



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 4, 2017 – 12:00pm

## Present

Commissioner Tombarello  
Commissioner Coyle  
Commissioner St. James  
Stephen Church, Corrections  
Superintendent  
Major 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  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Frank Lemay, Milestone Engineering  
Brian Gehris, Milestone Engineering  
David Baer, Milestone Engineering  
Jonathan Halle, Warrenstreet

## I. Oath of Office Ceremony – Atrium 12:00pm

## II. Luncheon – Hilton Auditorium 12:30pm

## III. Call to Order / Pledge of Allegiance 1:45pm

Commissioner Tombarello called the meeting to order at 1:45pm.

## IV. Board of Commissioners Positions Vote and Liaison Assignments

**Moved:** Commissioner St. James to appoint Commissioner Coyle as Chair. Commissioner Coyle seconded, motion passed 2-0 with Commissioner Tombarello abstaining.

**Moved:** Commissioner Coyle to appoint Commissioner St. James as Vice Chair. Commissioner St. James seconded. Motion passed 2-0 with Commissioner Tombarello abstaining.

**Moved:** Commissioner Coyle to appoint Commissioner Tombarello as Clerk. Commissioner St. James seconded. Motion passed 2-0 with Commissioner Tombarello abstaining.

Discussion ensued on changing liaisons.

Department Liaisons will be as follows:

Corrections: Commissioner Coyle  
County Attorney: Commissioner Tombarello  
Engineering & Maintenance Services: Commissioner Coyle  
Finance: Commissioner Coyle  
Human Resources: Commissioner Tombarello  
Long Term Care: Commissioner Tombarello  
Registry of Deeds: Commissioner St. James  
Sheriff: Commissioner St. James  
Delegation: Commissioner St. James

## V. Proposal Openings

- Rehab Services – Long Term Care

Commissioner Tombarello opened proposals from Arete Rehabilitation, Functional Pathway, Genesis Rehabilitation, Golden Living, PCA Pharmacy, Rehab Care Inc., Select Rehabilitation, and Synertx Rehabilitation.

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

## VI. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the meeting on Friday. The NHAC Conference expenses and revenues will be requested again.

- Commissioner Liaison Updates

Commissioner St. James stated Kingston has four fire proof cabinets to look at for HR. He stated they will need re-keying, but if they are acceptable, HR would then only need to purchase two more.

### Human Resources – Alison Kivikoski, Director

- Exception Request: PPP 6-4

Alison noted the proposed policy had come about after the pay and classification study, and through discussion with Chuck.

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-4 for per diem/on call employees, as outlined in the Human Resources and Finance Directors' memorandum dated December 29, 2016. Commissioner St. James seconded, voted all in favor.

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

- Adult Medical Day Care update

Steve provided an update on information provided from a local AMDC center. This information will be shared with the Delegation.

## VII. New Business / Old Business

Steve Woods provided an update on the flu in the nursing home.

Sheriff Hureau noted the radio equipment came in two weeks ago and scheduling is underway for implementation. Further discussion ensued on the Chief Engineer candidate.

Alison noted Alyssa Heisten will be leaving Gallagher. Alison will be meeting with the new liaison tomorrow. Alison provided the Board with a handout listing various positions requiring certifications, and noted if the Board was in agreement, the certifications would be included in tuition reimbursement. Discussion ensued on the licensing fees. Bar dues will remain in budgets. Discussion moved to offering CPR classes to more county employees.

Alison noted Cigna was not in agreement with the Primex recommendations. She further asked for permission to consult legal on a court order received regarding a State case. Pat Conway gave further information on the situation. Alison noted two waves of information had been turned over after consulting with legal counsel. Further discussion ensued. The Board concurred that John Harding should be notified in writing that he can come and look at the files to determine what could be exculpatory. If he is unable to do so, a copy will be made and sent to him to sign for. The determination was made to make a copy of all files, including the ones already transferred, and send them to Mr. Harding.

Jude provided an update on the PFOA testing.

Chuck provided a brief update on the salaries line.

## **VIII. Consent Agenda**

Commissioner Coyle asked if there were any objections to the consent agenda.

Commissioner Tombarello asked about the KPMB Change Order request. Discussion ensued on the contracted price. The Change Order was pulled from the consent agenda and will be voted separately.

Commissioner Coyle asked if there are any objections to the remaining items on the consent agenda. No objections were raised. The remaining items are adopted.

### 1. Warrants

To approve and sign departmental warrants T160781, T160808, T160857, T160977, T160978, T160997, T160998, T160999, T161021, T161043, T161045, T161046, T161048, totaling \$495,857.97; departmental warrants entered by Finance T161071, T161072, T161073, T161074 totaling \$3,133.10; AP wire payments T170045, T170031, T170044 totaling \$113,275.52; payroll warrants 1228DR, 1222DR, 1223VO, 1223DR totaling \$35,897.62; general ledger warrants GL16949 totaling \$244.00, for a grand total to be approved of \$648, 408.21.

### 2. Line Item Transfer: \$3,817

To approve a line item transfer request in the amount of \$3,817 for the Engineering and Maintenance Services department.

### 3. Approval of Minutes: 12/28

To approve the minutes of the December 28, 2016 Board of Commissioners meeting.

### 4. Leave Without Pay Request

To approve a leave without pay request, with county portion of benefits to continue, for an Engineering and Maintenance Services employee.

### 5. Lien on Real Property

To place a lien in the amount of \$30,696 on real property located at 13 Mast Road, Newfields, New Hampshire, pursuant to NH RSA 166:20, for money owed to Rockingham County.

### 6. NH DOJ Grant Request: \$97,994.50

To approve a New Hampshire Department of Justice grant application in the amount of \$97,994.50, with 100 percent county match, and authorize the Chair to sign all necessary documents.

## **IX. Reports Continued**

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

- Change Order: KPMB Enterprises \$740

**Moved:** Commissioner Tombarello to approve a change order request to KPMB Enterprises in the amount of \$740. Commissioner Coyle seconded. Motion failed 0-3.

**X. New/Old Business Continued**

- Milestone Engineering / Warrenstreet Architects

Representatives from Warrenstreet and Milestone explained the higher cost estimates for the building renovations. Further discussion ensued on the costs as well as lower long term care revenues. Commissioner Tombarello stated he was disappointed in the costs and that it will not go over well having to ask for more money for the project. He further noted the ongoing renovations both at HR and in the nursing home, and that work has been stalled. Commissioner St. James pointed out it was inconvenient for employees to get to HR in its current state. Discussion ensued on the holdup of the renovations.

Further discussion ensued on the scope of the project having been grown since it was first introduced. Discussion ensued on the financial impact and timing impact. Warrenstreet and Milestone will be back next week with options for reducing the costs.

**Moved:** Commissioner St. James to add Commissioner Coyle to WorkForce and to appoint him to approve timesheets and time off requests for all Division Directors and the Commissioners Executive Assistant. Commissioner Tombarello seconded, voted all in favor.

**XI. Public Comment**

No public comments received.

**XII. Commissioners Non-Public Session**

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

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

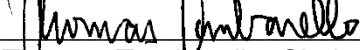
**Moved:** Commissioner Coyle to seal the minutes of the non-public session as divulgence of the information could render the proposed action ineffective. Commissioner St. James seconded, voted all in favor.

