haskell was out on vacation for two weeks and that Ms. Haskell had been informed of this and who she could call during the two weeks.

Ms. Haskell stated she wanted a wristband on her mother. It was noted a wristband could be put on her mother and Leslie Fabian showed Ms. Haskell that a notice was put in the front of her mother's chart that states for Ms. Haskell to be called no matter how minor the incident.

The Board noted again for Ms. Haskell that there were things they could do and things they could not. Ms. Haskell stated the Board should be putting a policy about drug testing anyone that makes a medication error.

Ms. Haskell reiterated her statements. Cheri Clements noted social workers were visiting with the resident throughout the day of the medication error to ensure her emotional comfort, and that Ms. Haskell had been updated throughout.

Commissioner Coyle stated that in the four years he had been a Commissioner, this was the first time someone had come in to complain about a resident's care. He noted he felt the nursing home had handled the situation appropriately. He noted the nurse had the integrity to report the mistake, and that it was an unfortunate mistake but that the appropriate steps had been taken to rectify the situation. Ms. Haskell noted again she was not satisfied. She stated she would be having a family meeting to decide what to do.

Further discussion ensued on calling Ms. Haskell. Ms. Haskell continued to question whether the incident happened at 5:15pm or at 5:03pm. Ms. Haskell reiterated she didn't think the nursing home was doing enough to prevent it from happening again. Commissioner St. James noted it was clear Ms. Haskell would like the nurse to be fired but that was not on the table at this point.

Ms. Haskell noted her family wants her mother moved. Cheri Clements stated she could make a referral to a closer facility if that was Ms. Haskell's wish. Commissioner Tombarello stated that while no one wanted to see Ms. Haskell's mother leave, the County would assist in any way possible in helping to transfer her if that is what Ms. Haskell wanted. Ms. Haskell granted Cheri permission to make a referral for her mother to another facility.

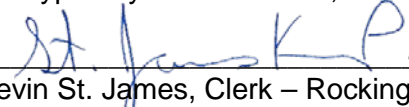
Ms. Haskell continued to state two hours was not an appropriate time frame. She asked what the policy was on calling family. It was noted state law stipulates "within a timely manner." Ms. Haskell stated she would have to go to the state legislature to change the law.

Nancy Haskell left the meeting at 6:34pm.

## V. Adjourn

**Moved:** Commissioner Coyle to adjourn at 6:35pm. 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  
August 24, 2016 – 3:45pm

## Present

Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections Superintendent  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director

## Excused Absence

Commissioner Tombarello, Chair

## I. Call to Order / Pledge of Allegiance

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

## II. Reports

### RFP Openings

- 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, & IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- Fire Sprinkler Testing - Engineering & Maintenance Services

Commissioner St. James opened proposals from Hampshire Fire Protection Company and Tri State Fire Protection.

**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 Replacement/DOC - Engineering & Maintenance Services

Commissioner St. James opened a proposal from Northeast Flooring Solutions.

**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.

- 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, & IT 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 \$1,143,555.17 for the period ending August 21, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 08/17

**Moved:** Commissioner St. James to approve the minutes of the August 17, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioners St. James gave an update on the conference.

- 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

Corrections – Stephen Church, Superintendent

- RICOH Agreement

Tabled while the jail works with Robin on getting onto a central bid. Discussion ensued on consolidating other bids such as paper products.

Human Resources – Alison Kivikoski, Director

- Symetra Amendments – LTD/STD

**Moved:** Commissioner St. James to approve the Symetra amendments for Voluntary Long Term Disability Income Insurance and Short Term Disability Income Insurance, and authorize the Vice Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Exception Request – Benefits

Alison discussed the reasons for not recommending the exception request. The Board was not for giving the buyout, but was okay with allowing the employee to drop the coverage.

**Moved:** Commissioner St. James to approve an exception to the benefits cancellation/status change deadline for a Long Term Care employee, with buyout not authorized. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver – Halogen Software \$6,245

Tabled until the next meeting.

**III. New Business / Old Business**

Alison noted Don Tyler has all the PAQs and would be reaching out to certain individuals and groups. She also noted there was one outstanding agreement with Health Plans Inc that needed signature to close out everything with HPI.

Alison confirmed a temporary rate for a Long Term Care employee.

Steve Church noted he, Chuck, and Jayne Jackson had met with the State on drug court funding.

Commissioner Coyle declared a recess at 4:19pm to discuss union strategy.  
Commissioner Coyle reconvened the meeting at 4:33pm.

Discussion ensued on union negotiation schedules.

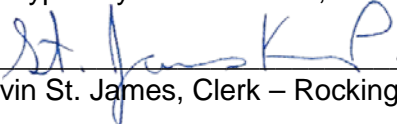
**IV. Public Comment**

No public comments received.

**V. Adjourn**

Commissioner St. James moved to adjourn at 4:40pm. 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 30, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections Superintendent  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Nancy Lang, Worker's Compensation Coordinator  
Janice Demers, LTC Director of Fiscal Services  
Major Darin Melanson, Deputy Sheriff

## Excused Absence

Commissioner Coyle, Vice Chair

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:45pm.

## II. Reports

### RFP Openings

- Heated Food Carts – Corrections

Commissioner St. James opened a proposal from Alternative Sales Corporation

**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.

- Investigation Services Worker's Compensation – Human Resources

Proposals received: Atlantic Investigation Services, Capital Investigating, Downeast Research, Merrills, and The Nason Group.

**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.

- Body Wash – Long Term Care

Commissioner St. James opened proposals from Central Paper Products Co., Geriatric Medical, Hillyard Inc., McKesson, Swish White River Ltd., Clean-O-Rama, 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 Tombarello seconded, voted all in favor.

- Rugged Laptops/Tablets – Sheriff's Office

Commissioner St. James opened proposals from Brite Computers, Howard Technology Solutions, and TransCOR Information Technologies.

**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.

Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner St. James to approve and sign departmental warrants T160424, T160475, T160573, T160599, T160600, T160621, T160622, T160623, T160657, T160658, T160661, T160687, T160698, T160699 totaling \$248,784.99; departmental warrants entered by Finance T160707, T160709, T160710, T160712, T160715 totaling \$14,234.13; AP wire payment T160708 totaling \$18,897.36; payroll warrants 0815DR, 0818DR, 0825DR, 0829DR totaling \$28,802.30; general ledger warrants GL16583, GL16608, GL16524, GL16525, GL16526, GL16527 totaling \$48,795.25, for a grand total to be approved of \$359,514.03. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 8/24

Tabled until next meeting due to Commissioner Tombarello's absence at the August 24 meeting.

- NHAC Conference Planning Update

A brief update was provided by Commissioner St. James.

- 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

Discussion ensued on an upcoming BOC meeting and Gallagher presentation.

Discussion ensued on the sign for Michael Downing Blvd.

Human Resources – Alison Kivikoski, Director

- HPI 2015 Plan Amendment

**Moved:** Commissioner St. James to approve the amendment to the HPI 2015 Plan, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Lien on Real Property

**Moved:** Commissioner St. James to place a lien on real property located at 9 River Street Extension, Exeter, New Hampshire 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.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver: Halogen \$6,245

Tabled until the next meeting. Commissioner St. James asked for more details on how the software has been used for next meeting.



- 2016 Edward Byrne Memorial Grant Award

**Moved:** Commissioner St. James to approve the 2016 Edward Byrne Memorial JAG award in the amount of \$24,593, and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Tombarello seconded, voted all in favor.

### III. New Business / Old Business

Alison discussed a prior exception regarding a request to cancel benefits and noted the employee had used the benefits during the last three months. The exception request will be brought up under old business next week.

Alison provided an update on the pay and classification study and also that she needed more volunteers for the conference.

Chuck noted the NHRS employer portion owed will come in 91 individual invoices.

### IV. Public Comment

No public comments received.

### V. Commissioners Non-Public Session

- Commissioner Tombarello H RSA 91-A:3 II (e) legal – Corrections

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

Those present were Commissioner Tombarello, Commissioner St. James, Nancy Lang, Alison Kivikoski, and Laura Collins.

- Commissioner Tombarello H RSA 91-A:3 II (a) personnel – Long Term Care

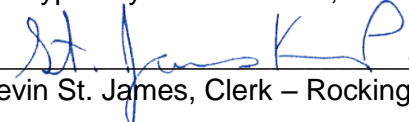
Those present were Commissioner Tombarello, Commissioner St. James, and Alison Kivikoski.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

### VI. Adjourn

**Moved:** Commissioner St. James to adjourn at 4:50pm. 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 7, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
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 3:48pm.

## II. Reports

### RFP Openings

- Water Storage Tank Repainting Exterior – Engineering & Maintenance Services

Commissioner St. James opened proposals from Marcel A. Payeur Inc and PMD 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.

### RFP Awards

- Security Services – Long Term Care

**Moved:** Commissioner St. James to award the Security Services proposal to Madison Security Group for a period of two (2) years, in an amount not to exceed \$35,000 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 \$1,143,194.38 for the period ending September 4, 2016. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve and sign departmental warrants T160425, T160574, T160575, T160601, T160624, T160625, T160688, T160704, T160716, T160717, T160718, T160719, T160737 totaling \$299,987.20; departmental warrants entered by Finance T160747, T160748, T160749, T160750, T160763 totaling \$40,924.63; AP wire payment T160762 totaling \$1,515,006.00; payroll warrants 0831DR, 0902DR totaling \$4,593.48; general ledger warrants GL16595, GL16596, GL16597, GL16598, GL16599, GI16618, GL16619, GL16620 totaling \$47,835.10, for a grand total to be approved of \$1,908,346.45. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 8/24, 8/30

**Moved:** Commissioner St. James to approve the minutes of the August 24, 2016 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 30, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded. Motion passed 2-0 with Commissioner Coyle abstaining due to absence.

- NHAC Conference Planning Update

Alison provided an update on the conference planning. Commissioner Tombarello noted Colonel Quinn would be talking on the opioid crisis.

- New Hampshire Association of Counties Legislative Updates

Steve Woods will be attending the meeting on Friday. Discussion ensued on the request for nominations for various committee volunteers.

- 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 provided an update on the 1115 Waiver ongoing. He noted the Board nominees would be even distributed between counties for Region 6.

Commissioner Coyle noted Chuck Nickerson had made it possible for the County to not have to get a TANs this year. The Board will inform the Executive Committee at the 3<sup>rd</sup> quarter meeting.

#### Corrections – Stephen Church, Superintendent

- Indemnification Request

**Moved:** Commissioner St. James to approve Department of Corrections Superintendent Stephen Church's request for defense and indemnification of himself, Major David Consentino, former Corrections Officer Daniel Ballock, 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. 1:16-fp-00387. Commissioner Coyle seconded, voted all in favor.

- Inmate Administrative Transfer

**Moved:** Commissioner St. James to approve inmate administrative transfers pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's reports dated August 31, 2016 and September 7, 2016. Commissioner Coyle seconded, voted all in favor.

- Trustee Program Letters

Steve Church discussed the letters from Raymond complimenting the Trustee Program.

#### County Attorney's Office – Patricia Conway, County Attorney

- Bid Waiver: Cybergenics \$9,190

Pat Conway provided a background on the case and the reasons for using Cybergenics for the DNA testing. Discussion ensued on the fees.

**Moved:** Commissioner St. James to approve a bid waiver to Cybergencics in the amount of \$9,190, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello noted there would be discussion surrounding the central purchasing role in the coming weeks. Discussion ensued on utilizing GPOs.

- ACA II Appointment

**Moved:** Commissioner St. James to approve the appointment of Melissa Fales to Assistant County Attorney II, pursuant to NH RSA 7:33-f, as recommended by the County Attorney. Commissioner Tombarello seconded. Commissioner Tombarello voted yes. Commissioners Coyle and St. James discussed tabling the motion for two weeks. Pat Conway noted her office is not fully staffed and that it shouldn't be contingent on the elections to staff her office. She noted the casework is not slowing down. Further discussion ensued on waiting until after the primary elections. The motion will be tabled until after the primary elections.

#### Engineering and Maintenance Services – Jude Gates, Director

- Surplus Equipment Request

**Moved:** Commissioner St. James to declare the equipment outlined in the Director of Facilities, Planning, and Information Technology's email dated August 29, 2016 surplus equipment, pursuant to NH RSA 28-8a, to be disposed of accordingly and/or offered to the public for sale by Engineering & Maintenance Services. Commissioner Coyle seconded, voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Personnel Title Change – Sheriff's Office

Alison noted the position had changed significantly and is part of the CBA, which would be submitted along with the CBA for Delegation approval. Commissioner Coyle noted his concerns with unfair labor practices, and that it needs to be negotiated through the union first. The issue is tabled.

- LWOP – Long Term Care

**Moved:** Commissioner St. James to approve a leave with pay request through September 20, 2016, with unpaid leave from September 21 through September 30, with county portion of benefits to continue, in accordance with Personnel Policies and Procedures 8-11, for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor. It was further noted the employee will be notified of cobra option starting October 1.

#### Sheriff's Office – Michael Hureau, High Sheriff

- Training Request

**Moved:** Commissioner St. James to approve a request for Tritech Software training for a Sheriff's Office employee, at an approximate cost of \$557 to the county, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

- Bid Waiver: Halogen \$6,245

**Moved:** Commissioner St. James to approve a bid waiver to Halogen Software in the amount of \$6,245, as recommended by the High Sheriff. Commissioner Coyle seconded. Discussion ensued on the amount of employees currently being evaluated with the software. Discussion ensued on whether this tool could be used by the whole county and if it had been evaluated by other departments yet.

High Sheriff Hureau noted departments had been extended an invitation to review the software but had not yet shown interest. Discussion ensued on the characteristics and benefits of the software. Discussion ensued on county wide options. Alison stated she would like to be involved in evaluating a program that would be used county wide. Commissioner St. James noted he would not be in favor of the bid waiver at this time. This will be tabled until more information about expanded pricing can be obtained.

- Bid Waiver: Comprod Communications \$7,630.80

**Moved:** Commissioner St. James to approve a bid waiver to Comprod Communications in the amount of \$7,630.80 as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

### III. **New Business / Old Business**

- Exception Request: Benefits Cancellation – LTC

**Moved:** Commissioner St. James to reconsider a vote taken on August 24, 2016 to approve an exception to the benefits cancellation/status change deadline for a Long Term Care employee. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Tombarello abstaining due to not being present or the initial vote.

Alison noted the employee used benefits during the time it was requested to have them cancelled.

**Moved:** Commissioner St. James to approve an exception to the benefits cancellation/status change deadline for a Long Term Care employee, with buyout not authorized, effective October 1, 2016, pending no further claims. Commissioner Coyle seconded, voted all in favor.

High Sheriff provided an update on the opioid grant.

Jude asked for confirmation that it was okay to sign up with some of the GPOs. The agreements will go through Primex review.

Chuck Nickerson noted Don Jacobs was finishing up with his report.

Commissioner Coyle wished everyone luck with their elections.

Aliso noted more responses are coming in for the wellness survey.

Commissioner St. James noted his concerns with the prices of the copy machine per copy fees. Discussion ensued.

Commissioner Tombarello declared a recess at 5:06pm to discuss union strategy.

Commissioner Tombarello reconvened the meeting at 5:35pm.

### IV. **Public Comment**

No public comments received.

### V. **Commissioners Non-Public Session**

**Moved:** Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (c) for matters that could adversely affect the reputation of an individual other than the public body itself. Commissioner Coyle seconded, voted all in favor.

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

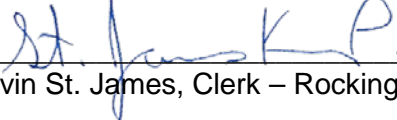
Alison left the meeting at 5:40pm.

**Moved:** Commissioner St. James to go out of nonpublic session. Commissioner Tombarello seconded, voted all in favor.

**VI. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:44pm. 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 20, 2016 – 3:45pm

## 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, Finance Director

Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Nancy Lang, WC Coordinator

## Also Present

Alyssa Heisten, Gallagher Benefits  
Consulting

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:49pm.

## II. Reports

### RFP Openings

- Bulk Road Salt – Engineering & Maintenance Services

Commissioner St. James opened a proposal from Morton Salt.

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

- Building Accessibility Upgrade– Engineering & Maintenance Services

Commissioner St. James opened a proposal from Milestone Engineering & Construction.

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

- Time and Attendance Software – Finance Office

Commissioner St. James opened proposals from Andrews Technology, Kronos Inc., and Timeclock Plus.

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

- Broda Chairs – Long Term Care Services

Commissioner St. James opened proposals from 4MD Medical Solutions, Allstate Medical, Direct Supply, and Renmar Health Care Products.

**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.

- Linen Products – Long Term Care Services

Commissioner St. James opened proposals from ATD American Company, Cromwell Textile, Direct Supply, Harbor Linen LLC, Hotel Linen Source LLC, McKesson, Medline, Paradise Pillow Inc., and Phoenix Textile Corp.

**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

- Water Storage Tank Repainting – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Water Storage Tank Repainting Exterior proposal to Marcel A. Payeur Inc, in the amount of \$310,000, with \$10,000 reallocated from the boiler plant chimney project to the water tower repainting project, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded. Commissioner Tombarello noted that although Payeur was not the lowest bidder, the references for the other bidder were questionable. Voted all in favor.

- Grease Trap/Lift Station Service – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Grease Trap / Lift Station Service proposal to J&S Development dba Stewart's Septic for the period of October 1, 2016 through September 30, 2017, for \$530 per grease trap pumping, free recycling of yellow grease, and \$375 per jail lift station pumping, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded. Discussion ensued on the services. Voted all in favor.

- Elevator PMs – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Elevator PMs proposal to Embree Elevator for the period of October 1, 2016 through September 30, 2017, for the monthly preventative maintenance rate of \$987.00 and for the stated rates for any other work that is required, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded, 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 Co, for the period of October 1, 2016 through September 30, 2017, at an annual cost of \$6,700 for tests and inspections, and at the stated rates for any other work required, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded, voted all in favor.

- Flooring Replacement DOC - – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Flooring Replacement DOC proposal to Northeast Flooring Solutions in the amount of \$9,900 for the jail dish room / elevator hallway and \$23,888.04 for the F-dining hall, for a total amount of \$33,788.04; and further to reallocate \$18,788.04 from the jail security projects to jail flooring project, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded. Jude noted the urgent repair that was required that wasn't on the original project plan. Voted all in favor.



- Investigation Services – Human Resources

**Moved:** Commissioner St. James to award the Investigation Services for Worker’s Compensation proposal to Atlantic Investigation Services, for a period of one (1) year, at the rates of \$50.00 per hour investigation services, \$0.50 per mile, \$25.00 per report, and photographs / videos at no additional charge, as recommended by the Human Resources Director. Commissioner Tombarello seconded. Discussion ensued on the bid for investigative services. Voted all in favor.

- Body Wash – Long Term Care Services

**Moved:** Commissioner St. James to award the Body Wash proposal to Geriatric Medical, for the period of November 1, 2016 through October 31, 2018, in an amount not to exceed \$30,000 annually, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

#### RFP Rejections

- Heated Food Carts – Corrections

**Moved:** Commissioner St. James to reject the Heated Food Carts proposal and reissue the RFP, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

#### Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 9/7

**Moved:** Commissioner St. James to approve the minutes of the September 7, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- NHAC Conference Planning Update

Commissioner St. James stated it looked like everything was in place for the conference.

- New Hampshire Association of Counties Legislative Updates

No updates this week.

- 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 executive board for region 6 was leaning heavily towards Rockingham County.

Commissioner Tombarello noted the meeting with the State will be on September 27<sup>th</sup> on the courthouse issues.

#### Engineering and Maintenance Services – Jude Gates, Director

- Change Order Request: KPMB Enterprises \$686.87

**Moved:** Commissioner St. James to approve a change order to KPMB Enterprises in the amount of \$686.87 for the fan coil units project, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Leave With Pay Request – Long Term Care

**Moved:** Commissioner St. James to approve a leave with pay request, with county portion of benefits to continue, in accordance with Personnel Policies and Procedures 8-11, for a Long Term Care employee, as recommended by the Long Term Care Services Director and Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

- Leave Without Pay Request – Long Term Care

**Moved:** Commissioner St. James to approve a leave without pay request, with county portion of benefits to continue, in accordance with Personnel Policies and Procedures 8-11, for a Long Term Care employee, as recommended by the Long Term Care Services Director and Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

- Employee Premium Withholding

Alison and Chuck discussed the withholding methodology change request and noted it would not have a financial impact on the County but would benefit the employees.

**Moved:** Commissioner St. James to change the employee deductions for benefits withholding to month of coverage deductions, instead of advanced deductions, with the change in withholding methodology to be effective November 1, 2016 for NNEBT withholdings, and December 1, 2016 for all other benefit withholdings. Commissioner Tombarello seconded, voted all in favor.

- Canobie Lake Park Consignment Agreement

**Moved:** Commissioner St. James to approve the 2016 Canobie Lake Park Screeemfest consignment ticket agreement, at no cost to the County, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Hobart Service Agreement

**Moved:** Commissioner Tombarello to approve the Hobart Dietary Equipment Service agreement, for the period of August 1, 2016 through July 31, 2019, for an amount not to exceed \$10,000 per year, and authorize the Chair to sign all necessary documents having already completed risk and legal review, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

- Madison Security Services Addendum

**Moved:** Commissioner St. James to approve and sign the renewal addendum to Madison Security Services Agreement, for the period of January 1, 2017 through December 31, 2018, in an amount not to exceed \$35,000 per year, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- United Healthcare / Optum Agreement

**Moved:** Commissioner St. James to approve the United Healthcare / Optum Ancillary Provider Agreement, for a period of one (1) year, at no cost to the County, and authorize the Chair to sign all

necessary documents having already completed risk and legal review, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- 2017 Outside Detail Rates

**Moved:** Commissioner St. James to adjust the standard outside detail rates for Sheriff's Deputies to \$43.00 per hour, and the administrative fee including the use of a Sheriff's vehicle to \$25.00 per hour, effective January 1, 2017, as recommended by the High Sheriff. Commissioner Tombarello seconded. Discussion ensued on the rates and increases for the deputies as well as the County. Voted all in favor.

**III. New Business / Old Business**

- Donation to Alex's Story

**Moved:** Commissioner St. James to authorize a donation of \$200 to TIGER, in support of the NHAC presentation of Alex's Story. Commissioner Tombarello seconded, voted all in favor.

- Assistant County Attorney II Appointment – County Attorney's Office

**Moved:** Commissioner St. James to approve the appointment of Melissa Fales to Assistant County Attorney II, pursuant to NH RSA 7:33-f, as recommended by the County Attorney. Commissioner Tombarello seconded. Commissioner St. James noted the appointments should be brought forward before offers are made. Voted all in favor.

**IV. Reports Continued**

Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner Tombarello to approve a payroll expense in the amount of \$1,167,821.04 for the period ending September 18, 2016. Commissioner St. James seconded, voted all in favor.

**V. Public Comment**

No public comments received.

**VI. Commissioners Non-Public Session**

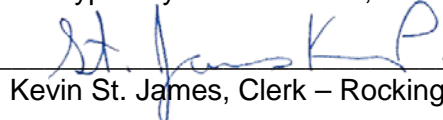
**VII. 2017 Benefits: Gallagher Benefits Consulting**

Alyssa Heisten provided discussed recommendations for 2017 benefit plans. Alyssa left the meeting at 5:25pm.

**VIII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:26pm. 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 28, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections  
Superintendent  
Major David Consentino, Asst Corrections  
Superintendent

Patricia Conway, County Attorney  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 3:45pm.

## II. Reports

### RFP Openings

- Full Body Scanner – Corrections

Commissioner St. James opened proposals from Associated X-Ray Imaging Corp and OD Security North America.

**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.

- Fuel Contract – Engineering & Maintenance Services

Commissioner St. James opened proposals from Buxton Oil, East River Energy, Hanscom's Truck Stop, and Palmer Gas & Oil.

**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.

- Electrostatic Precipitator - Engineering & Maintenance Services

Commissioner St. James opened a proposal from Messersmith Manufacturing 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.

Commissioner Tombarello joined the meeting at 3:50pm.

### RFP Awards

- Rugged Laptops / Tablets – Sheriff's Office

**Moved:** Commissioner St. James to award the Rugged Laptops proposals to TransCOR Information Technologies, in an amount not to exceed \$20,613.36, 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 and sign departmental warrants T160426, T160576, T160602, T160603, T160604, T160605, T160691, T160724, T160726, T160727, T160728, T160729, T160730, T160738, T160739, T160740, T160753 totaling \$612,771.96; departmental warrants entered by Finance T160767, T160769, T160770, T160782, T160793, T160794, T160795, T160796, T160811 totaling \$32,183.26; AP wire warrant T160751 totaling \$1,139.70; payroll warrants 0907FR, 0908DR, 0915DR, 0919DR, 0922DR, 0922VD, 0926DR, 0927DR, 0927VD totaling \$35,867.42, and general ledger warrants GL16647, GL16648, GL16682, GL16692 totaling \$1,094.50, for a grand total to be approved of \$683,056.84. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 9/20

**Moved:** Commissioner St. James to approve the minutes of the September 20, 2016 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner St. James abstaining.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the NHAC conference. It was noted it was an overall success.

- Commissioner Liaison Updates

Discussion ensued the meeting with Mike Connor on the courthouse issues. It was noted there will be a follow up meeting in one month's time. Commissioner Tombarello informed the group the organizational meeting for the space allocation meeting is on October 4.

County Attorney's Office – Patricia Conway, County Attorney

- Assistant County Attorney I Appointment

**Moved:** Commissioner St. James to approve the appointment of Terri Harrington to Assistant County Attorney I, pursuant to NH RSA 7:33-f, as recommended by the County Attorney. Commissioner Coyle seconded. Pat stated she would be starting Monday if approved. Voted all in favor.

Human Resources – Alison Kivikoski, Director

- Leave With Pay Request – Long Term Care

**Moved:** Commissioner St. James to approve a leave with pay request, with county portion of benefits to continue, pursuant to Personnel Policies and Procedures 8-11, for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Office of Highway Safety Grant Award

**Moved:** Commissioner St. James to approve the Office of Highway Safety grant award in the amount of \$7200, with an \$1,800 share, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

Chuck noted the MS-45 needs to be signed by the Clerk for the audit to be complete.

Steve Church noted HHS would be coming in regarding Medicaid for inmates. He also noted there would be information coming on drug court reimbursements soon.

Pat Conway noted all the superior courts are now sending notices and non-confidential information via email.

Alison discussed the Chief Engineer job description and noted management has the right to set the job description and salary range, and that it does not constitute unfair labor practice. It will be on the agenda for the next week.

Sheriff Hureau informed the Board that the cost to have Halogen software for the whole county was \$50 per employee. The tabled bid waiver will be on next week's agenda.

Steve Woods noted one of the physicians would be retiring soon. Steve noted other staffing shortages in nursing, and exceptions and programs he would be asking for the following week.

- Rockingham VNA & Hospice Agreement

**Moved:** Commissioner St. James to approve the Rockingham VNA & Hospice agreements for Inpatient Care, Respite Care, and Hospice Care, for the period of October 1, 2016 through September 30, 2017, at no cost to the County, 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.

Commissioner St. James asked the Sheriff to have HR take a look at the Halogen software. He also noted he had gotten a call from a state rep asking about dispatch services. He noted he believes the towns need to come up with the solution and let the County know their ideas. He stated he would like to serve on the Board when it is formed.

#### IV. Public Comment

No public comments received.

Commissioner Coyle declared a recess to discuss union strategy at 4:25pm.  
Commissioner Coyle reconvened the meeting at 4:49pm.

**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.

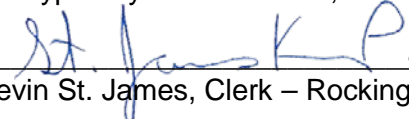
Those present were Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Alison Kivikoski.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

#### V. Adjourn

**Moved:** Commissioner Coyle to adjourn at 5:30pm. 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  
October 4, 2016 – 3:45pm

## 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  
Lisa Longval, Payroll Manager  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Michael Hureau, High Sheriff  
Patricia Conway, County Attorney

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:47pm.

Commissioner Tombarello congratulated the winners of the NHAC awards, including Leslie Fabian, Jessica Salas, Representative Norman Major, Robin Bernier, Steve Woods, Steve Church, and Lisa Longval.

## II. Reports

### RFP Openings

- Adult Drug Court – Corrections

No bids received. The RFP will be reissued.

- Microsoft Software – Engineering & Maintenance Services

Commissioner St. James opened proposals from GovConnection and Saitech, 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.

### RFP Awards

- Janitorial Products (reissue) – Corrections

**Moved:** Commissioner St. James to award the Janitorial Products proposal to Central Paper Products Co., for the period of October 4, 2016 through August 31, 2017, in an amount not to exceed \$17,000, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Linen Products – Long Term Care Services

**Moved:** Commissioner St. James to award the Linen Products proposal to Cromwell Textile, Harbor Linen LLC, Hotel Linen Source LLC, and Paradise Pillow Inc., for the period October 1, 2016 through September 30, 2017, in a total amount not to exceed \$20,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

- Broda Chairs – Long Term Care Services

**Moved:** Commissioner St. James to award the Broda Chairs proposal to 4MD Medical Solutions, for a one time purchase of six (6) chairs, in an amount not to exceed \$12,000, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Commissioners Office – Thomas Tombarello, Chair

- Approval of Minutes: 9/28

**Moved:** Commissioner St. James to approve the minutes of the September 28, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

It was noted that Friday's meeting is canceled.

- Commissioner Liaison Updates

Commissioner St. James noted the HR Office renovations came in higher than what was anticipated but that they were necessary renovations.

Commissioner Tombarello noted the State is being more responsive regarding communications about the courthouse issues.

Corrections – Stephen Church, Superintendent

- Surplus Equipment Request

**Moved:** Commissioner St. James to declare the equipment outlined in the Corrections Superintendents' memorandum dated September 27, 2016, as surplus equipment pursuant to NH RSA 28-8a, to be put out for bid accordingly by Engineering & Maintenance Services, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Drug Court Grant Application

**Moved:** Commissioner St. James to approve a funding application to the Office of the NH Drug Offender program, for reimbursement of actual Rockingham County Drug Court program expenses, and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Exception Request: PPP 6-3

Pat discussed the reasons for requesting the exception. Commissioner Coyle noted an email from the NHRS regarding issues with law enforcement retiring and then holding a government position. Pat noted that the pay was fair for the employee's experience. Commissioner Coyle stated he thought if the person would take the job at the midpoint, it didn't make sense to pay more. Pat responded that employees are hired at the lower ranges because of less experience, so it only makes sense that more experienced personnel would be higher on the pay range. Further discussion ensued on the impending salary study. Pat again noted she is asking for the employee to be hired at higher than the midpoint because of his experience.

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a County Attorney's Office employee. Commissioner Coyle seconded. Motion failed 1-2.



- Exception Request: PPP 6-4

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-4 for a County Attorney's Office employee. Commissioner Coyle seconded. Discussion ensued on the pay range. Motion failed 0-3.

Human Resources – Alison Kivikoski, Director

- Leave Without Pay Request – Long Term Care Services

**Moved:** Commissioner St. James to approve a leave without pay request, with county portion of benefits to continue through October 31, 2016, and COBRA option effective November 1, 2016, for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Exception Request: PPP 6-3 (RN 3p – 11p)

Request vacated per Steve Woods.

- Exception Request: PPP 6-3 (RN 7a – 3p)

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee. Commissioner Coyle seconded. Motion passed 2-1.

- LNA Temporary Coverage Incentive Program

Steve discussed the program that would give participants a \$1,000 stipend if they were willing to change shifts to the 3p -11p shift for a 4 week period. Leslie noted she would like to amend the program to include MNAs. Discussion ensued about criminal background checks and hiring policies. Discussion moved to how many residents are currently at the county, and the renovations. Further discussion took place regarding traveling nurses and nursing shortages.

**Moved:** Commissioner St. James to approve an LNA/MNA Temporary Coverage Incentive Program, through December 31, 2016, as outlined in the Long Term Care Services Director's memorandum dated October 4, 2016. Commissioner Coyle seconded, voted all in favor.

- Food Service Management RFP

Steve discussed the RFP. Advice on the insurance requirements will be sought from Primex.

**III. New Business / Old Business**

- Old Business: Halogen Bid Waiver \$6,245

**Moved:** Commissioner St. James to approve a bid waiver to Halogen Software in the amount of \$6,245, as recommended by the High Sheriff. Commissioner Coyle seconded. Commissioner St. James said he was voting against it because it was too expensive and evaluations should fall under HR. Sheriff Hureau noted it was a high quality, interactive software that had suited their needs in the prior year. Sheriff Hureau noted it sounded as if the suggestion was to go back to paper evaluations. Commissioner St. James stated he thought evaluation software needed to come from HR. Sheriff Hureau noted it has been working well for them. Alison stated the software was a robust system, but that she hadn't had time to evaluate a program for county wide and she didn't think there should be multiple systems throughout the county. Commissioner Tombarello noted the Sheriff's Office could still get software under \$5,000 as it was in their budget, and he would just assume they be allowed to use

the software they already spent the money to install and have been using successfully. Motion failed 1-2.

- Old Business: Position Title Change (Chief Engineer)

Discussion ensued on the employee currently filling the position and when his final day would be. Sheriff Hureau noted he was a hard working employee and is still working to complete projects prior to when he leaves.

Discussion ensued on the dispatch center and moving to digital equipment.

**Moved:** Commissioner St. James to approve a title change for a Sheriff's Office full time position number DDT-01CET from Chief Electronics/Communications Technician to Chief Engineer. Commissioner Coyle seconded. Alison stated the union was on board with the change. Motion passed 3-0.

#### IV. Reports Continued

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 \$1,147,653.70 for the period ending October 2, 2016. Commissioner Coyle seconded, voted all in favor.

#### V. Public Comment

Roger Stephenson from the Nature Conservancy explained he was working on a project to emphasize government making positive impacts through a series of videos. He asked the county to be involved. He noted he was working with a company called Heartwood Media. He discussed other local companies that were involved. Further discussion ensued on other ways the county is working to reduce energy costs.