Discussion ensued on the Kronos rollout and further discussion ensued on the pay plan.

**XIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 3:55pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 10, 2017 – 4:00pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, 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  
Michael Hureau, High Sheriff  
Robin Bernier, IT/Telecom Manager  
Brynda Poggi, County Attorney Office  
Administrator  
Jonathan Halle, Warrenstreet  
David Baer, Milestone Engineering  
Brian Gehris, Milestone Engineering

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 4:00pm.

## II. RFP Openings

- Copier Equipment – Engineering & Maintenance Services

Commissioner St. James opened proposals from Continental Business Machines, Conway Office Solutions, Konica Minolta, Offtech, RICOH USA, Seacoast Business Machines, Toshiba Business Solutions, United Business Machines.

**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.

- Physicians & Medical Director Services – Long Term Care

Commissioner St. James opened proposals from Core Physicians and Lamprey Health Care.

**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.

- Furniture – Long Term Care

Commissioner St. James opened proposals from Creative Office Pavilion, Direct Supply, Office Resources, Officeworks New England, Staples, and W.B. Mason.

Discussion ensued on the Paper and Plastic Products RFP while the proposals were opened.

**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.

## III. Consent Agenda

Commissioner Coyle asked if there were any objections to the consent agenda items. Commissioner St. James stated he wanted the Glendale agreement removed from the consent agenda.

Commissioner Coyle asked if there were other objections. No further objections were raised. The remaining items were adopted.

1. 2017 Benefit Payments (Finance)

To authorize the Finance Office to process 2017 payments for claims, administrative fees, premiums, and other benefit related expenses to Cigna, Comp-SIGMA Ltd (the Lawson Group), Delta Dental, NCEU Health Welfare Fund, AmWins, Northern New England Benefit Trust, Benefit Strategies, Symetra, Reliance Standard, and the federal government (for ACA related/mandated expenses).

2. Exception Request: PPP 6-10 (Corrections)

To approve an exception to Personnel Policies and Procedures 6-10 for a Corrections employee.

3. Surplus Equipment Request (Corrections)

To declare the equipment outlined in the Corrections Superintendent's memorandum dated December 30, 2016, as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services.

4. Line Item Transfer Request (Sheriff)

To approve a line item transfer request in the amount of \$2,765 for the Sheriff's Office.

5. ACA I Appointment (County Attorney)

To approve the appointment of Heidi Mader to Assistant County Attorney I, pursuant to NH RSA 7:33-f.

6. Line Item Transfer Request (County Attorney)

To approve a line item transfer request in the amount of \$4,000 for the County Attorney's Office.  
To approve a line item transfer request in the amount of \$2,000 for the County Attorney's Office.

7. Paper and Plastic Products RFP Award (Engineering & Maintenance Services)

To award the Paper and Plastic Products proposal to Central Paper Products, Centra Poly Corp, Geriatric Medical, Interboro Packaging, Varativ, and W.B. Mason, through June 30, 2017, in an amount not to exceed \$22,000, for the products and pricing as outlined by the Director of Facilities, Planning, and Information Technology.

8. Minutes: 1/4 (Commissioners)

To approve the minutes of the January 4, 2017 Board of Commissioners meeting.

The foregoing items were adopted by the Board of Commissioners.

- Glendale Senior Dining Agreement (Long Term Care)

Discussion ensued on the lack of provision for having inmate labor.

**Moved:** Commissioner St. James to approve an agreement with Glendale Senior Dining for the period of January 1, 2017 through December 31, 2019, in an amount not to exceed \$3,662,700 annually, provided a clause is added addressing inmate labor, and authorize the Chair to sign all necessary documents pending legal and risk reviews. Commissioner Coyle seconded, voted all in favor.

#### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the NHAC meeting and the discussion surrounding the conference numbers.

- Commissioner Liaison Updates

No updates.

Human Resources – Alison Kivikoski, Director

- Pay Plan / Classification Study

Alison noted the changes as discussed at the previous meeting. She noted her final discussions with Don Tyler. Alison noted the concerns over the Senior HR Generalists positions and an administrative position in the County Attorney's Office.

**Moved:** Commissioner St. James to approve the pay plan as outlined and presented by the Directors of Human Resources and Finance. Commissioner Coyle seconded, voted all in favor.

Alison provided a draft letter that would go out to employees affected by pay plan changes.

Long Term Care – Steven Woods, Director/Administrator

- Exception Request: Benefit Enrollment

Discussion ensued about the request, and why it was not recommended.

**Moved:** Commissioner St. James to approve an exception to Benefits Enrollment for a Long Term Care employee. Commissioner Coyle seconded. Motion failed 1-1, with Commissioner St. James voting no.

Sheriff's Office – Michael Hureau, High Sheriff

- Exception Request: Open Enrollment

Sheriff Hureau noted the reasons he supported the exception request. It was noted the employee did not attend the mandatory open enrollment meeting.

**Moved:** Commissioner St. James to approve an exception to the 2017 Open Enrollment for a Sheriff's Office employee. Commissioner Coyle seconded. Motion failed 0-2.

**V. New Business / Old Business**

Steve Woods provided an update on the flu in the nursing home.

Alison gave an update on the State case and the request for files. She also noted she would like a non-public for a worker's comp case next week.

- ACA I Appointment

**Moved:** Commissioner St. James to approve the appointment of Zachary Shapiro to Assistant County Attorney I pursuant to NH RSA 7:33-f. Commissioner Coyle seconded, voted all in favor.

Steve Church noted some changes to the appeals board on certifications, and that a hearing would be forthcoming that the Commissioners would be asked to be part of.

Chuck Nickerson gave an update on the Deeds revenue estimates for 2017.

Commissioner St. James stated he thought the Rockingham County team was a good team. He also noted the great work by Chuck and Alison on the union contracts. He noted a lot was accomplished.

- Warrenstreet / Milestone

Jonathan Halle from Warrenstreet, and David Baer and Brian Gehris from Milestone Engineering provided updated figures on the project. They noted they have been able to fine tune it to \$12MM, which includes a \$500,000 contingency. It was noted that without the ground floor renovations it would be down to approximately \$10.5MM. The Commissioner noted they didn't want to cut back on the scope.

It was further discussed the mandatory items that have to be upgraded that weren't known until demolition began. Further discussion ensued on the renovations specifics. The Commissioners noted they would approve the \$12MM. It was noted renovations should be complete enough for residents by Fall of 2018. Discussion ensued on the timing of having items on hand before scheduling the renovations.

Mr. Halle, Mr. Baer, and Mr. Gehris left the meeting.

Chuck Nickerson provided an overview of how the money would be obtained. Commissioner Coyle asked that it be put on the agenda for next week after Commissioner St. James could speak with Representative Major.

#### VI. Budget Reviews

Discussion ensued on the budget scenarios. Commissioner St. James discussed having a mural of photos of Rockingham County. He also discussed naming the new foyer.

- Payroll

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,225,268.44 for the period ending January 8, 2017. Commissioner Coyle seconded. Discussion ensued on the Delegation payroll. Voted all in favor.

**Moved:** Commissioner St. James to approve the 2017 Commissioners' proposed budget. Commissioner Coyle seconded, voted all in favor.

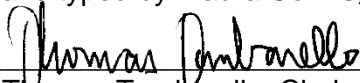
#### VII. Public Comment

No public comments received.