#### VI. New Business continued

Alison asked about using wellness money for equipment. It was noted it would require an RFP or a bid waiver.

She also noted there was a claim for dental of approximately \$290 for an employee's dependent that was enrolled and shouldn't have been. Commissioner Coyle told Alison to send it in for next week's agenda.

Alison asked for direction on where the union contracts go after legal provides them. It was noted to send them to the unions to vote on first.


Alison asked what the BOC wanted done with the leftover glasses from the conference. They will be given to those who want them and then sold in the snack bar.

Commissioner Tombarello declared a recess at 5:10pm to discuss union negotiations. Commissioner Tombarello reconvened the meeting at 5:18pm.

#### VII. Adjourn

**Moved:** Commissioner Tombarello to adjourn at 5:18pm. 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 12, 2016 – 3:45pm

## 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  
Ben Wing, Senior Financial Systems  
Analyst  
Alison Kivikoski, Human Resources Director

Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Lt. Kevin Walsh  
Joshua Mann, Chief Electronics Engineer

## Also Present

Chief Bill Seaman, Kingston FD  
Chief Ed Warren, East Kingston FD  
Chief Don DeAngelis, Epping FD  
Chief Jeff Buxton, Newfields FD  
Chief Ed Campbell, South Hampton FD  
Chief Tom Lambert, Rye FD

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:47pm.

## II. Reports

### RFP Openings

- Officer Uniforms DOC – 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.

- Chaplain Services DOC – Corrections

Commissioner St. James opened a proposal from Reverand 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.

- Heated Food Carts (reissue) – Corrections

Commissioner St. James opened proposals from Alternative Sales Corporation, Douglas Equipment, and May Foodservice.

**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.

- Adult Drug Court (reissue) – Corrections

Commissioner St. James opened a proposal from Keystone Hall.

**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.

- Glycol Refurbishment – Engineering & Maintenance Services

Commissioner St. James opened proposals from Palmer & Sicard Inc. and KPMB Enterprises.

**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.

#### Sheriff's Office – Michael Hureau, High Sheriff

- IP-based Communications Upgrade

Commissioner Tombarello noted Josh Mann's last day was the following day and thanked him for his hard work.

Josh Mann provided a background on the dispatch radio system and the need for an upgrade. He noted the current system is causing packets of data to be lost. He described what the upgraded equipment would provide and the benefits. He noted that if the alignment was done now, it would have to be done again after the equipment is upgraded.

Commissioner Tombarello asked about the public safety of the dropped data. Josh Mann noted the difference could be between hearing "shoot" and "don't shoot."

Commissioner St. James noted the equipment upgrade is on the county side and not the fire department side. Further discussion ensued on the problems on the police side. Discussion ensued on when everyone would be going digital, and the expense for the towns.

Sheriff Hureau said they were made aware that the departments aren't getting the pages. He noted it was discovered the county is missing switches that were planned for next year's budget. He added that he was hopeful the towns could get together and try to get a grant to get the new equipment.

Chief Seaman discussed the limits of the current paging system, and that calls are getting missed.

Commissioner Tombarello noted his concerns with the public safety aspect of this. Commissioner St. James stated this was being brought forward because of the urgency. Commissioner Coyle stated he believed this would require full Delegation approval because it is not a currently approved project. Discussion ensued on currently approved projects.

Chief Warren noted the Sheriff, Lt Walsh, and Josh Mann have done everything they could to assist. He wanted it noted the issues had nothing to do with county personnel. He discussed that it is a major problem in many of the towns.

Sheriff Hureau will provide the necessary information to the Commissioners' Office for next week's meeting, so that the Board can approve and send their recommendation to the Delegation.

#### RFP Awards

- Bulk Road Salt - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Bulk Road Salt proposal to Morton Salt in the amount of \$58.27 per ton for the 2016/2017 winter season, with the first delivery prior to December 31, 2016 and price to remain firm through June 30, 2017, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Building Accessibility Upgrade - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Building Accessibility Upgrade proposal to Milestone Engineering & Construction in the amount of \$147,477, with \$70,137 balance from the completed Tunnel Structural Repair project reallocated for the building accessibility upgrade project, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Commissioner St. James stated \$98,000 was budgeted. He stated the building is not handicap accessible. He noted the bid that was received was higher than budgeted. Jude advised the scope changed a bit after going through with an engineer. She stated the changes were to make it more useable. Jude noted reallocating the \$70,137 was simply to close the other project out altogether. Jude noted the upgrade is for a ramp, fire doors, heating and cooling issues, and to address privacy concerns with the space. Further discussion ensued on the need for the work. Jude noted she believed the price was reasonable and had received a quote after the opening that had come in \$10,000 higher. Motion passed 2-1.

- Fuel Contract - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Fuel Contract as follows, as recommended by the Director of Facilities, Planning, and Information Technology:

- to Hanscom's Truck Stop for #2 fuel oil, in the amount of rack plus \$0.18, with cap of \$1.85 per gallon, for the period of October 1, 2016 through September 30, 2017
- to Hanscom's Truck Stop for ultralow diesel, in the amount of rack plus \$0.065, with cap of \$1.95 per gallon, for the period of October 1, 2016 through September 30, 2017
- to Hanscom's Truck Stop for diesel, in the amount of rack plus \$0.20, with cap of \$1.95 per gallon, for the period of October 1, 2016 through September 30, 2017
- to Palmer Gas & Oil for LP gas, in the amount of \$1.20 per gallon, for the period of October 1, 2016 through September 30, 2017
- to East River Energy for gasoline, in the amount of rack plus \$0.0348, for the period of October 1, 2016 through September 30, 2018.

Commissioner Coyle seconded. Discussion ensued on rack pricing. Motion passed 3-0.

- Time and Attendance Software – Finance Office

**Moved:** Commissioner St. James to award the Time and Attendance Software to Kronos, for a period of three years, in an amount not to exceed \$210,186.35 for the three year subscription, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

It was noted that Chuck and Ben did a fantastic job detailing the award recommendation.

Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner St. James to approve and sign departmental warrants T160577, T160578, T160692, T160732, T160741, T160742, T160743, T160744, T160759, T160760, T160772, T160801, T160817, T160818, T160819, totaling \$412,221.16; departmental warrants entered by Finance T160754, T160812, T160813, T160814, T160815, T160847, T160848, T160859, T160861 totaling \$23,434.31; payroll warrants 0929DR, 0929VD, 0930DR, 1006DR, 1006MC, 1006VD totaling \$7,028.65; general ledger warrants GL16107, GL16463, GL16674, GL16675, GL16676, GL16723, GL16750 totaling \$26,059.81, for a grand total to be approved of \$468,743.93. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer in the amount of \$1,612 for the County Attorney's Office. Commissioner Coyle seconded. Discussion ensued on the expense, and that it had

been accruing for a significant amount of time. The Board tabled the motion until the following week when Pat is present to explain.

**Moved:** Commissioner St. James to approve a line item transfer in the amount of \$6,698 for Engineering and Maintenance Services. Commissioner Coyle seconded. Jude explained the reason for the transfer. Voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer in the amount of \$11,500 for Engineering and Maintenance Services. Commissioner Coyle seconded. Jude explained the reason for the transfer. Voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer in the amount of \$12,000 for Engineering and Maintenance Services. Commissioner Coyle seconded. Jude explained the reason for the transfer. Voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer in the amount of \$5,650 for Engineering and Maintenance Services. Commissioner Coyle seconded. Jude explained the reason for the transfer. Voted all in favor.

- Approval of Minutes: 10/4

**Moved:** Commissioner St. James to approve the minutes of the October 4, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the work is continuing on the IDNs.

- Commissioner Liaison Updates

No updates.

#### Corrections – Stephen Church, Superintendent

- MOU Keystone Hall

Steve Church requested the MOU be tabled.

#### Engineering and Maintenance Services – Jude Gates, Director

- T-RECs Status Update

Jude noted the original pricing had not included the concrete pad that the ESP would need to be built on. She advised there would be more funding available next year. Jude and Chuck noted the company that wanted to purchase the project would be able to provide higher rates for T-RECs. Jude stated it would have to go back to the Delegation for approval since the project amount changed. She is hopeful that there will be information available at the end of October and that the Delegation would entertain it at their organizational meeting in December.

#### Finance Office – Charles Nickerson, Director

- Temporary Staff Assignment Extension

**Moved:** Commissioner St. James to approve the extension of a temporary staff assignment in Finance through November 12, 2016. Commissioner Coyle seconded, voted all in favor.

- 2016 Write-Offs

Chuck explained the write-offs. Discussion ensued on prior year write-off amounts.

**Moved:** Commissioner St. James to approve the 2016 Long Term Care write-offs in the amount of \$2,230.79 as recommended by the Directors of Finance and Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

- NHRS Audit Letter

Chuck discussed the amounts due to NHRS. Chuck stated it would be better to get ahead of the NHRS in sending letters to affected persons.

Long Term Care Services – Steven Woods, Director

- Exception Request PPP 6-3

Steve explained the request to hire above midpoint.

**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. Discussion ensued on Finance's recommendation. Chuck noted his reasons that the employee would be at or near employees with more experience. Commissioner St. James asked if that crosses the line into HR's responsibility. Chuck noted the financial review includes reviewing the salary information of similar employees. Alison stated the pay was in line with the employee's experience. Voted all in favor.

Further discussion ensued on information the Board wants on the exception request forms. Alison stated she would like more time to review exception requests. The new procedure will be that department heads will not submit exception requests until they have received Finance and HR reviews first. Steve Woods asked about emergency situations in which signatures could not be obtained by the deadline. The Board said it would be played by ear and they would have to be walked in.

- General Linen Service Agreement

**Moved:** Commissioner St. James to approve an agreement with General Linen Service, for a period of one (1) year, in an amount not to exceed \$4,999, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Motion passed 2-1.

- Exeter Area YMCA Agreement

**Moved:** Commissioner St. James to approve an agreement with Exeter Area YMCA for the period of September 22, 2016 through December 28, 2017, at a cost of \$50 per weekly class, 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.

- Seacoast School of Technology Affiliation Agreement

**Moved:** Commissioner St. James to approve an agreement with Seacoast School of Technology, for the period of January 1, 2017 through June 1, 2017, at no cost to the County, and authorize the Chair to sign all necessary documents having completed legal and risk review in 2015, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

### III. New Business / Old Business

Sheriff Hureau notified the Board that the Halogen contract signed in 2015 was actually for two years and the county would be liable for the charges if they cancelled. Discussion ensued. The award and contract votes will be amended at the next meeting to reflect the signed contract.

- Years of Service Ceremony

Discussion ensued on the upcoming employee ceremony.

Alison asked and was granted permission to engage legal on a request for files on a prior employee. Further discussion ensued. Commissioner Coyle asked who had requested the information. It was noted that it was a request from the AG's office. Commissioner Coyle stated to send the files and copy the employee, and that this did not need to go through legal counsel.

Commissioner St. James wants to budget for something to thank employees next year and wants the department heads to come up with suggestions.

Steve Church discussed his staffing shortages. He noted his discussion with Peter Janelle on Region IV, and noted he is on board with both the region IV and VI plans.

Commissioner Coyle discussed the Whiteside lien and that information had not been located on it. It will be on the agenda for next week for release if no other information is found.

### IV. Public Comment

No comments received.

### V. Commissioners Non-Public Session

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

**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 Tombarello, Commissioner Coyle, Commissioner St. James, Steve Church, Alison Kivikoski, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

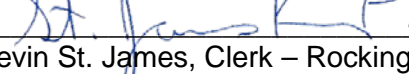
Commissioner Tombarello left the meeting at 5:42pm.

Commissioner Coyle declared a recess at 5:42pm to discuss union negotiations. Commissioner Coyle reconvened the meeting at 5:52pm.

### VI. Adjourn

**Moved:** Commissioner St. James to adjourn at 5:52pm. 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 19, 2016 – 3:45pm

## 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  
Robin Bernier, IT Manager  
Charles Nickerson, Finance Director

Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff

## Also Present

Alyssa Heisten, Gallagher Benefits  
Consulting  
Bryan Wyatt  
Chris Muns

## I. **Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 3:48pm.

## II. **Reports**

### RFP Openings

- Generator Testing / Inspections – Engineering & Maintenance Services

Commissioner St. James opened proposals from Cummins Northeast, Gemini Electric, and Scherbon Consolidated 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.

- Waste Removal – Engineering & Maintenance Services

Commissioner St. James opened proposals from Casella Waste, G. Mello Disposal Corp, and Waste Management.

**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.

### RFP Awards

- Microsoft Software – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Microsoft Software proposal to GovConnection in the amount of \$22,814.26 and to Saitech Inc. in the amount of \$8,800, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

### Commissioners Office – Thomas Tombarello, Chair

- 2017 CDBG Request: One Sky Community Services

One Sky CEO Chris Muns and consultant Bryan Wyatt presented an overview of One Sky to the Board, as well as the housing project they were seeking CDBG funds for in 2017. They described the various costs of the services provided and their funding sources.

The Board affirmed they would support the application.

Mr. Muns and Mr. Wyatt left the meeting.

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

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,141,835.34 for the period ending October 16, 2016. Commissioner Coyle seconded, voted all in favor.

Discussion ensued on the line item transfer request and the need for mileage expenses to be accounted for timelier.

**Moved:** Commissioner St. James to approve a line item transfer in the amount of \$1,612 for the County Attorney's Office. Commissioner Coyle seconded. Discussion ensued on increased mileage expenses if there is a new building. Voted all in favor.

- Approval of Minutes: 10/12

Commissioner St. James noted that during the dispatch equipment discussion at the October 12, 2016 meeting, although Joshua Mann stated that if the alignment was done now without the new equipment it would have to be done again after the new equipment, it should be noted that it would be at a lower cost, as had been discussed in a separate meeting.

**Moved:** Commissioner St. James to approve the minutes of the October 12, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- Lien Release: 4 Hutch Road, Salem

**Moved:** Commissioner St. James to approve the discharge of a lien on real property located at 4 Hutch Road, Salem, New Hampshire, pursuant to NH RSA 166:20, due to the unavailability of records showing funds expended by the County to aid the respective property owner(s). Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

No updates.

- Commissioner Liaison Updates

Jude discussed the biomass plant video that had been done this morning by the environmental defense fund. Commissioner Tombarello noted there was a space allocation meeting on Tuesday.

#### Corrections – Stephen Church, Superintendent

- Bid Waiver Request: 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, voted all in favor.

Finance Office – Charles Nickerson, Director

- Kronos Agreement

**Moved:** Commissioner St. James to approve an agreement with Kronos Inc., for a period of three (3) years, for a total subscription amount of \$210,186.35, and authorize the Chair to sign all necessary documents pending legal and risk review, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

- 2017 Budget Packet
- Gorham Savings Bank Phone System Lease

**Moved:** Commissioner St. James to approve a Municipal Lease agreement with Gorham Savings Group, for the 2016 telephone system upgrade, for a period of five (5) years, in the total amount of \$113,813.08, with a \$9,000 payment in year one, and payments of \$26,203.27 in each of the subsequent four (4) years, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Coyle seconded, voted all in favor.

- Gorham Savings Bank Vehicles Lease

**Moved:** Commissioner St. James to award a lease proposal from Gorham Savings Bank for the 2017 Vehicles purchase, for a period of three (3) years, for a total amount of \$220,778.43 to be paid in three (3) annual payments of \$73,592.81, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner Coyle seconded. Discussion ensued regarding the time it took to get the lease. Voted all in favor.

- Lease Resolution – 2017 Vehicles

**Moved:** Commissioner St. James to approve and adopt the following lease resolution with regards to reimbursement from the proceeds of lease financing for certain equipment, 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 four (4) 2017 Ford Police Interceptor Utility vehicles, (2) 2017 Ford F250 pickup trucks, one (1) 2017 Ford Transit 350 low roof van and one (1) 2017 Ford Transit 150 low roof 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 Gorham Savings Leasing Group. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$214,164. The vendors supplying the Equipment, to whom monies would be advanced by the County, are Grappone Ford (\$128,743 total) and Autofair Ford (\$85,421 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 October 19, 2016.

Human Resources – Alison Kivikoski, Director

- NNEBT Participation Agreement

**Moved:** Commissioner St. James to approve the Northern New England Benefit Trust (NNEBT) Participation Agreement, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded. It was noted the agreement had been through legal review in the past. Voted all in favor.

- Leave with Pay Request – County Attorney's Office

**Moved:** Commissioner St. James to approve a leave with pay request, with county portion of benefits to continue, for a County Attorney's Office employee. Commissioner Coyle seconded, voted all in favor.

- 2017 Holiday Schedule

**Moved:** Commissioner St. James to approve the 2017 county holiday schedule, as proposed. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Bid Waiver: CareWorx \$6,362.50

Steve noted they were looking to replace five of the touchscreens.

**Moved:** Commissioner St. James to approve a bid waiver to CareWorx in the amount of \$6,362.50, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- NH Dept of Safety Grant: \$67,024

**Moved:** Commissioner St. James to approve a grant award from the New Hampshire Department of Safety in the amount of \$67,024, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded. Discussion ensued on the grant purpose. Voted all in favor.

**III. New Business / Old Business**

- Old Business: Halogen Software Award/Contract – Sheriff's Office

**Moved:** Commissioner St. James to amend the September 29, 2015 Employee Performance Appraisal Software award, and the October 13, 2015 Halogen Software Agreement vote, to a period of two (2) years, with the first year amount to remain the same, and the second year in the amount of \$6,245. Commissioner Coyle seconded, voted all in favor.

- Old Business: Dispatch Upgrades – Sheriff's Office

**Moved:** Commissioner St. James to reallocate \$112,676 from the Sheriff's Dispatch Space Allocation project to the Complex Security/Alarms project for the replacement and installation of switches and

modems at the antenna sites, pending Delegation approval. Commissioner Coyle seconded. Discussion ensued on the project allocations and open projects. Motion passed 2-1.

Alison asked the Board about posting the Senior HR Generalist internally for 10 days. The Board granted permission.

Pat Conway mentioned that an ACA was hired back recently who was brought in above midpoint. She noted the salary was in her letter requesting to hire. The Board told Pat the exception request needs to be submitted but that the employee will still be paid.

Jude gave an update on group purchasing.

- New Business: Inmate Administrative Transfer – Corrections

**Moved:** Commissioner Tombarello to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated October 18, 2016. Commissioner Coyle seconded, voted all in favor.

Steve Woods showed the Board the NH Food Bank award given for 2016.

Sheriff Hureau noted one of his deputies is a first time father, and another just won the Congressional Award.

Chuck noted the third quarter budget would be going out soon, and 2017 budget packets would be going out soon as well.

Robin Bernier noted the savings the county could expect, as well as the towns, for the software award. Commissioner Tombarello asked that the Purchasing Coordinator come to one of the future meetings.

#### **IV. Public Comment**

No public comment received.

#### **V. 2017 Benefits – Gallagher Benefits Consulting**

Alyssa Heisten provided her recommendations for the 2017 Benefits structure. Discussion ensued on the working rates and that they are low. Discussion ensued about needing to adjust the working rates to more accurately reflect expenses. Further discussion ensued on the effect on premiums as well as employee hiring and retention. Discussion continued on the benefit plans. It was noted they would need to be voted the following week.

#### **VI. Commissioners Non-Public Session**

**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 Tombarello, Commissioner Coyle, Commissioner St. James, and Alison Kivikoski.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

#### **VII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 6:20pm. Commissioner Coyle 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  
October 26, 2016 – 3:45pm

## 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, Finance Director  
Laurie Trostle-Pitkin, Accounting Manager  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff

## I. **Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 3:48pm.

## II. **Reports**

### RFP Openings

- Food Service Management – Long Term Care

Commissioner St. James opened proposals from Culinary Services Group, FitzVogt, and Glendale Senior Dining Inc.

**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

- Adult Drug Court (reissue) – Corrections

**Moved:** Commissioner St. James to award the Adult Drug Court proposal to Keystone Hall, for a period of three (3) years, in an amount not to exceed \$490,000 per year, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Discussion ensued on State reimbursement. Voted all in favor.

- Chaplain Services DOC – Corrections

**Moved:** Commissioner St. James to award the Chaplain Services DOC proposal to Reverend Ken Threlfall, for a period of three (3) years, in the amounts of \$32,250 year one, \$32,750 year two, and \$33,250 year three, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

- Officer Uniforms DOC – Corrections

**Moved:** Commissioner St. James to award the Officer Uniforms DOC proposal to Neptune, Inc. for an amount not to exceed \$60,000, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

- Glycol Refurbishment – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Glycol Refurbishment proposal to KPMB Enterprises in the amount of \$24,724, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Tombarello seconded. Discussion ensued on how often the glycol gets refurbished. Jude noted this was the first time in 10 years. 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 T160693, T160745, T160746, T160773, T160802, T160821, T160823, T160824, T160840, T160849, T160851, T160862, T160863 totaling \$435,060.24; departmental warrants entered by Finance T160842, T160874, T160875, T160876, T160877, T160878, T160881, T160882, T160883, T160884, T160886, T160898, T160899 totaling \$110,941.32; AP wire payments T160873, T160879, T160880, T160885 totaling \$1,847,908.59; payroll warrants 1013DR, 1017DR, 1020DR, 1024DR, 1024VD totaling \$27,658.55; general ledger warrants GL16724, GL16725, GL16726, GL16727, GL16760, GL16770, GL16771, GL16776 totaling \$33,048.00, for a grand total to be approved of \$2,454,616.70. Commissioner Tombarello seconded. Discussion ensued on the bills. Voted all in favor.

- Approval of Minutes: 10/19

**Moved:** Commissioner St. James to approve the minutes of the October 19, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- Region 4 / Region 6 Resolutions and Certifications

**Moved:** Commissioner St. James to approve and adopt the following resolutions for Region 4 IDN and Region 6 as written, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded, voted all in favor.

#### **CERTIFICATE OF VOTE REGION 4**

RESOLVED: That Rockingham County is authorized to execute a Certificate of Authorization confirming its participation in the Region 4 IDN and authorizing CMC, as the Administrative Lead Organization, to enter into contracts with the State, receive and distribute funds, and perform all other actions required as the Administrative Lead Organization for the Region 4 IDN.

RESOLVED: That Commissioner Tom Tombarello, Chair is authorized to negotiate, execute and deliver on behalf of Rockingham County, the Certificate of Authorization and such other documentations, agreements, other instruments, and any amendments, revisions, or modifications thereto, as deemed necessary, desirable, and appropriate, as well as to make such actions as are necessary, desirable, and appropriate in their discretion, to effect the foregoing resolutions.

#### **PROPOSED RESOLUTIONS REGION 4**

WHEREAS, on January 5, 2016, the Centers for Medicare and Medicaid Services ("CMS") approved New Hampshire's Section 1115 Research and Demonstration Transformation Waiver, #11-W-00301/1 (the "Transformation Waiver") to access new federal funding to help transform its behavioral health delivery system; and

WHEREAS, the purposes of the Transformation Waiver are to deliver integrated physical and behavioral health care that better addresses the needs of the community; expand access to behavioral health care in the most appropriate setting; reduce gaps in care during transitions across care settings by improving coordination across providers and linking patients with community supports; to prompt



resources for addressing the on-going opioid addiction crisis impacting the State of New Hampshire (the "State") and to strengthen the State's strained mental health care delivery system; and

WHEREAS, Rockingham County desires to participate as a member of the Region 4 Integrated Delivery Network ("IDN"), which includes the greater Derry and Manchester areas; and

WHEREAS, the State has selected Catholic Medical Center ("CMC") to serve as the Administrative Lead Organization for the Region 4 IDN and as part of the contract process obtain from each member entity in the Region 4 IDN a Certificate of Authorization.

NOW THEREFORE, the Board of Commissioners of Rockingham County adopts the following resolutions:

RESOLVED: That participating in the Region 4 IDN is in the best interests of Rockingham County and the community it serves, and that Rockingham County is hereby authorized to participate.

RESOLVED: That Rockingham County is authorized to execute a Certificate of Authorization confirming its participation in the Region 4 IDN and authorizing CMC, as the Administrative Lead Organization, to enter into contracts with the State, receive and distribute funds, and perform all other actions required as the Administrative Lead Organization for the Region 4 IDN.

RESOLVED: That Alyson Velardi, Social Worker III is authorized, as approved, to negotiate, execute and deliver on behalf of Rockingham County the Certificate of Authorization and such other documentations, agreements, other instruments, and any amendments, revisions, or modifications thereto, as deemed necessary, desirable, and appropriate, as well as to make such actions as are necessary, desirable, and appropriate in their discretion, to effect the foregoing resolutions.

RESOLVED: To ratify, confirm and approve all of the actions of the Board of Commissioners of Rockingham County performed for and on behalf of Rockingham County in connection with the foregoing resolutions.

RESOLVED: That a copy of these resolutions be entered with the minutes and corporate records of Rockingham County.

The foregoing resolutions were adopted by the Board of Commissioners at its meeting on October 26, 2016.

#### **CERTIFICATE OF VOTE REGION 6**

RESOLVED: That Rockingham County is authorized to execute a Certificate of Authorization confirming its participation in the Region 6 IDN and authorizing Strafford County, as the Administrative Lead Organization, to enter into contracts with the State, receive and distribute funds, and perform all other actions required as the Administrative Lead Organization for the Region 6 IDN.

RESOLVED: That Commissioner Tom Tombarello, Chair is authorized to negotiate, execute and deliver on behalf of Rockingham County, the Certificate of Authorization and such other documentations, agreements, other instruments, and any amendments, revisions, or modifications thereto, as deemed necessary, desirable, and appropriate, as well as to make such actions as are necessary, desirable, and appropriate in their discretion, to effect the foregoing resolutions.

#### **PROPOSED RESOLUTIONS REGION 6**

WHEREAS, on January 5, 2016, the Centers for Medicare and Medicaid Services ("CMS") approved New Hampshire's Section 1115 Research and Demonstration Transformation Waiver, #11-W-00301/1

(the "Transformation Waiver") to access new federal funding to help transform its behavioral health delivery system; and

WHEREAS, the purposes of the Transformation Waiver are to deliver integrated physical and behavioral health care that better addresses the needs of the community; expand access to behavioral health care in the most appropriate setting; reduce gaps in care during transitions across care settings by improving coordination across providers and linking patients with community supports; to prompt resources for addressing the on-going opioid addiction crisis impacting the State of New Hampshire (the "State") and to strengthen the State's strained mental health care delivery system; and

WHEREAS, Rockingham County desires to participate as a member of the Region 6 Integrated Delivery Network ("IDN"); and

WHEREAS, the State has selected Strafford County to serve as the Administrative Lead Organization for the Region 6 IDN and as part of the contract process obtain from each member entity in the Region 6 IDN a Certificate of Authorization.

NOW THEREFORE, the Board of Commissioners of Rockingham County adopts the following resolutions:

RESOLVED: That participating in the Region 6 IDN is in the best interests of Rockingham County and the community it serves, and that Rockingham County is hereby authorized to participate.

RESOLVED: That Rockingham County is authorized to execute a Certificate of Authorization confirming its participation in the Region 6 IDN and authorizing Strafford County, as the Administrative Lead Organization, to enter into contracts with the State, receive and distribute funds, and perform all other actions required as the Administrative Lead Organization for the Region 6 IDN.

RESOLVED: That the Commissioners are authorized to negotiate, execute and deliver on behalf of Rockingham County the Certificate of Authorization and such other documentations, agreements, other instruments, and any amendments, revisions, or modifications thereto, as deemed necessary, desirable, and appropriate, as well as to make such actions as are necessary, desirable, and appropriate in their discretion, to effect the foregoing resolutions.

RESOLVED: To ratify, confirm and approve all of the actions of the Board of Commissioners of Rockingham County performed for and on behalf of Rockingham County in connection with the foregoing resolutions.

RESOLVED: That a copy of these resolutions be entered with the minutes and corporate records of Rockingham County.

The foregoing resolutions were adopted by the Board of Commissioners at its meeting on October 26, 2016.

- New Hampshire Association of Counties Legislative Updates

No updates.

- Commissioner Liaison Updates

Commissioner Tombarello provided an update on the space allocation subcommittee meetings. Discussion ensued on hiring a consultant for the building needs. Further discussion ensued on the space needs as well as various local regulations about building size.

Corrections – Stephen Church, Superintendent

- NH Drug Offender Program Grant Award

**Moved:** Commissioner St. James to approve and accept the NH Drug Offender Program grant award, for the period of July 1, 2016 through December 31, 2016, in the amount of \$103,945.50, and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded. The amount will be corrected on the grant paperwork and resigned if the State opts to send updated paperwork instead. Voted all in favor.

- Appriss Renewal Agreement

**Moved:** Commissioner St. James to approve the Appriss Renewal Agreement for the period of January 1, 2017 through December 31, 2017, in the amount of \$19,532.37, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

- Keystone Hall Mutual Aid and Assistance Agreement

**Moved:** Commissioner St. James to approve a mutual aid and assistance agreement with Keystone Hall for a period of five (5) years, at no cost to the County, and authorize the Chair to sign all necessary documents having completed risk review, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Accountant A Job Description

**Moved:** Commissioner St. James to approve the updated Accountant (A) job description. Commissioner Tombarello seconded, voted all in favor.

- Accountant B Job Description

**Moved:** Commissioner St. James to approve the updated Accountant (B) job description. Commissioner Tombarello seconded, voted all in favor.

- 2017 Benefits

**Moved:** Commissioner St. James to approve the 2017 voluntary benefits as recommended by Alyssa Heisten, Gallagher Benefit Consultants on September 20, 2016 and as written below, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

- Benefit Strategies will continue as Product Administrator for the Flexible Spending Accounts (FSA) and Cafeteria Plan 125 management at a 0% rate increase expiring on 12/31/18.
- Benefit Strategies will continue as Product Administrator of the Health Savings Account (HSA) at a 0% rate increase expiring on 12/31/18.
- Benefit Strategies will continue as Product Administrator of COBRA at a 0% fee increase expiring on 12/31/18.
- Symetra will continue as Product Administrator for Short Term Disability at a 0% premium increase expiring on 12/31/18.
- Symetra will continue as the Product Administrator for Long Term Disability at a 0% rate increase expiring on 12/31/18.

- Symetra will continue as the Product Administrator for Employee Life/ AD & D at a 0% rate increase expiring on 12/31/18.
- Symetra will continue as the Product Administrator for Spouse and Child Life/ AD & D at a 0% rate increase on expiring 12/31/18.
- Colonial will continue as Product Administrator for Critical Illness and Accident and Hospitalization at a 0% rate increase expiring 12/31/17.
- EyeMed will continue as Product Administrator for vision at a 0% rate increase expiring on 12/31/17.
- E4Health will continue for Employee Assistance Plan at a 0% fee increase; extending current rate and plan design guarantee through 12/31/19.
- Boston Mutual will be retained but is closed to new enrollment.

**Moved:** Commissioner St. James to approve the Open Enrollment period for the 2017 plan year as November 7, 2016 through November 21, 2016, and further that mandatory training sessions be conducted for all employees eligible for the medical, dental, and voluntary benefits offered by Rockingham County. Commissioner Tombarello seconded, voted all in favor.

**Moved:** Commissioner St. James to approve the 2017 Dental and Other benefits as presented by Alyssa Heisten, Gallagher Benefit Consultants on October 19, 2016, and as written below, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

- Approve North East Delta Dental as the self-insured dental contract Product Administrator for the 2017 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 \$8.73 single, \$17.45 2-Person, \$26.64 Family per employee per month (0%); High Option plan rate of \$9.80 single, \$19.58 2-Person, \$29.90 Family per employee per month (10% increase). Recommend increasing the dependent age to 26 years of age or younger from 19 if not a student and 25 if a student.

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 2017 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 2016 will be applied in 2017.

#### Sheriff's Office – Michael Hureau, High Sheriff

- Drug Forfeiture Accounts

**Moved:** Commissioner St. James to add High Sheriff Michael Hureau and Treasurer Edward Buck to the Drug Forfeiture Account. Commissioner Tombarello seconded, voted all in favor.

### III. **New Business / Old Business**

- Exception Request PPP 6-3 – County Attorney's Office

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-3 for a County Attorney's Office employee. Commissioner Tombarello seconded, voted all in favor.

Steve Woods noted there is a new Deputy Commissioner of HHS. He also noted there would be election night tallies in his office on election night.

Steve also there would be a fourth grade class learning about County history in November and touring the County.

Jude noted there are still some false fire alarms. Jude further discussed the agreement with Brentwood regarding fire watch and the building renovations.

Discussion ensued on the xray machine RFP.

Chuck Nickerson noted the insurance RFP is out.

#### IV. Public Comment

No public comments received.

#### V. Reports Continued

Human Resources – Alison Kivikoski, Director

- Bid Waiver: Performance Fitness Equipment \$18,313.88

Commissioner Coyle joined the meeting by telephone.

**Moved:** Commissioner St. James to approve a bid waiver to Performance Fitness Equipment in the amount of \$18,313.88, as recommended by the Human Resources Director. Commissioner Coyle seconded. It was discussed that there would be more equipment added next year when there was more wellness funding. Voted all in favor.

#### VI. Commissioners Non-Public Session

- NH RSA 91-A:3 II (a) compensation 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 Coyle by telephone, Commissioner St. James, Alison Kivikoski, Chuck Nickerson, Steve Church, Jude Gates, Pat Conway, Michael Hureau, Steve Woods, and Laura Collins.

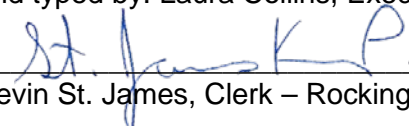
Commissioner Coyle left the meeting.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Tombarello seconded, voted all in favor.

#### VII. Adjourn

**Moved:** Commissioner St. James to adjourn at 4:44pm. 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  
October 28, 2016 – 9:00am

## 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 9:05am.

## **II. Recess for 3<sup>rd</sup> Quarter Review (Executive Committee)**

Commissioner Tombarello declared a recess at 9:25am to attend the Executive Committee meeting.  
Commissioner Tombarello reconvened the meeting at 11:50am.