#### VIII. Adjourn

**Moved:** Commissioner St. James to adjourn at 5:37pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 18, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Major David Consentino, Assistant  
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  
Leslie Fabian, Nursing Director  
Angela Couture, Staff Development  
Coordinator  
Patricia Conway, County Attorney  
Alyssa Heisten, GBS  
Kevin Ryan, GBS

## I. Call to Order / Pledge of Allegiance

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

## II. Reports

### RFP Openings

- E-Ticketing – Sheriff's Office

Commissioner Tombarello opened a proposal from TransCOR Information Technologies

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

## III. Consent Agenda

Physicians & Medical Director Services RFP Award was pulled from the consent agenda prior to the meeting. Commissioner Coyle noted the Rehab Services RFP Award should be pulled from the consent agenda. The Commissioners stated that the Directors and Elected Officials should only place routine items on the consent agenda going forward. No other objections to the items on the consent agenda were raised.

1. Minutes: 1/10 (Commissioners Office)

To approve the minutes of the January 10, 2017 Board of Commissioners meeting.

2. Warrants

To approve departmental warrants T160809, T160858, T160979, T161000, T161001, T161025, T161057, T161067, T161079, T161080, T161081, T161082, T161083, T161084, T170021, T170037, T170048, T170049, T170080, T170090 totaling \$368,495.06; Departmental warrants entered by Finance T161090, T161091, T161092, T161093, T161094, T161096, T161097, T170112, T170115, T170116 totaling \$483,446.77; AP wire payments T161095 totaling \$1,515,006.00; payroll warrants 0105DR, 0112DR, 0113DR, 1230DR totaling \$33,084.63; general ledger warrants GL16957, GL17024, GL17025, GL16977, GL16978, GL16979, GL16980 totaling \$29,272.21; for a grand total to be approved of \$2,429,304.67.

3. Nursing Overtime Policy Amendment (Long Term Care)

To approve an amendment to the Nursing Overtime Policy, as outlined in the Long Term Care Services Director's memorandum dated January 18, 2017.

4. RN/LPN Temporary Assignment Policy Amendment (Long Term Care)

To approve the update to the RN/LPN Temporary Assignment as Nursing Supervisor Pay Policy, as outlined in the Long Term Care Services Director's memorandum dated January 18, 2017.

5. Deputy Register of Deeds Appointment (Registry of Deeds)

To approve the appointment of Becky Burns as the Deputy Register of Deeds, pursuant to NH RSA 478:2, effective January 4, 2017 through January 2, 2019.

6. Electrostatic Precipitator RFP Award (Engineering & Maintenance Services)

To award the Electrostatic Precipitator proposal to Messersmith Manufacturing Inc. in the amount of \$244,000, pending Delegation approval of the project and funding scheme.

7. Per Diem Pay Plan Amendment (Human Resources)

To amend the Exception Request: PPP 6-4 vote from January 4, 2017, to include one (1) per diem position in Assisted Living, as outlined in the Human Resources Director's email and updated pay plan dated January 11, 2017.

8. Leave Without Pay Request (Long Term Care)

To approve a leave without pay request, with/without county portion of benefits to continue, for a Long Term Care employee.

9. MCLI Co. Agreement (Human Resources)

To approve an agreement with Medco Containment Life Insurance Company for Medicare Part D employer/union-only sponsored group waiver plan prescription services, effective January 1, 2017 through December 31, 2017, and authorize the Chair to sign all necessary documents pending the completion of risk review, and the completion of legal review as necessary.

10. MCPHS University Affiliation Agreement (Long Term Care)

To approve an agreement with MCPHS University, for the period of January 6, 2017 through January 5, 2018, at no cost to the County, and authorize the Chair to sign all necessary documents having completed risk review, and pending legal review as necessary.

11. Payroll Time Rounding / Pay Period Policies (Finance Office)

To approve the payroll time rounding policy to one-quarter (1/4) hour increments upon integration of Kronos WorkForce Timekeeper; and further to approve the migration to a single, county-wide Sunday-to-Saturday work week, effective with the third payroll in June 2017 for non-union employees, and effective with the third payroll in June 2017 for union employees pending approval of Memorandums of Understanding between Rockingham County and affected bargaining units, as outlined in the Finance Director's memorandum dated January 9, 2017.

**Moved:** Commissioner St. James to accept the consent agenda as amended. Commissioner Tombarello seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director

- Rehab Services RFP Award

**Moved:** Commissioner Tombarello to award the Rehab Services proposal to Select Rehabilitation, for the period of May 1, 2017 through April 30, 2020, in an amount not to exceed \$1,200,000 annually, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods provided an update on SB 553 and that nursing homes have requested to have a seat at the table.

- Commissioner Liaison Updates

Commissioner Tombarello noted a lien that had been recently paid off. Discussion ensued about an exception request from the previous meeting.

**IV. New Business / Old Business**

- Nursing Home Renovations Project Budget – Finance Office / Engineering & Maintenance Services

Chuck provided and discussed an updated funding plan proposal for the project.

**Moved:** Commissioner Tombarello to approve the Milestone Engineering & Construction amendment to the Fernald and Blaisdell Renovations agreement, with a guaranteed maximum price of \$11,999,999.00, and a Substantial Completion date of August 31, 2018, and authorize the Chair to sign all necessary documents having completed risk and legal reviews. Commissioner Coyle seconded. Jude noted they are still working on reducing the numbers. Voted all in favor.

- Walk-in: Lien Release – Long Term Care

Steve noted the lien had been paid in full.

**Moved:** Commissioner Tombarello to approve the discharge of lien held on real property located at 1346 US Highway 3, Campton, New Hampshire. Commissioner St. James seconded, voted all in favor.

Alison asked for permission to have mandatory meetings regarding an introductory period to Glendale for dietary employees. She also noted she and Chuck would like any new hires from January 10 be included in the new pay plan, subject to Delegation approval of the pay plan.

Commissioner Tombarello noted a discussion with the Town Administrator of Rye regarding the Salary Study. Alison will be sending him the Salary Study.

- Walk-in: Wage Adjustment Sheet / Pay Plan Revisions – Human Resources / Finance

Alison noted the position changes that she and Chuck were looking to add to the pay plan. Chuck also noted some of the changes would work better to coincide with the switch to Kronos, versus having two separate profiles for the same position.

**Moved:** Commissioner Tombarello to approve an amendment to the Wage Adjustment Sheet and Pay Plan, approved on January 10, 2017, as outlined in a memorandum from the Directors of Human Resources and Finance, dated January 18, 2017. Commissioner St. James seconded. Commissioner St. James noted he wanted to make sure it was done right and any other issues should be brought forward. Pat Conway asked about retroactivity for new hires from January 10. Alison stated it would be her preference for it to go back to the hire date. Voted all in favor.

- Walk-in: 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 Assistant Superintendent's report dated January 18, 2017. Commissioner St. James seconded. Discussion ensued on the inmate. Voted all in favor.

Commissioner St. James asked about the right to know request from a previous inmate. Dave Consentino noted the individual was provided with the applicable information and nothing else has been heard.

Pat Conway noted a hearing on legislation affecting the prosecution of certain sex crimes. She also noted further proposed legislation on prostitution.

Jude Gates noted the County's wells were within EPA limits for PFOA. She further noted that CDFA has approved taking on the ESP project, if approved by the Delegation. She also stated she was working through some issues in the downstairs foyer area.

Further discussion ensued on where the PFOA samples were taken from. Commissioner St. James noted he believed Chief Tibbetts would be retiring soon. Further discussion ensued on the contract, and the County's liability. The Board would like IEU to come in to a future Board meeting in February to discuss. Jude also recommended not allowing continued fire training operations at the site.

Chuck noted there was an inadvertent error in the 2016 final numbers of the budget that was sent out. Notifications were sent out advising of the error. He also noted the new procedure for the MS46 form.

## **V. Public Comment**

No public comments received.

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

- NH RSA 91-A:3 II (a) personnel – Worker's Compensation

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Nancy Lang, Alison Kivikoski, Angela Couture, Leslie Fabian, Steven Woods, and Laura Collins.

Steve Woods, Leslie Fabian, and Angela Couture left the meeting.

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

**Moved:** Commissioner Tombarello to seal the minutes of the non-public session as divulgence of the information could adversely affect the reputation of a person other than the public body itself. Commissioner St. James seconded, voted all in favor.

## **VII. Gallagher Benefits Consulting**

Alyssa Heisten introduced Kevin Ryan, who would be replacing her as the County's consultant. Further discussion ensued on potential ACA changes and issues, as well as transgender surgery services.

Alyssa Heisten and Kevin Ryan left the meeting.

Steve Woods noted overall the dietary transition is going well. He said he was asked to pass along that dietary personnel are unhappy they won't be getting their longevity pay. Steve provided the financial impact numbers that Chuck provided if longevity was to be paid out.

Discussion ensued on what payouts they would be receiving. The Board concurred they would not provide the additional longevity payouts.

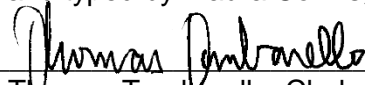
Discussion ensued on which Commissioners would attend which subcommittee meetings. Commissioner Coyle asked for Commissioner Tombarello to approve payroll next week as he was not trained on WorkForce yet.

#### **VIII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:30pm. Commissioner Coyle seconded, voted all in favor.

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

Received by: \_\_\_\_\_



Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 24, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, 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  
Janet Moholland, Dietary

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

Commissioner Coyle called the meeting to order at 3:59pm.

## **II. Consent Agenda**

Payroll was pulled from the consent agenda prior to the meeting at the request of the Finance Director.

### 1. Minutes: 1/18 (Commissioners Office)

To approve the minutes of the January 18, 2017 Board of Commissioners meeting.

### 2. Warrants (Finance Office)

To approve departmental warrants T160980, T161002, T161003, T161058, T161085 in the amount of \$62,508.59; departmental warrants entered by Finance T161099, T161101, T161102, T161103 totaling \$8,323.13; AP wire payment T161100 totaling \$1,515,006.00; and general ledger warrants GL16991, GL16996, GL16997, GL16998 totaling \$1,272,767.50, for a grand total to be approved of \$2,858,605.22.

### 3. Nice Letter (Long Term Care)

Letter from a resident's family member presented as informational only.

### 4. Leave Without Pay Request (Long Term Care)

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.

### 5. Inmate Administrative Transfer (Corrections)

To approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Assistant Superintendent's report dated January 19, 2017.

**Moved:** Commissioner St. James to approve the consent agenda. Commissioner Coyle seconded, voted all in favor.

## **III. Reports**

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Alison noted her attendance at the HR affiliate group. She noted the discussion she'd had with Ron White about the conference. Further discussion ensued about the meeting on February 3 for the NHAC operating budget.

- Commissioner Liaison Updates

Commissioner St. James noted Representative Major would be looking to know where the funding for the renovations would be coming from at the meeting tomorrow.

Commissioner St. James noted to place a nonpublic for personnel in the Sheriff's Office on next week's agenda.

#### Finance Office – Charles Nickerson, Director

- Gorham Savings Lease

Chuck noted Gorham is still waiting on a title, and would not release funding until it was received. He also noted they are now requesting a legal opinion.

**Moved:** Commissioner St. James to approve Municipal Lease Purchase Agreement NH1867-05 with Gorham Savings Leasing Group, for a period of three (3) years, and a total amount, including principal and interest, of \$220,524.69, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

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

- Healthdrive Eye Care Group Agreement

**Moved:** Commissioner St. James to approve an agreement with Healthdrive Eye Care Group, for the period of February 1, 2017 through January 31, 2018, at no cost to the County, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner Coyle seconded, voted all in favor.

- Resident Telephone Rate Increase

**Moved:** Commissioner St. James to approve the increase to the monthly Resident telephone rate from \$12.50 to \$14.00, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

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

- Weather Emergency – January 24

**Moved:** Commissioner St. James to declare a weather emergency from 5:00am to 9:00am on January 24, 2017, 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. Commissioner St. James asked about non-essential employees, and their options in weather emergencies. Discussion ensued. Voted all in favor.

Steve Woods noted there would be three full time LNAs coming on board soon.

Alison noted she had sent the job study to the Town of Rye as requested. She noted HR is going to work on a newsletter for the County.

Steve Church noted they were having training with state prison employees at the facility.

Chuck Nickerson informed the Board that things are moving forward with the Kronos transition.

Commissioner St. James discussed the mural project and that he would be seeking input on some of the places the County believes represents its towns.

**V. Public Comment**

No public comments received.

**VI. Personnel Matter (Long Term Care) – 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, Alison Kivikoski, Steven Woods, Janet Moholland, and Laura Collins.

Ms. Moholland left the meeting.

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

**VII. New Business continued**

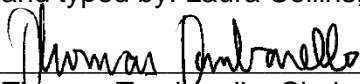
- Payroll

**Moved:** Commissioner St. James to approve a payroll expense in the amount of \$1,160,139.99 for the period ending January 22, 2016. Commissioner Coyle seconded. Discussion ensued on the numbers and that they included some of the union payouts. Voted all in favor.

**VIII. Adjourn**

**Moved:** Commissioner Coyle to adjourn at 4:57pm. Commissioner St. James seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 1, 2017 – 3:45pm

## Present

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

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

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

## **II. Consent Agenda**

### 1. Minutes: 1/24 (Commissioners Office)

To approve the minutes of the January 24, 2017 Board of Commissioners meeting.

### 2. Warrants (Finance Office)

To approve departmental warrants T170022, T170054, T170057, T170058, T170059, T170061, T170062, T170081, T170082, T170083, T170091, T170092, T170093, T170101, T170130, T170143 totaling \$301,035.64; departmental warrants entered by Finance T170017, T170019, T170052, T170140, T170141, T170142 totaling \$8,035.00; payroll warrants 0119DR, 0126DR, 0127DR totaling \$13,366.65; general ledger warrants GL16748, GL16749, GL16773, GL16774, GL161012, GL161013, GL161014, GL17034 totaling \$2,715,044.28, for a grand total to be approved of \$3,037,481.57.

### 3. Lien on Real Property (Long Term Care)

To place a lien on real property located at 12 Gerrish Drive, Nottingham, New Hampshire, pursuant to NH RSA 166:20, for money owed to Rockingham County, as recommended by the Long Term Care Services Director.