## **III. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 12:00pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken by Commissioner Tombarello 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  
November 2, 2016 – 3:45pm

## 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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Maj Darin Melanson, Deputy Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:51pm.

## II. Reports

### RFP Openings

- Insurance – Finance Office

Commissioner St. James opened proposals from Primex and USI.

**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.

- Motorola Radio IP Backhaul – 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 proposal, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

### RFP Awards

- Generator Testing / Inspections - Engineering and Maintenance Services

**Moved:** Commissioner St. James to award the Generator Testing/Inspections proposal to Scherbon Consolidated Inc. for the period of November 1, 2016 through October 31, 2017, at an annual fee of \$2,850, a flat rate of \$35 for mileage per service, and hourly rates of \$75 per hour regular and \$112.50 per hour overtime for additional work that may be assigned, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Jude explained the flat mileage fee. Voted all in favor.

- Waste Removal - Engineering and Maintenance Services

**Moved:** Commissioner St. James to award the Waste Removal proposal to G. Mello Disposal Corp, for the period of January 1, 2017 through December 31, 2019, at rates based on current tonnage of \$58,145 year one, \$59,660 year two, and \$61,221 year three, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Commissioner Tombarello noted the prices for garbage and metal. 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 \$1,118,177.75 for the period ending October 30, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 10/26

**Moved:** Commissioner St. James to approve the minutes of the October 26, 2016 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
- Commissioner Liaison Updates

Commissioner St. James noted he discussed having an agenda for the Executive Committee meetings with Rep. Welch. The Board will send a letter to Cheryl, Rep Major, and Rep Weyler requesting agendas and information be provided at future meetings.

Commissioner Tombarello discussed the current status and discussions in the space allocation subcommittee. Further discussion ensued on the space requirements.

#### Corrections – Stephen Church, Superintendent

- Chaplain Services Agreement

**Moved:** Commissioner St. James to approve and sign an agreement with Reverend Kent Threlfall for a period of three (3) years, in the amounts of \$32,250 year one, \$32,750 year two, and \$33,250 year three, having completed legal and risk review in 2015, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

#### Finance Office – Charles Nickerson, Director

- Temporary Staffing – Amendment

**Moved:** Commissioner St. James to amend the October 12, 2016 Temporary Staff Assignment Extension to the correct date of November 18, 2016. Commissioner Coyle seconded, voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- NHAC Conference Survey Results

Alison briefed the Board on the conference survey results. Discussion ensued on the overall finances for the conference. Chuck will provide the draft report next week.

- 2017 Benefits

Discussion ensued on the additional information provided by GBS for the Stop Loss portion. Further discussion ensued on whether the coverage was adequate, as well as other rates and the effect on negotiated union contracts.

**Moved:** Commissioner Coyle to approve the 2017 Medical, Stop Loss, and Other Voluntary benefits as presented by Alyssa Heisten, Gallagher Benefit Consultants, on October 19, 2016, and as written below, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Commissioner St. James seconded, voted all in favor.

- Stop Loss - Approve Reliance Standard as the Stop Loss Carrier at a \$150,000 specific deductible level and 12/15 terms (Finance Scenario 2).



- Medicare 65 and Over – Approve AmWins as Product Administrator for Medicare Supplemental Plan F (Medicare) at the following increases (ages 65-69, a 2.8% increase, ages 70 – 74, 2.9% increase, ages 75 – 79, a 2.9% increase, and ages 80+, a 3.1% increase); the Prescription Drug Plan Part D Basic Coverage at a 4.7% increase and a 12.6% increase for the Enhanced Coverage; and the Cigna Medicare Supplement Plan with a \$17.10 PEPM administrative fee (at rates provided by the Finance Department); Finance Scenario 1).
- Cigna will continue as the self-insured Health Product Administrator, TPA, as the network carrier for the 2017 calendar year; (Finance Scenario 1) for a rate guarantee of \$31.70 (PEPM; Per Employee Per Month Fee) for 2 years; a decrease of 10.5% from the current year, as the NH State Assessment Fee will now be deducted directly from the Rockingham bank account rather than being included in the administrative fee.
- Tandem Care as Product Administrator for the newly offered Health Care Shopping Services and Savings program. Fixed rate cost of \$3.00 per health plan subscriber per month. Fund rewards administered by Tandem. Rewards Option Program levels determined by Human Resources Director and Finance Director with recommendations by Product Administrator and Gallagher Benefit Services; (Finance Scenario 1). Effective January 1, 2017.
- Approve \$2,600 limitation on employee salary reductions for contributions to Health FSAs under the IRS guidelines (.16 Cafeteria Plans) for 2017.
- Gallagher Benefit Insurance Services, Inc. will notify outgoing vendors that the County will be terminating coverage on 12/31/16.

**Motion:** Commissioner St. James to approve \$1,500 for the employee Health Buy-Out option for 2017 plan year. The full time monthly rate of \$125 will be pro-rated for part time employees. The same eligibility policy and procedures practiced for 2016 will be applied in 2017. Commissioner Coyle seconded. Discussion ensued on union impact. Motion passed 2-1, with Commissioner St. James voting no.

Sheriff's Office – Michael Hureau, High Sheriff

- 2016/2017 Homeland Security Grant Application: \$80,000

**Moved:** Commissioner St. James to approve a grant application to the Department of Homeland Security in the amount of \$80,000, for the implementation of an interoperable portable radio cache in the Southeast section of New Hampshire, and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

- Dental Insurance (Retirees) – Human Resources

Alison explained back in 2014 retirees weren't eligible for dental under NNEBT but this has since been reversed. She noted retirees are offered Delta Dental to comply with RSA. She noted one retiree had been missed and would need to have the plan offered to be in compliance.

- Drug Forfeiture Accounts – Sheriff's Office

**Moved:** Commissioner St. James to add Charles Nickerson to the Drug Forfeiture Account. Commissioner Coyle seconded, voted all in favor.

Commissioner St. James noted he had received a letter from Nick Toumpas asking to speak to the Delegation on the IDNs. Laura will coordinate with Cheryl, Nick Toumpas, and Peter Jenelle.

Alison noted there was still \$10,000 available under the wellness program and asked for permission to purchase more equipment for the gym.

**Moved:** Commissioner St. James to amend the October 26, 2016 bid waiver to \$27,313.88, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Jude provided an update on the renovations and fire watch.

Steve Church noted the vivitrol program and that it would be starting next week. He noted the county could expect approximately \$100,000 reimbursement from the State for drug court this year. He further discussed the body scanner RFP and a potential reimbursement from the State on the equipment.

Chuck noted he confirmed that the Executive Committee is looking to change the fiscal year immediately. Further discussion ensued on what it would entail. The Board will request a meeting with the Delegation Officers.

#### IV. Public Comment

#### V. Commissioners Non-Public Session

**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 Tombarello, Commissioner Coyle, Commissioner St. James, Chuck Nickerson, Steve Church, Jude Gates, Alison Kivikoski, Darin Melanson, Steve Woods, and Laura Collins.

**Moved:** Commissioner St. James to go out of nonpublic session. Commissioner Coyle seconded, voted all in favor.

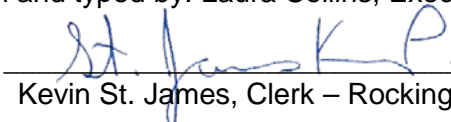
**Moved:** Commissioner St. James to approve a one-time, non-binding and non-precedent setting, \$250 discretionary bonus, to all employees who are benefits eligible as of October 31, 2016 or before, with union employees eligible only with an approved, signed MOU by December 1, to be paid in the second payroll in December 2016. Commissioner Coyle seconded, voted all in favor.

Commissioner Tombarello declared a recess at 5:19pm to consult with legal counsel and to discuss union strategy. Commissioner St. James left the meeting at 5:35pm. Commissioner Tombarello reconvened the meeting at 5:53pm.

#### VI. Adjourn

**Moved:** Commissioner Coyle to adjourn at 5:56pm. 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 9, 2016 – 3:45pm

## Present

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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff  
Bill Doyle, NCEU Labor Representative  
Pat Valencia, NCEU Local 118 President

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 3:45pm.

## II. Reports

### RFP Openings

- Motorola Radio IP Backhaul – RFP Opening Vote Amendment

**Moved:** Commissioner St. James to amend the November 2, 2016 Motorola Radio IP Backhaul RFP opening vote to the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Hobart Mixer – Long Term Care

Proposals received: Alternative Sales Corporation, Direct Supply, Douglas Equipment, Kittredge Foodservice Equipment and Supplies

**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

- Air Compressor – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Air Compressor proposal to D.R. Guilbeault Air Compressor in the amount of \$5,650, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Motorola Radio IP Backhaul – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Motorola Radio IP Backhaul proposal to Green Mountain Communications in the amount of \$112,676, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

- Insurance – Finance Office

Commissioner St. James stated he didn't think the RFP went out to enough vendors and wants it to go back out for bid. Chuck noted the deadline to cancel with Primex was next week. Commissioner Coyle and Commissioner St. James agreed to table the award until next week.

Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner St. James to approve and sign departmental warrants T160695, T160774, T160775, T160803, T160826, T160827, T160829, T160830, T160844, T160846, T160850, T160852, T160864, T160865, T160906 totaling \$328,799.09; departmental warrants entered by Finance T160904, T160915, T160916, T160917, T160918, T160921, T160922, T160944, T160945, T160946, T160948, T160950 totaling \$52,750.49; AP wire payments T160949 totaling \$1,515,006.00; payroll warrants 1027DR, 1103DR totaling \$9,782.83; general ledger warrants GL16787, GL 16815 totaling \$492.52, for a grand total to be approved of \$1,906,830.93. Commissioner Coyle seconded. Discussion ensued on revenues from the towns. Voted all in favor.

- Approval of Minutes: 10/28, 11/2

**Moved:** Commissioner St. James to approve the minutes of the October 28, 2016 and November 2, 2016 Board of Commissioners meetings. Commissioner Coyle seconded, voted all in favor.

- 2017 Oath of Office Ceremony

Discussion ensued on the times for the January 4<sup>th</sup> Oath of Office Ceremony.

- New Hampshire Association of Counties Legislative Updates

No updates.

- Commissioner Liaison Updates

No updates.

Corrections – Stephen Church, Superintendent

- Keystone Hall Agreement

**Moved:** Commissioner St. James to approve an agreement with Keystone Hall for the period of January 1, 2017 through December 31, 2019, in an amount not to exceed \$490,000 per year, and authorize the Vice Chair to sign all necessary documents having completed legal and risk review in 2016, as recommended by the Corrections Superintendent.

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 October 26, 2016, as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services. Commissioner Coyle seconded, voted all in favor.

- Training Request

**Moved:** Commissioner St. James to approve a training request for a County Attorney's Office employee, at an approximate cost to the County of \$230 for mileage, accommodations, and meals, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Commissioners St. James would like the Board's training policy on next week's agenda.

- Prosecution Services Agreement (Plaistow)

**Moved:** Commissioner St. James to approve a Prosecution Services agreement for the period of January 1, 2017 through December 31, 2017, with \$56,151.39 to be paid by the Town of Plaistow, \$17,273.86 to be paid by the Town of Kingston, \$15,044.10 to be paid by the Town of Atkinson, \$16,158.98 to be paid by the Town of Hampstead, and \$10,584.58 to be paid by the Town of Danville, as recommended by the County Attorney. Commissioner Coyle seconded. Discussion ensued on the administrative fees. Voted all in favor.

- Prosecution Services Agreement (Exeter/Hampton Falls)

**Moved:** Commissioner St. James to approve a Prosecution Services agreement for the period of January 1, 2017 through December 31, 2017, with \$81,484.71 to be paid by the Town of Exeter, and \$21,151.18 to be paid by the Town of Hampton Falls, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- Temporary Staff Assignment Extension

**Moved:** Commissioner St. James to approve an extension to a Finance temporary staff assignment through December 2, 2016. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Tandem Care Employer Agreement

**Moved:** Commissioner St. James to approve the Tandem Care Employer agreement for the period of January 1, 2017 through December 31, 2017, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Leave Without Pay Request – County Attorney's Office

**Moved:** Commissioner St. James to approve a leave without pay request, pursuant to Personnel Policies and Procedures 8-11, with County portion of benefits to continue, for a County Attorney's Office employee. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- LNA Sign-On Bonus Program

Discussion ensued on the nursing shortage and impact of the program on finances.

**Moved:** Commissioner St. James to approve an LNA Sign-On Bonus Program, as outlined in the Long Term Care Services Director's memorandum dated November 9, 2016, effective November 9, 2016 through April 30, 2017. Commissioner Coyle seconded, voted all in favor.

- 2017 Private Rate Increase Proposal

**Moved:** Commissioner St. James to approve the proposed 2017 Private Rate increases, as outlined in the Long Term Care Services Director's memorandum dated November 9, 2017, effective January 1, 2017. Commissioner Coyle seconded. Discussion ensued on the rates and comparable facilities. Voted all in favor.

### III. New Business / Old Business

- NHAC Conference Revenues/Expenses Update – Finance Office

Discussion ensued on the overall profits for the conference. It was noted there would need to be a meeting with Ron and Peggy to close out the final details.

Steve Woods provided an update on Region 6 IDN and discussions with George Maglaras.

Alison informed the Board of a health care reform that would allow for excluding gender transition surgeries. It will be run through legal counsel.

Pat Conway noted there was a drug court graduation on Monday.

Steve Church noted the medical costs savings at the jail.

Commissioner St. James stated the Brentwood Fireworks Committee is looking to host the fireworks next year at the County. Discussion ensued on what date would be preferable. Steve Woods stated anytime it had been moved from July 4<sup>th</sup> there had been lower turnout.

Commissioner St. James asked about the discretionary bonus letter.

Laura noted the meeting with the Delegation Officers next week regarding the County's fiscal year.

#### IV. Public Comment

No public comments received.

Commissioner Coyle declared a recess at 4:25pm to discuss union negotiations. Commissioner Coyle reconvened the meeting at 4:39pm.

#### V. Commissioners Non-Public Session

- Grievance Hearing 4:30pm

**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, Stephen Church, Alison Kivikoski, Bill Doyle, Pat Valencia 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 approve the NCEU grievance of a former Corrections employee, as filed with the Human Resources Department on September 28, 2016. Commissioner Coyle seconded. Motion failed 0-2.

Commissioner Coyle declared a recess at 5:02pm to discuss union negotiations. Commissioner Coyle reconvened the meeting at 5:34pm.

#### VI. Adjourn

**Moved:** Commissioner Coyle to adjourn at 5:34pm. 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  
November 15, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections  
Superintendent  
Major David Consentino, Asst Corrections  
Superintendent

Jude Gates, Director of Facilities, Planning,  
& IT  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director

## I. **Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 3:47pm.

## II. **Reports**

### RFP Awards

- Full Body Scanner – Corrections

**Moved:** Commissioner St. James to award the Full Body Scanner to SecurePass, a division of Associated X-Ray Imaging Corporation, in the amount of \$195,989 including a two (2) year parts and labor warranty, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Steve Church noted Strafford County uses the same machine and that he had run prisoners through it. Steve also noted it was under what was budgeted and also may be eligible for partial reimbursement from the State. Voted all in favor.

- Heated Food Carts – Corrections

**Moved:** Commissioner St. James to award the Heated Food Carts proposal to Douglas Equipment in the amount of \$8,505.28, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

- Insurance – Finance (tabled from 11/9)

**Moved:** Commissioner St. James to award the Insurance proposal to Primex for Unemployment Compensation for the period of January 1, 2017 through December 31, 2017 in the amount of \$60,806; to Primex for Property and Liability for the period of January 31, 2017 through December 31, 2017, with a premium amount of \$362,551; and to USI for Excess Worker's Compensation for the period of January 1, 2017 through December 31, 2017 in the amount of \$79,099, as recommended by the Finance Director. Commissioner Coyle seconded. Commissioner St. James stated he was against the award and that it should go back to bid. He stated he thought it should only be awarded form one year. Commissioner Tombarello stated his concern is the County could lose the maximum increase by not awarding it for the full three years. Discussion ensued on the bids. Commissioner St. James stated he wants to see more vendors solicited in 2017. The Board concurred to amend the motion to one year. 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 \$1,133,849.50 for the period ending November 13, 2016. Commissioner Coyle seconded, voted all in favor.

- Approval of Minutes: 11/09

**Moved:** Commissioner St. James to approve the minutes from the November 9, 2016 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Tombarello abstaining due to absence.

- Out of State Conference/Training Policy Review

Discussion ensued on the current policy.

**Moved:** Commissioner St. James to amend the current conference policy to remove the overnight accommodations and to add a \$750 limit. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

No updates.

- Commissioner Liaison Updates

No updates. Discussion ensued on the fiscal year change that would be discussed with the Delegation Officers. Chuck noted it would be more preferable to have an 18 month budget versus a 12 month and then 6 month, but just not this year. He also recommended the Delegation be asked to increase their contingency line if an 18 month budget goes through for unknowns like electricity and fuel.

Discussion ensued on discussing with the Delegation the future of the second floor of the jail if a new building is built. Steve Church said his recommendations would be expanding community corrections. Further discussion ensued on opening a cell block back up for female inmates. Discussion resumed on expanding community corrections. Steve noted it would include residential treatment and expanding the follow up programs. He noted the differences between the treatment plans for drug offenders versus other criminal corrections.