### 4. Leave With/Without Pay Request (Long Term Care)

To approve a leave with pay request, with County portion of benefits to continue only through February 28, 2017, in accordance with Personnel Policies and Procedures 8-11, for a Long Term Care employee.

### 5. Leave Without Pay Request (Long Term Care)

To approve a leave with pay request through February 3, 2017, and leave without pay effective February 4, 2017, with County portion of benefits to continue only through February 28, 2017, in accordance with Personnel Policies and Procedures 8-11, for a Long Term Care employee.

### 6. Corrections Population Report (Corrections)

Routine report for informational purposes.

### 7. Long Term Care Census (Long Term Care)

Routine report for informational purposes.

8. Training Request (County Attorney's Office)

To approve a training request for two County Attorney's Office employees, at a cost to the County of approximately \$3,378.

9. Equitable Sharing Agreement and Certification (County Attorney's Office)

To approve the Equitable Sharing Agreement and Certification for the County Attorney's Office, and authorize the Chair to sign all necessary documents.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### III. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued about attending the next NHAC meeting and the NHAC budget.

- Commissioner Liaison Updates

Discussion ensued on the department budget subcommittee meetings.

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

- RFP Award: Furniture

**Moved:** Commissioner Tombarello to award the Furniture proposal to Creative Office Pavilion, in an amount not to exceed \$526,380.76, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Commissioner Tombarello noted that there had been a lower bid, but that the proposal did not meet the bid specifications. Discussion ensued on the bid specifications and why they were chosen. Steve Woods detailed some of the items that were not to spec, as well as his conversations with Warrenstreet. Voted all in favor.

- Physician Contract Extension

**Moved:** Commissioner Tombarello to approve an extension to the Physician Services agreement with Dr. Paul Gustavson Jr., through June 30, 2017, at the same rates, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

- RFP Award: Physicians and Medical Director Services

**Moved:** Commissioner Tombarello to award the Physicians and Medical Director Services proposal to Core Physicians and Lamprey Health Care for the period of April 1, 2017 through March 31, 2020, in a total amount not to exceed \$140,000 annually, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

### IV. New Business / Old Business

- Old Business: Benefits Exception Request (Long Term Care)

**Moved:** Commissioner St. James to approve an exception to grant a health insurance stipend for a Long Term Care employee. Commissioner Tombarello seconded. Commissioner Tombarello noted he would have voted to approve the previous exception. Voted all in favor.

- New Business: Inmate Administrative Transfer

**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 February 1, 2017. Commissioner St. James seconded. Steve Church explained the transfer to the Board. Voted all in favor.

Steve Church noted there had been an inmate overdose and explained the circumstances. Discussion ensued on NARCAN use and training.

Steve Church noted he and Commissioner St. James had met with Kevin Warwick on community corrections. Discussion ensued on space for the potential program. He further noted he had met with Drug Court and the location would be moving to Exeter. Commissioner St. James briefed the rest of the Board on his discussion with Judge Wageling. Discussion ensued on pushing it to the State to run.

Chuck Nickerson noted he had connected with Ron White last week, but the financial documents he had been promised still have not come.

Commissioner St. James said the Exeter Town Manager had called him regarding being billed semi-annually once the County's fiscal year changes.

Alison Kivikoski asked the Board about drug testing once Glendale takes over dietary. The Board confirmed they wanted drug testing to remain the same. It was confirmed that TB testing was included in the contract price.

Alison Kivikoski asked about employees using earned time after providing notice. Discussion ensued on it being inequitable to employees not able to secure the same arrangements. Discussion ensued on the Personnel Policies and Procedures permitting the practice. Commissioner Coyle asked Alison to bring a revision for approval to disallow the practice. Further discussion ensued on revising the chapter on Step Increases.

Discussion ensued on time punches.

## V. Public Comment

No public comments received.

## VI. Commissioners Non-Public Session

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

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

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

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Steven Woods, Alison Kivikoski, and Laura Collins.

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

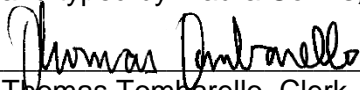
Commissioner St. James asked about the smartphones at the Sheriff's Office. Discussion ensued on time punches in the County Attorney's Office.

Alison noted there were some dietary staff that have expressed interest in going to housekeeping. The Board affirmed they were not interested in allowing dietary personnel to be hired in housekeeping during the Glendale transition.

**VII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:21pm. Commissioner Tombarello seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 8, 2017 – 3:45pm

## Present

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

Diane Bitomske, Purchasing Coordinator  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Kellie Skibicki, Long Term Care

## I. Call to Order / Pledge of Allegiance

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

## II. Consent Agenda

### 1. Minutes: 2/01 (Commissioners Office)

To approve the minutes of the February 1, 2017 Board of Commissioners meeting.

### 2. Payroll (Finance Office)

To approve a payroll expense in the amount \$1,136,892.02 for the period ending February 5, 2017.

### 3. Drug Court Grant Award (Corrections)

To approve a Drug Offender Program Grant Award for the period of January 1, 2017 through December 31, 2017, in the amount of \$340,531, and authorize the Chair to sign all necessary documents.

### 4. Lien Release (Long Term Care)

To approve the discharge of a lien held on real property located at 32 New Boston Road, Kingston, New Hampshire.

### 5. Letter of Intent – Conservation Grant Program (Engineering & Maintenance Services)

To approve and sign a letter of intent to apply for the 2016/2017 NH State Library Conservation / Conservation License Plate Grant Program.

**Moved:** Commissioner Tombarello to approve the consent agenda as written. Commissioner St. James seconded, voted all in favor.

## III. Reports

### RFP Awards

- Copier Equipment – Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Copier Equipment proposal to Ricoh, for a period of three (3) years, in an equipment cost of \$87,300, with financing to be determined by the Finance

Director, and a fixed per copy rate of \$0.004 for black and white, and \$0.04 for color, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner St. James seconded. Commissioner St. James noted his conversation with Robin about the bids. Voted all in favor.

- E-Ticketing – Sheriff’s Office

**Moved:** Commissioner Tombarello to award the E-Ticketing proposal to TransCOR in the amount of \$8,235.52, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey noted the hearing on the Registries of Deeds fees. She also noted the Rockingham County reps on the committee did not often show up for the committee meetings. Cathy also noted her conversations with George Maglaras about the NHAC budget information. She urged the Commissioners to attend the Commissioners Council meeting the following week. Further discussion ensued among the Board members regarding the handling of the NHAC financial data.

- Commissioner Liaison Updates

Commissioner Tombarello noted he had discussed with the County Attorney about her staff using WorkForce.

Commissioner Coyle asked about the census in Long Term Care. Discussion ensued on the renovations.

Human Resources – Alison Kivikoski, Director

- Corrections Job Position Reevaluation Request

Alison Kivikoski noted that an employee in the Department of Corrections had requested a re-evaluation of the position classification. Alison noted that Don Tyler had confirmed he believed the classification was accurate, but that she was bringing it forward to the Board. Discussion ensued on the requirements of the position. The issue will be further discussed in non-public.

**IV. New Business / Old Business**

Jude Gates noted that DES wants to come and do a site visit. Commissioner St. James noted the IEU is advertising for a spring class. Discussion ensued on requiring more test wells.

Discussion ensued on the x-ray machine for the jail.