Discussion ensued on the new building and RFP specifications. Various options to rein the project in were discussed.

#### Engineering and Maintenance Services – Jude Gates, Director

- Milestone Engineering & Construction Agreement

**Moved:** Commissioner St. James to approve an agreement with Milestone Engineering & Construction for the building accessibility upgrade project, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Director of Facilities, Planning, and Information Technology. It will not go to legal review. Commissioner Coyle seconded, voted all in favor. Discussion ensued on the project timeline.

- Surplus Equipment Request (Vehicle)

**Moved:** Commissioner St. James to declare one 2003 Ford F-250 pickup truck, VIN ending 2159, as surplus pursuant to NH RSA 28-8a, to be put out for competitive bid accordingly by Engineering & Maintenance Services. Commissioner Coyle seconded, voted all in favor.

- Surplus Equipment Request (IT)



**Moved:** Commissioner St. James to declare the equipment outlined in the IT/Telecom Manager's memorandum dated November 10, 2016, as surplus pursuant to NH RSA 28-8a, to be disposed of accordingly by Engineering & Maintenance Services. Commissioner Coyle seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- Change Order Request: Workforce \$4,500

Chuck explained the reporting fix issues. Further discussion ensued on the work requiring more hours than was approved in the original SOW. Chuck also noted the report was necessary to comply with federal requirements. Further discussion ensued on the unsatisfactory experience with WorkForce Software.

**Moved:** Commissioner St. James to approve a Change Order to WorkForce Software for up to \$4,500, as recommended by the Finance Director. Commissioner Coyle seconded. Motion passed 2-1 with Commissioner St. James voting no.

Human Resources – Alison Kivikoski, Director

- Exception Request: PPP 6-7

Alison noted she was looking to promote a current HR Generalist to the Senior Generalist position. She would be looking to find an entry level HR Generalist to backfill the position. She further discussed the reasoning for the pay rate.

**Moved:** Commissioner St. James to approve an exception to Personnel Policies and Procedures 6-7 for a Human Resources employee. Commissioner Coyle seconded, voted all in favor.

- Job Description: Court Bailiff (Sheriff's Office)

**Moved:** Commissioner St. James to approve the Court Bailiff job description, effective November 15, 2016. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Harvard Pilgrim Health Care Agreement

**Moved:** Commissioner St. James to approve an amendment to the agreement with Harvard Pilgrim Health Care, effective December 1, 2016, and authorize the Chair to sign all necessary documents having completed risk review, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

Registry of Deeds – Cathy Stacey, Register

- Bid Waiver: Fidar Technologies \$60,000

Tabled at the request of Cathy Stacey.

- Fidar Technologies Agreement

Tabled at the request of Cathy Stacey.

**III. New Business / Old Business**

- Leave Without Pay Request – Human Resources

Alison provided the Board an explanation of the request.

**Moved:** Commissioner St. James to approve a leave without pay request, with county portion of benefits to continue, pursuant to Personnel Policies and Procedures 8-11, for a Long Term Care employee. Commissioner Coyle seconded. It was noted weekenders are eligible for medical and dental benefits, but not short term disability. Voted all in favor.

Steve Woods noted a large team consisting of Dietary, HR, Finance, and Long Term Care personnel met with the three companies that bid on the Dietary Management RFP. He provided a brief overview of the group's impressions so far. Further discussion ensued on what each had to offer.

Alison informed the Board that Sun Life dropped the County due to non-payments. She noted it had been reinstated and explained the new internal procedure for reconciling the bills so the payments would be made on time. She noted the County had not been showing up on Sun Life's payments report and had not been notifying the County's broker.

Alison noted she was looking to hire a temporary worker as she would be losing one of her staff for a few weeks during open enrollment time.

Jude noted the phone call from the grandson of a local landowner that would like to be able to park near the cemetery in order to walk less after hunting on his grandparents' private land. The Board is not in favor of granting permission due to the safety and liability issues involved.

Steve Church noted the court stay and that the revenue that was projected to go down for inmate telephone service may not after all.

Chuck updated the Board that he would be interviewing five or six applicants for the payroll practitioner position.

Commissioner St. James noted the employee recognition ceremony was very nice.

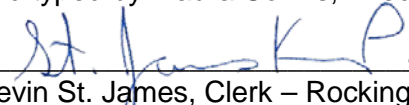
#### **IV. Public Comment**

No public comments received.

#### **V. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:04pm. 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  
November 22, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Major David Consentino, Asst Corrections  
Superintendent  
Patricia Conway, County Attorney

Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:49pm.

## II. Reports

### RFP Openings

- Repair/Replace Flooring (Underhill) – Engineering & Maintenance Services

Commissioner Coyle opened proposals from Kingdom Contract Flooring and Cadieux Flooring Inc.

**Moved:** Commissioner Coyle 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.

### Commissioners Office – Thomas Tombarello, Chair

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

**Moved:** Commissioner Coyle to approve and sign departmental warrants T160696, T160776, T160777, T160778, T160804, T160853, T160866, T160867, T160868, T160925, T160927, T160928, T160929, T160930, T160931, T160952 totaling \$844,310.91; departmental warrants entered by Finance T160912, T160967, T160968, T160970, T160982, T160985, T160986 totaling \$76,115.07; AP wire payments T160987, T160988 totaling \$38,335.20; payroll warrants 1109DR, 1109VD, 1117DR totaling \$9,757.06; general ledger warrants GL16844, GL16855, GL16811, GL16812 totaling \$20,243.56, for a grand total to be approved of \$988,761,80. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 11/15

**Moved:** Commissioner Coyle to approve the minutes of the November 15, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

No updates.

- Commissioner Liaison Updates

Steve Woods informed the Board that Dr. Singer managed to find 5-day coverage.

Commissioner Tombarello noted he got a call from the Delegation about reopening the Adult Medical Daycare. Discussion ensued on the new building plans.

## Human Resources – Alison Kivikoski, Director

- Cigna – Step Therapy (Prescription Drug)

Alison noted that in the proposal for insurance it was indicated there would be a step therapy program. She described how she was going to implement the plan, including a 90 day grace period. She also noted Cigna is going to add an additional vendor.

- FLSA Impact

Alison noted there were two employees that would be impacted by the FLSA law coming into effect December 1, 2016.

- E4 Health Amendment/Extension

**Moved:** Commissioner Coyle to approve the E4 Health Inc extension through December 31, 2019, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Tombarello seconded, voted all in favor.

Discussion ensued on the outstanding open enrollment paperwork.

- Leave with Pay Request – Long Term Care Services

**Moved:** Commissioner Coyle to approve a leave with pay request, with County portion of benefits to continue, pursuant to Personnel Policies and Procedures 8-11 for a Long Term Care employee. Commissioner Tombarello seconded, voted all in favor.

- CBA – NCEU

Alison noted the NCEU and Teamsters have ratified their respective CBAs for Corrections.

**Moved:** Commissioner Coyle to ratify a Collective Bargaining Agreement between Rockingham County and National Correctional Employees Union Local 118, for Correctional Officers of the Rockingham County Department of Corrections, effective January 1, 2017 through December 31, 2018, contingent on approval by Rockingham County Delegation for cost items. Commissioner Tombarello seconded, voted all in favor.

- CBA – Corrections Supervisors

**Moved:** Commissioner Coyle to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 for supervisory employees of the Rockingham County Department of Corrections, effective January 1, 2017 through December 31, 2019, contingent on approval by Rockingham County Delegation for cost items. Commissioner Tombarello seconded, voted all in favor.

Commissioner Tombarello noted the Delegation would like the CBAs and information by November 30.

## Registry of Deeds – Cathy Stacey, Register

- Bid Waiver: Fidar Technologies \$60,000

Tabled until November 29, 2016.

- Fidar Technologies Agreement

Tabled until November 29, 2016.

### III. **New Business / Old Business**

- Karpel Grant Application

Pat noted this would be an opportunity for the County Attorney's office to work with a media firm to analyze the best method of communication.

**Moved:** Commissioner Coyle to approve a grant application to the Karpel Foundation in the amount of \$8,000, with a \$1,000 County match, and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Tombarello seconded, voted all in favor.

- Inmate Administrative Transfer

**Moved:** Commissioner Coyle to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Assistant Superintendent's report dated November 22, 2016. Commissioner Tombarello seconded, voted all in favor.

Alison discussed her meeting with Don Tyler. She noted he would need information from the Board. Alison went on to note problems with the buy-out form. She said there were difficulties for certain members to show yearly proof, especially military members. She further noted she would like to do an attestation form in future years.

Pat Conway updated the Board on a records request on a former County employee. She noted Alison had been interviewed by one of her investigators. She further noted the defense attorney had claimed the County had not turned over documents in a timely manner.

Chuck informed the Board of the interviews for the payroll practitioner. Further discussion ensued on the top candidate.

### IV. **Public Comment**

No public comments received.

Commissioner Tombarello declared a recess at 4:31pm to discuss union negotiations and legal issues. Commissioner Tombarello reconvened the meeting at 4:45pm.

### V. **Adjourn**

**Moved:** Commissioner Coyle to adjourn at 4:45pm. Commissioner Tombarello seconded, voted all in favor.



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 29, 2016 – 4:30pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Major Dave Consentino, Asst Corrections  
Superintendent  
Jude Gates, Director of Facilities, Planning,  
& IT

Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order 4:31pm.

## II. Reports

### RFP Openings

- Polygraph Administration – Corrections

Commissioner St. James opened proposals from Adam Marsh Polygraph Services and CYR Polygraph Services.

**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.

- Goodyear Tires – Engineering & Maintenance Services

Commissioner St. James opened a proposal from Sullivant Tire Co.

**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.

### RFP Awards

- Repair/Replace Flooring Underhill – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Repair/Replace Flooring Underhill proposal to Cadieux's Flooring Inc., in an amount not to exceed \$9,353, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded. Discussion ensued on the price disparity of the bids received. Voted all in favor.

- Approval of Minutes: 11/22

**Moved:** Commissioner St. James to approve the minutes of the November 22, 2016 Board of Commissioners meeting, as amended. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner St. James abstaining due to absence.

- Budget Meetings/Schedule

Budget meetings will be held on December 22. Commissioner St. James stated the Commissioners budget needed to be increased.

- New Hampshire Association of Counties Legislative Updates

No updates.

- Commissioner Liaison Updates

Commissioner Coyle noted there was a minor incident in the nursing home being investigated by the Sheriff's Office.

Finance Office – Charles Nickerson, Director

- Accountemps Buyout

Chuck noted the interviews with potential candidates, and that the temporary staff member that applied was the most qualified. He noted the negotiations with Accountemps.

**Moved:** Commissioner St. James to authorize a ten (10) percent buyout fee, equal to \$5,000, for the conversion of a temporary staff member to full time employee in the Finance department, as recommended by the Finance 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 \$1,153,639.80 for the period ending November 27, 2016. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Leave With Pay Request (2) – Long Term Care

**Moved:** Commissioner St. James to approve two (2) leave with pay requests, with County portion of benefits to continue, pursuant to Personnel Policies and Procedures 8-11, for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor.

- CBA – Legal Assistants/Paralegals

**Moved:** Commissioner St. James to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633, for Legal Assistants I, II, and IV, and Paralegals of the Rockingham County Attorney's Office, effective January 1, 2017 through December 31, 2018, contingent on approval by Rockingham County Delegation for cost items. Commissioner Coyle seconded, voted all in favor.

- CBA – E&MS

**Moved:** Commissioner St. James to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633, for employees of the Rockingham County Department of Engineering and Maintenance, effective January 1, 2017 through December 31, 2020, contingent on approval by Rockingham County Delegation for cost items. Commissioner Coyle seconded, voted all in favor.

- CBA – Deputy Sheriffs

Tabled. Not yet ratified by Union.

Long Term Care Services – Steven Woods, Director

- NH Health Care License Application

**Moved:** Commissioner St. James to approve the NH Health Care License application and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- CBA – Sheriff’s Supervisors

**Moved:** Commissioner St. James to ratify a Collective Bargaining Agreement between Rockingham County and New England Police Benevolent Association, for Sheriff’s Supervisors of the Rockingham County Sheriff’s Office, effective January 1, 2017 through December 31, 2020, contingent on approval by Rockingham County Delegation for cost items. Commissioner Coyle seconded, voted all in favor.

- CBA – Dispatchers

Tabled. Not yet ratified by Union.

**Moved:** Commissioner Coyle to allow Commissioner St. James to vote to ratify a Collective Bargaining Agreement between Rockingham County and National Correctional Employees Union Local 118, for Correctional Officers of the Rockingham County Department of Corrections, effective January 1, 2017 through December 31, 2018, contingent on approval by Rockingham County Delegation for cost items. Commissioner Tombarello seconded. Commissioner St. James stated he was for the ratification. Voted all in favor.

**Moved:** Commissioner Coyle to allow Commissioner St. James to vote to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 for supervisory employees of the Rockingham County Department of Corrections, effective January 1, 2017 through December 31, 2019, contingent on approval by Rockingham County Delegation for cost items. Commissioner Tombarello seconded. Commissioner St. James stated he was for the ratification. Voted all in favor.

Sheriff’s Office – Michael Hureau, High Sheriff

- 2016 Homeland Security Grant Award

**Moved:** Commissioner St. James to approve the 2016 Homeland Security grant award, in the amount of \$79,271.76, for the purchase of a portable radio cache, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor. It was noted the grant was for 10 caches. Voted all in favor.

Registry of Deeds – Cathy Stacey, Register

Cathy was unable to attend the meeting person and joined the meeting by phone.

- Bid Waiver: Fidlar Technologies \$60,000

**Moved:** Commissioner St. James to approve a bid waiver to Fidlar Technologies in the amount of \$60,000, as recommended by the Register of Deeds.

- Fidlar Technologies Agreement



**Moved:** Commissioner St. James to approve an agreement with Fidlar Technologies, for the period of January 1, 2017 through December 31, 2017, in the amount of \$60,000, and authorize the Chair to sign all necessary documents having previously completed risk and legal review, as recommended by the Register of Deeds. Commissioner Coyle seconded, voted all in favor.

### III. New Business / Old Business

Steve Woods noted there would likely be an award for Dietary Service Management next week. Discussion ensued on the follow up meetings.

Discussion ensued on the Delegation's request to look at cost items associated with re-opening Adult Medical Daycare. Commissioner Tombarello Commissioner St. James noted he would be interested in seeing if there is a need or if there are services locally that fill the need. Further discussion ensued on having a study to answer these questions. The Board noted for Steve Woods to add \$5,000 to his budget for a study.

Alison noted the MOUs have gone out to all union stewards and business agents. Alison briefed the Board on the change in health elections. Discussion ensued on how many enrollees did not make the deadline. Further discussion ensued on the freeze of the FLSA.

Discussion ensued on inmates bringing drugs into the jail.

Chuck provided the Board with cost item handouts for the union contracts.

Discussion ensued on the State case issue that was discussed at the last meeting.

Laura updated the Board on the 2016 CDBG grant requests, and that there would be no 2016 CDBG grants awarded for the County to administer. One project did not apply, and the other scored too low for funds.

### IV. Public Comment

No public comments received.

Commissioner Tombarello declared a recess at 5:27pm to discuss union strategy. Commissioner Tombarello reconvened the meeting at 5:49pm.

### V. Commissioners Non-Public Session

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

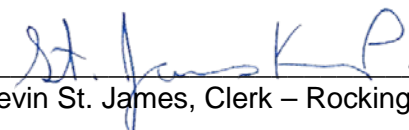
Those present were Commissioner St. James, Commissioner Tombarello, Commissioner Coyle, Commissioner St. James, and Alison Kivikoski.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

### VI. Adjourn

**Moved:** Commissioner St. James to adjourn at 6:05pm. Commissioner Coyle seconded, voted all in favor.

Minutes of the 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  
December 7, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Major David Consentino, Assistant  
Corrections Superintendent  
Patricia Conway, County Attorney  
Jude Gates, Director of Facilities, Planning,  
& IT

Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Angela Couture, Staff Development  
Coordinator  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:47pm.

## II. Reports

### RFP Openings

- Space Allocation Planning/Consulting Services – Engineering & Maintenance Services

Commissioner St. James opened proposals from Corzilius Matuszewski Krause Architects, Lavallee Brensinger Architects, SMP Architecture, and Warrenstreet.

**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. Commissioner St. James requested that a copy of each proposal be sent to the Delegation. Voted all in favor.

- 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 Geriatric Mental Health, 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.

### RFP Awards

- Goodyear Tires – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the Goodyear Tires proposal to Sullivan Tire Co., in the amount of \$11,270.50, as recommended by the Director of Facilities, Planning, and Information

Technology. Commissioner Coyle seconded. Jude noted there was a specific amount of tires that needed to be purchased and would be budgeted for. Voted all in favor.