Sheriff Hureau noted the transmission data had been sent to Motorola.

- Weather Emergency – February 8, 2017

**Moved:** Commissioner Tombarello to declare a weather on February 8, 2017, with essential employees who reported to work within one hour of their scheduled shifts during the period of 5:00am to 9:00am, to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5. Commissioner St. James seconded, voted all in favor.

Steve Woods noted it had been a busy week on the transition to Glendale.

Commissioner St. James noted he was pleased with the copier equipment RFP process.

**V. Public Comment**

No public comments received.

**VI. Commissioners Non-Public Session**

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

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

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

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Sheriff Hureau, Alison Kivikoski, and Laura Collins.

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Steve Woods, Leslie Fabian, Alison Kivikoski, Kellie Skibicki, and Laura Collins.

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

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

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

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

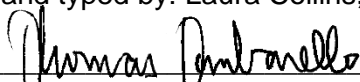
**Moved:** Commissioner Tombarello to go out of non-public session. Commissioner St. James seconded, voted all in favor.

**Moved:** Commissioner Tombarello to accept the resignation of Kellie Skibicki with a recommendation not to rehire. Commissioner St. James seconded, voted all in favor.

**VII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:10pm. Commissioner St. James seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 15, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- Artwork – Long Term Care

Commissioner Tombarello opened proposals from Circle Graphics Inc., Staples, and The Art Collector.

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

## III. Consent Agenda

Commissioner Tombarello noted he let Steve Woods know to start including the rooms in the renovation floors on the census report.

1. Minutes: 2/8 (Commissioners Office)

To approve the minutes of the February 8, 2017 Board of Commissioners meeting.

2. Warrants (Finance Office)

To approve departmental warrants T170023, T170024, T170069, T170071, T170075, T170076, T170077, T170095, T170096, T170097, T170103, T170131, T170132, T170133, T170148, T170162, T170163 totaling \$829,424.97; departmental warrants entered by Finance T170161, T170182, T170183, T170184, T170188, T170189, T170190, T170191, T170192, T170193, T170194 totaling \$88,933.51; AP wire payments T170160 totaling \$79,099.00; payroll warrants 0202DR, 0209DR, 0210DR totaling \$5,702.84; general ledger warrants GL17043, GL17070, GL17077 totaling \$781.50, for a grand total to be approved of \$1,003,941.82.

3. Weather Emergency 2/9

To declare a weather emergency from 2:00pm to 11:00pm on February 9, 2017, with essential employees who reported to work within two hours of their scheduled shifts to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5.

4. AMDC Update (Long Term Care)

Informational update on adult medical daycare.

5. Equitable Sharing Agreement (Sheriff's Office)



To approve the 2016 Equitable Sharing Report for the Sheriff's Office, and authorize the Chair to sign all necessary documents.

6. Census Report (Long Term Care)

Routine report for informational purposes.

7. Jail Population Report (Corrections)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

The Commissioners noted they would be attending the Commissioners Council meeting tomorrow, and would be voting no on the travel budget.

- Commissioner Liaison Updates

Commissioner Tombarello noted a training opportunity Pat Conway had shared with him, and that she would be sharing with the other Commissioners.

Discussion ensued on the Executive Committee meeting Friday and the budget items, including the money for the AMDC study. Steve Woods was asked to bring copies of his AMDC updates to the Executive Committee meeting to provide to committee members.

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

- Change Order Request: Cadieux's Flooring \$1,144

**Moved:** Commissioner Tombarello to approve a change order request for Cadieux's Flooring in the amount of \$1,144. Commissioner St. James seconded, voted all in favor.

#### V. New Business / Old Business

- Weather Emergency 2/12

**Moved:** Commissioner Tombarello to declare a weather emergency from 3:00pm on February 12, 2017 to 9:00am on February 13, 2017, with essential employees who reported to work within two hours of their scheduled shifts to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5. Commissioner St. James seconded, voted all in favor.

Discussion ensued on weather emergency procedures and conflicting personnel policies. Updates will be provided for the next meeting.

Alison Kivikoski noted the newsletter is almost ready. She also noted a few dietary positions that would have evaluations due in March. She noted discussion with Glendale and that the evaluation dates would not be moving to February.

Alison Kivikoski stated she would advocate allowing the dietary personnel to apply for open positions in the county as they would have been allowed to prior to the transition to Glendale. Further discussion ensued on having HR do the vetting on any internal candidates.

Steve Church noted he had met with Glendale and he was pleased with Glendale's experience regarding feeding inmates. He noted they are also conducting tactical training at the jail. He noted he would be meeting with Chuck soon on the jail workweek transition.

Chuck Nickerson noted there had been a few hiccups in getting Kronos set up, but that enrollment into the system was still going well. He noted the target is still March 5. Chuck noted some information about the proposed budget motions. Discussion ensued.

Commissioner St. James asked about the letter regarding the MCOs. Steve Woods noted he was told it went to the Governor. He also asked about the outfitting of the jail's vehicle. Commissioner St. James also noted the Region VI IDN meeting on Tuesday. Further discussion ensued on the letter to the towns/city regarding the change in fiscal year.

#### **VI. Public Comment**

No public comments received.

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

- NH RSA 91-A:3 II (a) personnel (LWOP - Engineering & Maintenance Services)

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Jude Gates, Alison Kivikoski, and Laura Collins.

- NH RSA 91-A:3 II (e) legal – Engineering & Maintenance Services

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Jude Gates, Alison Kivikoski, and Laura Collins.

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

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

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

While in non-public session, Commissioner Tombarello moved to approve a leave without pay request with County portion of benefits to continue, in accordance with Personnel Policies and Procedures 8-11, for an Engineering & Maintenance Services employee. Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no.

#### **VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:45pm. Commissioner St. James seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Nursing Home Administrator's Office  
117 North Road ~ Brentwood, New Hampshire  
February 17, 2017 – 9:00am

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director

## **I. Call to Order**

Commissioner St. James called the meeting to order at 9:06am.

## **II. New Business / Old Business**

Discussion ensued on the Commissioners Council meeting the day before.

## **III. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 9:25am. Commissioner St. James seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 22, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Major Dave Consentino, Assistant  
Corrections Superintendent  
Patricia LaFrance, Deputy County Attorney  
Brynda Poggi, County Attorney Office  
Manager  
Jude Gates, Director of Facilities, Planning,  
& IT

Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Steve Woods, Long Term Care Director  
Chief Mark Tibbetts, Deerfield FD  
Chief Bill Tapley, Sandown FD  
Chief Kevin Pratt, Raymond FD  
Kate Schlosser, NHDES  
Michael Wimsatt, NHDDES

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 3:44pm.

## II. Consent Agenda

### 1. Minutes: 2/15 (Commissioners Office)

To approve the minutes of the February 15, 2017 Board of Commissioners meeting.

### 2. Payroll (Finance Office)

To approve a payroll expense in the amount of \$1,162,841.50 for the period ending February 19, 2017.

### 3. Weather Emergency 2/16

To declare a weather on February 16, 2017, with essential employees who reported to work within one hour of their scheduled shifts during the period of 5:00am to 9:00am, to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5.

### 4. Leave With Pay Request (Long Term Care)

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.

### 5. Leave Without Pay Request (Long Term Care)

To approve a leave without pay request, in accordance with Personnel Policies and Procedures 8-11, for a Long Term Care employee.

### 6. Surplus Equipment Request (Corrections)

To declare the equipment outlined in the Corrections Superintendent's memorandum dated February 16, 2017, as surplus pursuant to NH RSA 28-8a to be disposed of by bid by Engineering & Maintenance Services.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### III. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey noted the meeting she attended regarding the Long Term Care commission and concerns regarding pro-share.

- Commissioner Liaison Updates

Commissioner Tombarello noted the State was inspecting the nursing home today.

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

- Dental Services Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Golden Tides Dental, for the period of May 1, 2017 through April 30, 2020, in an amount not to exceed \$55,000 annually, and authorize the Chair to sign all necessary documents having previously completed risk and legal review. Commissioner St. James seconded, voted all in favor.

- Exception Request: PPP 6-4

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-4 for a Long Term Care employee. Commissioner St. James seconded. Alison noted the additional duties the employee was performing. Voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Personnel Policies and Procedures Changes: 7-5, 8, 11-6

Alison Kivikoski noted the concerns around weather emergencies regarding non-essential personnel. Commissioner St. James noted he believed the changes made sense. He further explained the incident that led to discussion of the change. Further discussion ensued on end of employment leave. Alison and Chuck explained the policy language changes.

Cathy Stacey noted her concerns regarding the policy changes. She stated that she could not provide approvals or denials for vacation time within the policy-stated 72 hours, due to needing to evaluate staffing levels on a routine basis.

A discussion ensued on the end of employment earned time usage, the use of accrued time, and essential versus non-essential personnel. Further discussion continued on layoffs and initial employment term. Cathy stated she would like to have another discussion with the Board regarding historical promises that were made to employees.

Sheriff Hureau brought up his concern with essential employees, specifically deputies that work at the courthouse, and the discrepancies that arise on the occasion that the courthouse is closed. Discussion ensued on the procedure for adding or removing personnel for the essential personnel list as needed.

**Moved:** Commissioner Tombarello to approve the changes to Personnel Policies and Procedures 7-5, 8.A, H, and I, and 11-6.B, as recommended by the Directors of Human Resources and Finance. Commissioner St. James seconded, voted all in favor.

### IV. New Business / Old Business

Sheriff Hureau noted they are still waiting on the Motorola equipment to be installed.

Jude Gates noted the first half of the Life Safety walkthrough went well, and the other half would be tomorrow.

Alison noted she would be bringing forth another request for re-evaluation of the job classification study.

Chuck Nickerson noted upcoming meetings for departments on Kronos.

Steve Woods joined the meeting at 4:27pm. He briefed the Board on the State's walkthrough of the nursing home.

## **V. Public Comment**

Chris Bashaw noted his disappointment that the public was not able to weigh in on the personnel policy changes. He noted he felt disenfranchised as an employee of the County.

Commissioner Tombarello stated that Mr. Bashaw was being given the opportunity to speak right now. Commissioner Coyle stated this was a business meeting of the Board of Commissioners, and employees are able to bring their concerns through HR. Commissioner St. James further discussed the changes and stated that he believes the Board does have the employees' interests in mind as well.

Alison noted the changes had been sent out to the County Management Team. Further discussion ensued and Mr. Bashaw noted that during union negotiations, it was discussed that policies changes would be communicated before being made. Alison further noted the disparities that were going on in the departments that made it inequitable for other employees, and that the changes are open and transparent, and intended to ensure equitable treatment for all employees.

## **VI. Meeting with Interstate Emergency Unit**

Mr. Wimsatt and Ms. Schlosser discussed the testing of the county monitoring wells and at the fire training site. It was noted that the PFOAs were not present in the drinking wells, but were at the site. Mr. Wimsatt stated a letter would be sent to the IEU in the near future asking for a site investigation plan.

An explanation was given for how the chemicals typically spread both through land and ground water. Ms. Schlosser further explained what the DES requirements would likely be for the site investigation.

Discussion ensued on the costs of the investigation. Discussion ensued on hypothetical remediation scenarios.

Discussion ensued on the IEU advertising for classes after the Board had informed them that operations were to be suspended indefinitely. It was further noted the IEU did not appear to have the assets to cover the potential investigation costs.

Further discussion ensued on potential continued use of the site for training. Chief Tibbetts noted they needed to continue training in order to continue receiving revenues. Discussion ensued on what training operations could be safely done. Chief Tibbetts outlined the IEU's proposed plan.

Commissioner Coyle stated he would like to see the DES letter and discuss options with the Board at that point. Chief Tibbetts noted they were concerned about losing Seabrook Station, and therefore the revenue to pay for an investigation consultant.

Further discussion ensued on working together to fix the problem. Commissioner Coyle stated the Board would be able to give an answer in two weeks. The IEU will attend the meeting on March 8.

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

- 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 St. James seconded, voted all in favor.

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

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

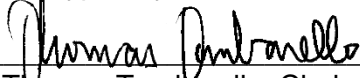
Those present were Commissioner Coyle. Commissioner St. James. Commissioner Tombarello, and Alison Kivikoski.

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

### VIII. Adjourn

**Moved:** Commissioner Tombarello to adjourn at 6:08pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 1, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Stephen Church, Corrections  
Superintendent  
Patricia Conway, County Attorney  
Jude Gates, Director of Facilities, Planning,  
& IT

Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Leslie Fabian, Nursing Director  
Angela Couture, Staff Development  
Coordinator  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- Occupational Health Program – Human Resources

Commissioner St. James opened proposals from Concentra, Convenient MD, and Exeter Hospital.

**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.

## III. Consent Agenda

1. Minutes: 2/17, 2/22 (Commissioners Office)

To approve the minutes of the February 17, 2017 and February 22, 2017 Board of Commissioners meetings.

2. Warrants (Finance Office)

To approve departmental warrants T170025, T170084, T170085, T170086, T170098, T170099, T170104, T170134, T170152, T170167, T170168, T170171, T170172, T170196 totaling \$333,998.20; departmental warrants entered by Finance T170155, T170195, T170207, T170208, T170209, T170226, T170227, T170240 totaling \$81,224.78; AP wire payments T170151, T170153 totaling \$9,367.70; payroll warrants 0215DR, 0223DR, 0224DR, 0224ST totaling \$12,531.59; and general ledger warrants GL17087, GL17097 totaling \$531.50, for a grand total to be approved of \$437,653.77.

3. Census (Long Term Care)

Report for informational purposes.

4. Jail Population Report (Corrections)

Report for informational purposes.

5. Revised 2017 Holiday Schedule (Human Resources)

To approve the revised 2017 Rockingham County Holiday Schedule.

6. Position Changes (County Attorney, Human Resources, Long Term Care)

To approve the following Personnel Position Changes:

- o Position UFT-02A2: Recreation Aide II, Full Time, grade 52, to Activities Aide, Part Time, grade 1
- o Position XPT-01RA1: Recreation Aide, Part Time, grade 51, to Activities Aide, Part Time, grade 1, transferred from Assisted Living to Activities
- o Additional Position: Administrative Assistant, Part Time, grade 2 for the County Attorney's Office
- o Additional Positions (2): Assistant County Attorney, Full Time, grade 9 for the County Attorney's Office
- o Additional Position: Assistant County Attorney
- o Position KFT-01AAS: Administrative Assistant Sr., 30 hours/week, grade 33, to Executive Assistant, 35 hours/week, grade 4, for the Human Resources Department
- o Position XFT-01AAS: Administrative Assistant Sr., Full Time, grade 3, to Licensed Nursing Assistant, Full Time, grade 2, for Assisted Living

**Moved:** Commissioner St. James to approve the consent agenda. Commissioner Coyle seconded, voted all in favor.

**IV. Reports**

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Alison Kivikoski noted her staff had come up with a list of money owed from the County to NHAC for the 2016 conference. Further discussion ensued.