- Hobart Mixer – Long Term Care

**Moved:** Commissioner St. James to award the Hobart Mixer proposal to Douglas Equipment in the amount of \$21,131.46, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Discussion ensued on the County still being responsible for maintain the dietary equipment. 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 T160806, T160854, T160869, T160870, T160935, T160936, T160937, T160938, T160957, T160971 totaling \$363,533.03; departmental warrants entered by Finance T160954, T160958, T160990, T160991, T160992, T160993 totaling \$28,293.19; payroll warrants 1123DR, 1128DR, 1201DR, 1205DR totaling \$20,357.35; and general ledger warrants GL16832, GL16866, GL16893 totaling \$917.67, for a grand total to be approved of \$413,100.24. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer request in the amount of \$19,470 for the Finance Office. Commissioner Coyle seconded. It was noted the courthouse cleaning contract was mistakenly left out of the budgeting. Voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer request in the amount of \$48,100 for the Sheriff's Office. Commissioner Coyle seconded. It was noted the revenue was up. Voted all in favor.

Alison noted there would be an internal posting for a Sheriff's Deputy that would be retiring soon. Further discussion ensued on the mandatory retirement age of Deputy Sheriffs in Rockingham County. Discussion ensued on the Sheriff's Deputy union contract vote.

- Approval of Minutes: 11/29

**Moved:** Commissioner St. James to approve the minutes of the November 29, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted he would be attending the next meeting on the IDN waiver tomorrow. Conversation moved to the final NHAC revenue and expense numbers. Commissioner Coyle suggested a letter be sent to George Maglaras requesting the info from the Board.

- Commissioner Liaison Updates

No updates.

Corrections – Stephen Church, Superintendent

- Securus Technologies Agreement Amendment

Dave Consentino noted the technology for adding voicemail has been improved and they would now like to implement the option.

**Moved:** Commissioner St. James to approve an amendment to the Master Securus Technologies Agreement dated May 24, 2012, and authorize the Chair to sign all necessary documents, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

Engineering and Maintenance Services – Jude Gates, Director

- Bid Waiver Request: Honeywell \$12,424

**Moved:** Commissioner St. James to approve a bid waiver request to Honeywell Building Solutions in the amount of \$12,424, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner Coyle seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Leave With Pay Request – Long Term Care

Alison provided a summary of the request.

**Moved:** Commissioner St. James to approve a leave with pay request, with County portion of benefits to continue, for a Long Term Care Services employee. Commissioner Coyle seconded, voted all in favor.

- Loon Mountain Ticket Agreement

**Moved:** Commissioner St. James to approve an agreement with Loon Mountain for the 2016-2017 ticket season, at no cost to the County, and authorize the Chair to sign all necessary documents having completed risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Long Term Care Policy Review/Renewal (9)

Steve Woods explained the need for renewing the various pay policies. Leslie Fabian provided additional information and noted the policies had not changed, but were just about to expire.

**Moved:** Commissioner Coyle to approve all nine (9) nursing pay policies as outlined in the Long Term Care Services Director's memorandums dated December 7, 2016. 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. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

- CBA – Deputy Sheriffs

**Moved:** Commissioner St. James to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire, for Sheriff's Deputies of the Rockingham County Sheriff's Office, effective January 1, 2017 through December 31, 2019, contingent on approval by Rockingham County Delegation for cost items. Commissioner Coyle seconded, voted all in favor.

- CBA – Dispatchers

**Moved:** Commissioner St. James to ratify a Collective Bargaining Agreement between Rockingham County and Teamsters Local 633 of New Hampshire, for Dispatchers of the Rockingham County Sheriff's Office, effective January 1, 2017 through December 31, 2019, contingent on approval by Rockingham County Delegation for cost items. Commissioner Coyle seconded, voted all in favor.

- MOUs – Unions

**Moved:** Commissioner St. James to approve the memorandums of understanding regarding the 2016 discretionary bonus for Rockingham County employees in the amount of \$250, between Rockingham County and, individually: New England Police Benevolent Association with respect to Sheriff's Supervisors; Teamsters Local 633 of New Hampshire with respect to Dispatchers; Teamsters Local 633 of New Hampshire with respect to Deputy Sheriffs; Teamsters Local 633 of New Hampshire with respect to Legal Assistants I, II, and IV, and Paralegals; Teamsters Local 633 of New Hampshire with respect to employees of the Department of Engineering and Maintenance; Teamsters Local 633 of New Hampshire with respect to Department of Corrections Supervisory Employees; and National Correctional Employees Union Local 118 with respect to Corrections Officers. Commissioner Coyle 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 Corrections employee. Commissioner Coyle seconded, voted all in favor.

Jude noted the meeting she and Chuck had with Charles Niebling and CDFA on the T-RECs project. She noted the payback would go from 2.4 to 2.9 years, and would need to go before the Delegation for approval. Jude noted Cheryl believed it would require another public hearing due to the different dollar amount.

Alison noted the money for the gym equipment had been received and has been sent to the Finance Office.

Commissioner Coyle noted he would like the Board to consider having a consent agenda. The Board agreed to implement this beginning in January.

Commissioner St. James noted the 2017 4<sup>th</sup> of July fireworks would be on the 4<sup>th</sup> of July.

#### **IV. Public Comment**

No public comments received.

#### **V. Commissioners Non-Public Session**

**Moved:** Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) compensation of personnel.

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

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

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

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

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

Alison Kivikoski and Chuck Nickerson were called back into the meeting.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

#### RFP Awards

- Food Service Management – Long Term Care

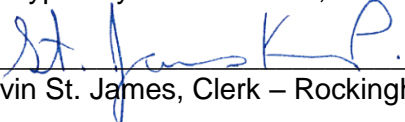
**Moved:** Commissioner St. James to award the Food Service Management proposal to Glendale Senior Dining, for the period of January 1, 2017 through December 31, 2019, in an amount not to exceed \$3,662,770 per year, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve two PCNs for \$2,500 each for a Finance employee and for a Human Resources employee. Commissioner Coyle seconded, voted all in favor.

#### **VI. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:31pm. 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 14, 2016 – 8:00am

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections  
Superintendent  
Jayne Jackson, Corrections Office  
Supervisor  
Jude Gates, Director of Facilities, Planning,  
& IT

Robin Bernier, IT/Telecom Manager  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
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 8:04 am.

Cathy Stacey joined the meeting at 8:17 am.

## II. Reports

### RFP Openings

- Activity Department Cabinets – Long Term Care

Commissioner St. James opened a proposal from Seacoast Cabinet Distributors.

**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

- Polygraph Administration – Corrections

**Moved:** Commissioner Coyle to award the Polygraph Administration proposal to Cyr Polygraph for the period of January 1, 2017 through December 31, 2019, at a rate of \$275 per test administered, as recommended by the Corrections Superintendent.

- Mental Health Services – Long Term Care

**Moved:** Commissioner Coyle to award the Mental Health Services proposal to Generations Geriatric Mental Health for the period of April 1, 2017 through March 31, 2020, in an amount not to exceed \$13,000 annually, as recommended by the Long Term Care Service Director. Commissioner St. James seconded, voted all in favor.

- Dental Services – Long Term Care

**Moved:** Commissioner Coyle to award the Dental Services proposal to Golden Tides Dental, for the period of May 1, 2017 through April 30, 2020, in an amount not to exceed \$55,000 annually, 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 Coyle to approve a payroll expense in the amount of \$1,391,283.44 for the period ending December 11, 2016. Commissioner St. James seconded, voted all in favor.

- Approval of Minutes: 12/7

**Moved:** Commissioner Coyle to approve the minutes of the December 7, 2017 Board of Commissioners meeting. Commissioner St. James seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James asked if the letter to George Maglaras had been sent. Chuck said he believed it had. Chuck also noted the 2016 NHAC dues would be \$6900 for the County.

- Commissioner Liaison Updates

No updates.

County Attorney's Office – Patricia Conway, County Attorney

- Karpel Foundation Grant Award

**Moved:** Commissioner Coyle to approve the Karpel Foundation Grant Award in the amount of \$8,000, with a \$1,000 county match, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner St. James seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Leave Without Pay Request

**Moved:** Commissioner Coyle to approve a leave without pay request pursuant to Personnel Policies and Procedures 8-11 for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

- Leave With/Without Pay Request

**Moved:** Commissioner Coyle to approve a leave with pay request through December 2, 2016, and without pay beginning December 3, 2016, for an Engineering & Maintenance Services employee. Commissioner St. James seconded, voted all in favor.

- Exception to Sick Pool Use / Previous Approval – County Attorney's Office

**Moved:** Commissioner St. James to reaffirm a past Board vote for one County Attorney employee. Commissioner Coyle seconded, voted all in favor.

- Personnel Title Change – Long Term Care

**Moved:** Commissioner St. James to approve a status and title change for a full time Accountant to a part time Accounts Payable Coordinator, position number NFT-01ACCT. Commissioner Coyle seconded, voted all in favor.

- Potential Open Enrollment Exceptions



Discussion about possible open enrollment exceptions.

- Tandem Care Business Associate Agreement

**Moved:** Commissioner St. James to approve the Tandem Care Business Associate Agreement, and authorize the Chair to sign all necessary documents pending risk and legal review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- AmWINS Application/Agreement

**Moved:** Commissioner St. James to approve the AmWINS Group Medicare Part D application, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

- Weather Emergency

Discussion about the procedure.

- ACA Section 1557 / Gender Reassignment Surgery Legal Update

Cathy Stacey noted the issue is already in New Hampshire with another Cigna client. It would need to be added to plan to be in compliance with ACA. There will be a vote next week.

#### Long Term Care Services – Steven Woods, Director

- Hampstead Nursing Services Staffing Agreement

Item was tabled; Steve Woods to bring motion next week to approve all staffing agencies.

#### Sheriff's Office – Michael Hureau, High Sheriff

- Bank of America Credit Increase Request

**Moved:** Commissioner St. James to approve a credit line increase on four (4) Bank of America credit cards held by Warrants Division Deputies in the Sheriff's Office, from \$3,000 to \$5,000 each, for expenses related to extraditions, as recommended by the High Sheriff. Commissioner Coyle seconded, voted all in favor. Chuck will work on getting the cards switched over to AMEX.

### III. **New Business / Old Business**

- Weather Emergency December 12, 2016

**Moved:** Commissioner St. James to approve the normal compensation for essential employees who reported to work within one (1) hour of their scheduled shift during the December 12, 2016 5:00am to 9:00am weather emergency, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Inmate Administrative 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 December 13, 2016. Commissioner Coyle seconded, voted all in favor.

Alison asked about a County Attorney posting and approval for Pat Conway. Commissioner Tombarello asked about Don Tyler study asking for an update. Alison stated she had a working meeting with Chuck Nickerson, Steve Woods, and Leslie Fabian about some issues and Alison will get back with a more cohesive update.

The Sheriff interviewed two people for the Chief Technician and expects to offer the job to one. The Sheriff updated the Board that he has started to receive equipment for the realignment of the simulcast system.

Cathy Stacey informed the Board there is now hot water at the courthouse. She updated the Board about an LSR about limiting copies to only \$1.00 which would be detrimental. She provided LSR updates about a few County bills in the legislative session.

Jayne Jackson noted the open house tomorrow from 11a-3p at Corrections.

Commissioner Tombarello asked about open positions at the jail.

**IV. Public Comment**

None.

Commissioner Tombarello declared a recess at 8:50am to attend the Delegation Public Hearing.

**V. Commissioners Non-Public Session**

Commissioner Tombarello reconvened the meeting at 9:15am.

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

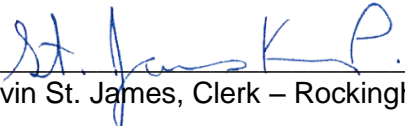
Those present were Commissioner Tombarello, Commissioner Coyle, and Commissioner St. James.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

**VI. Adjourn**

**Moved:** Commissioner St. James to adjourn at 9:23am. Commissioner Coyle seconded, voted all in favor.

Minutes taken by Commissioner St. James and Charles Nickerson, 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 21, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner St. James, Clerk  
Stephen Church, Corrections  
Superintendent  
Jude Gates, Director of Facilities, Planning,  
& IT  
Charles Nickerson, Finance Director

Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Major Darin Melanson, Deputy Sheriff  
Joseph Gunter, Town Administrator  
Northwood  
Ahl Kreider  
Richard Bojko

## I. **Call to Order / Pledge of Allegiance**

Commissioner Tombarello called the meeting to order at 3:49pm.

## II. **Reports**

### RFP Openings

- Paper and Plastic Products – Engineering & Maintenance Services

Commissioner St. James opened proposals from All American Poly, Central Paper Products Co., Central Poly Corp, Geriatric Medical, Heritage Bag Company, Interboro Packaging Corporation, Swish White River Ltd., Unipak, Verativ, and W.B. Mason.

**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.

### RFP Awards

- Heated Food Carts (Award Amendment) – Corrections

**Moved:** Commissioner St. James to rescind the Heated Food Carts proposal award from November 15, 2016, and award the proposal to Alternative Sales in an amount not to exceed \$13,400, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Discussion ensued on the vendor not being able to fulfill the bid at the pricing proposed. Voted all in favor.

### Sheriff's Office – Michael Hureau, High Sheriff

- NH Fuel Distribution User Agreement

**Moved:** Commissioner St. James to approve the State of New Hampshire Department of Transportation Fuel Distribution System User Agreement for the Sheriff's Office, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Tombarello seconded. Major Melanson noted the reasons the State gas pumps would need to be used. The charge is at the same rate as the County pays. Voted all in favor.

### Commissioners Office – Thomas Tombarello, Chair

- Town of Northwood / TIF District

Mr. Kreider described Northwood's proposed plans for a TIF district. He provided the Board an overview of the boundaries. He noted many of the parts are landlocked. He noted the portion that was

being used and the portion that is currently going unused. Commissioner Tombarello asked if the property was for sale. Mr. Kreider noted it would be under consideration from the Town. He further described the projects being proposed, including business entrances. He further noted the Town has expressed they are not willing to go out on a limb, and they would need to first confirm enough interest.

Commissioner St. James asked what Northwood wanted from the Board. Mr. Kreider noted per statute the Town had to inform the Board before proceeding due to the potential loss of taxes.

**Moved:** Commissioner St. James to confirm that Northwood provided its TIF district proposal and the Board of Commissioners has no objections. Commissioner Tombarello seconded, voted all in favor.

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

**Moved:** Commissioner St. James to approve and sign departmental warrants T160779, T160780, T160807, T160855, T160856, T160871, T160942, T160962, T160972, T160974, T160975, T160976, T160995, T160996, T161034, T161035, T161036, T161038 totaling \$600,656.06; departmental warrants entered by Finance T161018, T161033, T161051, T161052, T161053, T161054, T161056, T161060, T161062, T161063, T161064, T161066, T161069, T170008 totaling \$189,942.93; AP wire payments T161032 totaling \$1,515,006.00; payroll warrants 1208DR, 1215DR, 1216DR totaling \$9,208.83; general ledger warrants GL16867, GL16868, GL16889, GL16890, GL16904, GL16917 totaling \$529.50; and autopay warrant T160040 totaling \$213.00, for a grand total to be approved of \$2,353,357.14. Commissioner Tombarello seconded, voted all in favor.

- Approval of Minutes: 12/14

**Moved:** Commissioner St. James to approve the minutes of the December 14, 2016 Board of Commissioners meeting. Commissioner Tombarello seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

No updates.

- Commissioner Liaison Updates

Commissioner St. James noted the jail is now offering the Vivitrol program, at no cost to the County. He noted the rain date for the July 4<sup>th</sup> fireworks is July 5<sup>th</sup>. Discussion ensued on a recent IEU meeting. It was noted their budget application was received but we still need their Certificate of Insurance.

Commissioner Tombarello noted he would need to leave the budget meetings early tomorrow.

#### 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 memorandums dated December 2, 2016 and December 15, 2016 as surplus, pursuant to NH RSA 28-8a, to be disposed of accordingly by Engineering & Maintenance Services. Commissioner Tombarello seconded. Discussion ensued on whether anyone was buying the items put out for sale. Jude noted not many had been put out yet, but that it would take a while before it was a known resource. Voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Ski Resort Discount Ticket Programs

**Moved:** Commissioner St. James to approve the Human Resources department to register the County for discount employee tickets to Gunstock Mountain, Pats Peak, Attitash/Wildcat Mountain, and Sugarloaf/Sunday River, for the 2016-2017 winter season, at no cost to the County. Commissioner Tombarello seconded, voted all in favor.

- Leave Without Pay Request – Long Term Care

Alison noted there are no deductions in December.

**Moved:** Commissioner St. James to approve a leave without pay request, with County portion of benefits to continue, for a Long Term Care employee. Commissioner Tombarello seconded, voted all in favor.

- ACA Section 1557

Alison noted the provisions and what the risks of not including the provision would be.

**Moved:** Commissioner St. James to include gender reassignment surgery services, with respect to ACA Section 1557, in the County's health care plans, and further to reassess the plans as necessary. Commissioner Tombarello seconded. Motion failed 0-2.

- Exception Request: Open Enrollment

Discussion ensued on the four separate exceptions.

**Moved:** Commissioner St. James to approve an exception request to the 2017 Open Enrollment deadline, for the four (4) individuals outlined, as recommended by the Human Resources Director and Finance Director. Commissioner Tombarello seconded, voted all in favor.

#### Long Term Care Services – Steven Woods, Director

- Medical Staffing Agencies

**Moved:** Commissioner St. James to allow the Long Term Care Services Director to engage staffing agencies as necessary, with Board of Commissioners approval needed for agreements only. Commissioner Tombarello seconded, voted all in favor.

- Hampstead Nursing Services Agreement

**Moved:** Commissioner St. James to approve an agreement with Hampstead Nursing Services, for a period of one (1) year, at the stated rates, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

### **III. New Business / Old Business**

Steve Woods noted all the holiday parties for the residents.

Commissioner Tombarello invited everyone to his office party for his business.

Major Melanson noted they were working on getting the paperwork for an auto accident the day before.

Jude noted the diver that passed away last week doing an inspection in Massachusetts was from the company that had not been selected for the water tower painting. It was noted it was a good decision to go with Marcel Payeur based on the experience level in New England. Further discussion ensued on other projects.

Steve Church noted they had met with the State on drug court funding. Commissioner Tombarello asked about the reimbursement from the State. Steve Church stated it would be reimbursed quarterly, and he anticipated about 80 to 90 percent would be reimbursed. He stated he thought they'd be able to get Medicaid funding as well.

Chuck noted the meetings around Kronos setup. He noted they were still looking at February to do the parallel testing and going live in March.

**IV. Pay/Classification Study**

To be rescheduled.

**V. Public Comment**

No public comments.

**VI. Commissioners Non-Public Session**

- 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 Tombarello, Commissioner St. James, Chuck Nickerson, Alison Kivikoski, Steve Woods, and Laura Collins.

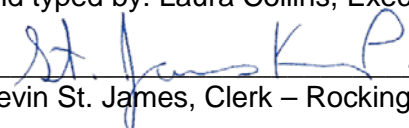
**Moved:** Commissioner St. James to go out of nonpublic session. Commissioner Tombarello seconded, voted all in favor.

Discussion ensued on Area Homecare.

**VII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:20pm. 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 22, 2016 – 9:00am

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice Chair  
Commissioner St. James, Clerk  
Charles Nickerson, Finance Director  
Laurie Trostle-Pitkin, Accounting Manager  
Jude Gates, Director of Facilities, Planning,  
& IT  
Robin Bernier, IT Manager  
Michael Hureau, High Sheriff  
Major Darin Melanson, Sheriff's Office  
Capt James Lussier, Sheriff's Office  
Lt. Kevin Walsh, Sheriff's Office  
Martha Breen, Sheriff's Office Manager  
Katherin Mann, Sheriff's Executive Assistant  
Representative Jackie Cali-Pitts

Steve Woods, Long Term Care Director  
Janice Demers, LTC Director of Fiscal  
Services  
Alison Kivikoski, Human Resources Director  
Cathy Stacey, Register of Deeds  
Sandy Buck, Treasurer  
Jill Hall, Seacoast Eat Local  
Stephen Church, Corrections  
Superintendent  
Major David Consentino, Asst Corrections  
Superintendent  
Jayne Jackson, Corrections Office  
Supervisor  
Pat Conway, County Attorney  
Brynda Poggi, County Attorney Office  
Manager

## **I. Call to Order**

Commissioner Tombarello called the meeting to order at 9:07am.

## **II. Reports**

### Finance Office – Charles Nickerson, Director

- Bid Waiver Request: Kronos \$33,236

Motion: Commissioner Tombarello to approve a bid waiver request to Kronos, in the amount of \$33,236, as recommended by the Finance Director. Commissioner St. James seconded. Chuck noted the pricing included a discount for an additional component for the accrual module. He noted the money is available in the budget this year. Discussion ensued on the final Workforce project. Voted all in favor.

## **III. Budget Meetings**

Discussion ensued on what the overall goal for the 2017 budget would be. Commissioner Coyle noted his overall goal would be to see 2.5 to 3 percent. Further discussion ensued on the union cost items and possible non-union position changes. Chuck provided an overview of some of the possible Corrections position changes and retirements.

- Engineering & Maintenance / Projects / IT

Jude provided an overview of the savings from utilities. She noted the savings had decreased because of the lower cost of oil. A brief discussion ensued on the inspector that passed away inspecting a tank in Massachusetts.

Jude noted she was requesting to additions to the budget including the awning over the break area behind the nursing home. She noted it is currently covered with a tarp that continues to shred and has to be replaced.

Jude stated the other increase is for the boiler plant, to include some welding that is needed. She is also requesting to add to the budget for instrumentation for the ESP data.

She further explained the vehicle line and that one of the trucks needed to be surplus.

Discussion moved to 2017 projects. Jude noted the issues with the jail floors and other improvements in the jail, including cameras, dish room, and mixing valves in the blocks. She further noted some issues in the wells.

Chuck Nickerson provided an updated EMS operating budget amount of \$2,146,900.

The Board discussed putting money in the budget for the new building plans. The Board concurred on putting \$50,000 in the budget and asking the Delegation to increase the contingency line in case more is needed.

Further discussion ensued on the space planning for a new building.

Discussion moved to the IT budget. Robin noted a lot of money was saved by buying software licenses in bulk. Discussion ensued on the copier RFP. She noted there could be savings by reducing the amount of copies that are run county wide. She provided more information on other IT upgrades needed such as firewalls, dual environments, and Jatheon backup. She further noted her research into document preservation, and that the State library has a grant available.

Commissioner St. James suggested looking into having a grant writer in the County. Discussion ensued on what the increase to IT budget would be. It was noted some of the costs were one time purchases and others were because of moving certain items from department budgets to IT.

- Sheriff's Office

Katherin Mann noted the increase is due to lease payments for the new vehicles. She noted the Sheriff's operating expense would be down if not for the lease.

Further discussion ensued on the mobile radio units and radar units in the vehicles. Commissioner Coyle asked how many vehicles the Sheriff's Office had. Katherin stated she would get back with the exact number. Discussion ensued on full time deputies taking vehicles home so they can respond as needed.

Commissioner St. James noted HR is looking into evaluation software for the whole county. The Sheriff's Office noted they would be amenable to using the software.

Sheriff Hureau confirmed they were not looking for any new positions.

Discussion ensued on grant writing in the Sheriff's Office. Lt. Walsh noted they use a company in Kingston for some of the grant writing. Martha Breen noted sometimes they get calls from the State alerting them to funding opportunities.

Discussion ensued on the decrease in civil service revenues. Katherin provided the number of services for the last few years.

Major Melanson noted the process might be more time consuming going forward due to judges requiring the warrants to be put into the system in order to facilitate arrests.

Chuck noted the grant writer's name is Erin Noonan, and a few years ago the rate was \$35 per hour. He also provided a rough estimate of the number of Sheriff's vehicles.

It was noted a background check is currently underway for a potential Chief Engineer.



- Long Term Care Services

Steve Woods noted the various projects underway, including renovations and the transition of dietary.

Further discussion ensued on recruitment issues and nursing shortages, as well as use of pro share.

Further discussion ensued on various position changes.

**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 Tombarello, Commissioner Coyle, Commissioner St. James, Chuck Nickerson, Steve Woods, Janice Demers, Alison Kivikoski, and Laura Collins.

**Moved:** Commissioner St. James to go out of nonpublic session. Commissioner Coyle seconded, voted all in favor.

- Registry of Deeds

Cathy Stacey noted her budget had not really changed. She also noted the percentage the State receives in revenues is approximately 96 percent.

Cathy noted other discussions surrounding the split on the L-chip. Discussion ensued on the copier contracts at Deeds. She further discussed talk in legislation about reducing fees for copies. She noted they would not be as affected as other counties because other counties are charging exorbitant amounts for copies.

Commissioner Coyle asked about implementing a way for home users to pay by credit card. Cathy Stacey said she had suggested this in the past but the County would have to implement it itself. She said she would look into again.

Jude updated the Board on a call from DES and the well testing at the fire training site.

**Moved:** Commissioner St. James to stop all operations at the IEU drillyard. Commissioner Coyle seconded. Motion passed 2-1 with Commissioner St. James voting no.

- Human Resources

Discussion ensued on the HR budget proposal. A question was raised on which budget the recruitment would fall under.

Further discussion ensued on various line items. Discussion moved to the software line, that would include evaluation software tied in through Kronos. It would include all active employees on the County's payroll. Training would also be included. Further discussion ensued.

- Treasurer

Sandy noted he was adding conferences/training and travel reimbursement.

Commissioner St. James stated Mobilex would like to take the Board out for dinner at the beginning of the year. Commissioner Tombarello left the meeting at 12:01pm.

- Commissioners Office

The office expense line will be increased to \$4,000 to include recognitions and condolences.

- Grants

Commissioner St. James stated it would be good to pay to have someone to at least look for grants available to the County. Discussion ensued on the various contingent grants. Discussion ensued on how much of a match would be budgeted, as well as budgeting for a grant researcher on a per diem basis.

- General Government

Discussion ensued on the tuition reimbursement. Chuck noted the amount currently budgeted doesn't usually cover even a single course. He noted very few people are even aware it's out there. He noted various discussions with Human Resources about revamping the program, and including mandatory licenses within it as well. Commissioner Coyle noted he would be okay with the line being increased to \$25,000.

Discussion ensued on where UNH Co-op should be in the budget, and whether it should be in non-county specials. This item will be addressed again.

Further discussions ensued on various line items.

- Non-County Specials

Jill Hall from Seacoast Eat Local presented information to the Board on her organization, and its funding request. She described the mobile market, and that it is able to travel to restricted areas with fresh fruit and vegetables, including SNAP areas and aging populations.

Commissioners St. James and Coyle agreed to level fund all of the non-county specials except for Meals on Wheels, which they would support the modest increase requested. Seacoast Eat Local will be added at the requested level.

Discussion ensued on adding the AMDC study cost to the Long Term Care contract cost line.

Commissioner St. James will call Representatives Major and Weyler about moving UNH Co-op to non-county specials.

- Finance

Chuck noted the overall operating expense is down because of less software costs. Further discussion ensued.

Discussion returned to legal costs in the General Government line.

- Corrections

Discussion ensued on the overall costs being kept to no more than a 2.5 percent increase.

Commissioner St. James said he wanted to see a second group of Trustees out doing nothing more than road cleanup throughout Rockingham County. Discussion ensued on increasing the overtime line to cover additional corrections officer coverage for the Trustees.

Discussion ensued on a providing a more comprehensive Vivitrol program in the future.

**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, Stephen Church, and Laura Collins.

**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

Commissioner Coyle informed Chuck that \$20,000 would be added to the Corrections salary line.

Steve Church noted he may be looking to reduce the drug court funding line, because some might be billed to Medicaid. The line will now be \$475,000 on both expense and revenue side.

Discussion ensued on grants.

Commissioner Coyle called a recess at 1:15pm. Commissioner Coyle reconvened the meeting at 1:38pm.

- County Attorney's Office

Pat Conway noted there weren't a lot of changes for her budget. She noted she was looking to hire two attorneys in the coming year, as well as an additional intake person. She provided an overview of what she was looking to do with salaries in her department.

Commissioner Coyle stated he didn't mind the maximums in her proposal, but he thought the minimums were too high. Discussion ensued on comparable salaries in Merrimack County.

Commissioner Coyle suggested Pat look at other incentives, such as tuition payback assistance after so many years worked. He suggested more money be put in the salary lines and the attorney salaries could be figured out after the pay study findings.

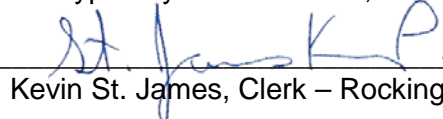
Discussion ensued on the IT needs.

Further discussion ensued on salaries throughout the County.

#### IV. **Adjourn**

**Moved:** Commissioner St. James to adjourn at 2:11pm. 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 28, 2016 – 3:45pm

## Present

Commissioner Tombarello, Chair  
Commissioner Coyle, Vice 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, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Don Tyler

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 3:47pm.

## II. Reports

### RFP Awards

- Activities Department Cabinets – Long Term Care

**Moved:** Commissioner St. James to award the Activities Department Cabinets proposal to Seacoast Cabinet Distributors in an amount not to exceed \$14,720, 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 \$1,150,067.93 for the period ending December 25, 2016. Commissioner Coyle seconded, voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer in the amount of \$16,000 for the Department of Corrections. Commissioner Coyle seconded. Discussion ensued on the overtime wages. Voted all in favor.

**Moved:** Commissioner St. James to approve a line item transfer in the amount of \$45,593 for the Registry of Deeds. Commissioner Coyle seconded. Chuck noted the software versus non-expendable portions of the expenses. Voted all in favor.

- Approval of Minutes: 12/21, 12/22

**Moved:** Commissioner St. James to approve the minutes of the December 21, 2016 Board of Commissioners meeting. Commissioner Coyle seconded. Motion passed 2-0 with Commissioner Coyle abstaining due to absence.

**Moved:** Commissioner St. James to approve the minutes of the December 22, 2016 Board of Commissioners meeting. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on having not received the conference totals yet.

- Commissioner Liaison Updates

Commissioner St. James noted his discussion with Representatives Major and Weyler about where in the budget UNH Co-op should be. He further noted his discussions with them on the water sampling. Jude noted that they pulled samples yesterday, but that DES didn't find anything in the lagoon samples. The rest of the DES sample results will not be available for another month. Further discussion ensued.

Steve Woods provided an update on the flu in the nursing home.

#### Corrections – Stephen Church, Superintendent

- Drug Court Grant Request

Steve Church outlined the various amounts he was hoping would be funded by outside agencies. It was noted there were just under 30 individuals currently in drug court. Further discussion ensued on graduation rates.

**Moved:** Commissioner St. James to approve a NH Drug Offender Program funding application in the amount of \$351,767, and authorize the Chair to sign all necessary documents, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

#### Finance Office – Charles Nickerson, Director

- Write-Offs

**Moved:** Commissioner St. James to approve the 2016 write-offs for the Finance Office, Registry of Deeds, Department of Corrections, and Sheriff's Office, totaling \$5,519.36, as recommended by, respectively, the Finance Director, Register of Deeds, Corrections Superintendent, and High Sheriff. Commissioner Coyle seconded. It was noted it was lower because it did not include Long Term Care write-offs. Voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Northeast Delta Dental Amendment

**Moved:** Commissioner St. James to amend the Northeast Delta Dental contract, effective January 1, 2017, to implement the Federal Dependent Age 26 Law, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded. Motion passed 2-1 with Commissioner Coyle voting no.

- Companion Life Application

**Moved:** Commissioner St. James to approve the Companion Life application for supplemental prescription drug expense insurance, and authorize the Chair to sign all necessary documents, as recommended by the Human Resources Director. Commissioner Coyle seconded. Alison explained what the insurance is for. Voted all in favor.

- Leave With Pay Request

**Moved:** Commissioner St. James to approve a leave with pay request, with County portion of benefits to continue, pursuant to Personnel Policies and Procedures 8-11, for a Long Term Care employee. Commissioner Coyle seconded, voted all in favor.

Discussion ensued about another Long Term Care employee.

- Cigna Stop Loss Confidentiality Agreement

**Moved:** Commissioner St. James to approve the Cigna Stop Loss Confidentiality agreement, and authorize the Chair to sign all necessary documents pending risk review, as recommended by the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

- Internal Job Posting – Registry of Deeds

Alison stated there was a Deeds employee retiring, and she would like permission to post internally.

**Moved:** Commissioner St. James to approve an internal only posting for a Registry of Deeds employee position. Commissioner Coyle seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Surplus Equipment Request

**Moved:** Commissioner St. James to declare the equipment outlined in the High Sheriff's memorandum dated December 22, 2016, as surplus pursuant to NH RSA 28-8a to be put out for bid accordingly by Engineering & Maintenance Services. Commissioner Coyle seconded, voted all in favor.

**III. New Business / Old Business**

- Lien Release: Bartlett St, Kingston, NH

**Moved:** Commissioner St. James to approve the discharge of lien held on real property located at 12 Bartlett St, Kingston, New Hampshire. Commissioner Coyle seconded, voted all in favor.

Steve Woods noted the staff from the courthouse and some of the inmates came over to do caroling for the residents.

Alison noted there would be an incoming storm and potential weather emergency tomorrow.

Discussion ensued on a case involving some of the County's historical investigation files.

Chuck noted his staff would be training on Kronos next week.

Commissioner St. James noted Representative Welch's wife had passed away on Christmas Day. He noted the wake arrangements.

Discussion ensued on the budget.

**IV. Pay and Classification Study / Don Tyler 4:30pm**

Don Tyler and Alison Kivikoski provided an overview of the pay analysis study.

**V. Public Comment**

No public comments received.

**VI. Commissioners Non-Public Session**

**Moved:** Commissioner St. James 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, Alison Kivikoski, and Chuck Nickerson.

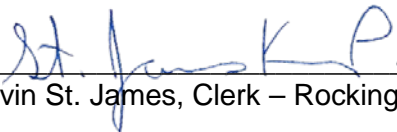
**Moved:** Commissioner St. James to go out of non-public session. Commissioner Coyle seconded, voted all in favor.

**VII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:31pm. Commissioner Coyle seconded, voted all in favor.

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

Minutes of the non-public session taken by Commissioner Tombarello and typed by Laura Collins.

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