- Commissioner Liaison Updates

No updates.

Human Resources – Alison Kivikoski, Director

- Benefit Strategies Agreement Amendment

**Moved:** Commissioner St. James to approve an amendment to the Rockingham County of New Hampshire Flex Plan, effective January 1, 2017, increasing the maximum contribution to \$2,600, and authorize the Chair to sign all necessary documents; and further to adopt the following resolutions as written. Commissioner Coyle seconded, voted all in favor.

**COUNTY OF ROCKINGHAM  
CONSENT ACTION OF PLAN ADOPTION**

The following actions are hereby taken by the authorized agent of the Rockingham County of New Hampshire (the "Company").

With respect to the January 1, 2017 amendment and restatement of the Rockingham County of New Hampshire Flexible Benefit Plan (the "Plan"), the following resolutions are hereby adopted:

**RESOLVED:** That the Plan be amended and restated in the form attached hereto, which Plan is hereby adopted and approved;

**RESOLVED FURTHER:** That the appropriate agents of the Company be, and they hereby are, authorized and directed to execute the Plan on behalf of the Company;

**RESOLVED FURTHER:** That the officers or otherwise authorized agent of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.

- Position Classification Re-evaluation Requests

Alison described the positions and the qualifications that warranted a re-evaluation.

**Moved:** Commissioner St. James to approve the position re-evaluation requests for Quality Improvement Nurse and MDS Coordinator. Commissioner Coyle seconded, voted all in favor.

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

Leslie Fabian explained the Long Term Care census report. She also explained the tags given from the State survey.

Pat Conway noted her office is currently short on administrative support, and she is looking to hire a temporary employee.

Jude Gates noted the vendor providing the new long term care furniture was a member with National IPA and it will save the County a lot of money.

Steve Church noted there would be a correctional officer graduation ceremony Friday.

Chuck Nickerson noted the Kronos go live should be delayed until March 19. He also asked that the departments have their employees punch in both Workforce and Kronos in the meantime. He also noted they have been compiling a lot of the information for the Medicaid cost report.

Alison Kivikoski noted the dietary transition to Glendale had been completed. She noted the employees that had transferred to other departments.

- Dietary Positions

Discussion ensued on a portion of dietary employees and their evaluation dates. Further discussion ensued on the dietary personnel payouts.

**Moved:** Commissioner St. James to approve a two percent rate increase for three (3) Dietary employees with January 2017 and February 2017 scheduled evaluation dates, all of whom had worked through the transition to employment with Glendale Senior Dining for March 1, 2017, with the effective date of increase back to the evaluation dates and included in the employees' final check as a Rockingham County employee. Commissioner Coyle seconded, voted all in favor.

#### **VI. Public Comment**

No public comments received.

#### **VII. Recess / Legal Counsel Consultation (4:15pm)**

Commissioner Coyle declared a recess at 4:16pm to consult with legal counsel. Commissioner Coyle reconvened the meeting at 4:42pm.

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

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

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

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

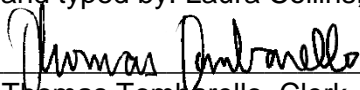
**Moved:** Commissioner St. James to go out of nonpublic session. Commissioner Coyle seconded, voted all in favor.

Commissioner Coyle declared a recess at 5:05pm to attend the Executive Committee and Delegation meetings. Commissioner Coyle reconvened the meeting at 7:25pm.

**IX. Adjourn**

**Moved:** Commissioner St. James to adjourn at 7:25pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 8, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections  
Superintendent  
Jude Gates, Director of Facilities, Planning,  
& IT  
Laurie Trostle-Pitkin, Accounting Manager

Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services  
Director  
Leslie Fabian, Nursing Director  
Michael Hureau, High Sheriff  
Chief Tibbetts, IEU  
Chief Pratt, IEU

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 3:44pm.

## II. RFP Openings

- Surplus Vehicles – Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Corkery Tractor Trailer, Gas Motors, Jon's Route 114 Auto Sales, Kevin Coyle, Kevin St. James, Lothian Automotive, R.A. Sampson LLC, and Stephen Antoniadis.

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

- Portable Radio Cache – Sheriff's Office

Commissioner Tombarello opened proposals from Green Mountain Integrated Communications Solutions and Eastern Communications.

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

## III. Consent Agenda

1. Minutes: 3/1(Commissioners Office)

To approve the minutes of the March 1, 2017 Board of Commissioners meeting.

2. Payroll

To approve a payroll expense in the amount of \$1,087,086.19 for the period ending March 5, 2017.

3. Leave Without Pay Request (Engineering & Maintenance Services)

To approve a leave without pay request, with County portion of benefits to continue, for an Engineering and Maintenance Services employee.

4. Job Description: Administrative Assistant (County Attorney)

To approve the Administrative Assistant job description for the County Attorney's Office.

5. Saint Anselm College Affiliation Agreement (Long Term Care)

To approve the Saint Anselm College Affiliation Agreement, for the period of March 1, 2017 through February 28, 2018, at no cost to the county, and authorize the Chair to sign all necessary documents having already completed risk review.

6. Leave Without Pay Request (Long Term Care)

To approve a leave without pay request, with County benefits not applicable, for a Long Term Care employee.

7. Reliance Standard Agreement (Human Resources)

To approve the Reliance Standard Life Insurance Company Agreement for the period of January 1, 2017 through December 31, 2017, with provisions, policies, premiums, and payments as described, and authorize the Chair to sign all necessary documents having already completed risk review.

8. Surplus Equipment Request (Engineering & Maintenance Services)

To declare the equipment outlined in the Director of Facilities, Planning, and IT's email, dated March 1, 2017, as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services.

9. Leave Without Pay Request (Sheriff's Office)

To approve a leave without pay request, with County portion of benefits to continue, for a Sheriff's Office employee.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James noted he met with members of the NHAC and they are sending out an RFP to have a consultant come in and help setup and train on QuickBooks. He also noted they will be putting out proposals for audits at a future date.

Discussion ensued on having an earlier meeting next week.

- Commissioner Liaison Updates

Commissioner Coyle and Stephen Church gave a brief update on certain inmates at the jail.

##### Finance Office – Charles Nickerson, Finance Director

- Uncollectible Accounts

**Moved:** Commissioner Tombarello to increase the December 31, 2016 Long Term Care Allowance for Uncollectible Accounts to \$1,938,463.56, an increase of \$143,230.42, in comparison to the 2015 balance of \$1,795,233.14, and approve the continuation of the current methodology in place for the

calculation of the Allowance for Uncollectible Accounts for Nursing Home receivables, as recommended by the Directors of Finance and Long Term Care. Commissioner St. James seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Position Classification Re-evaluation Request

Alison asked that request be pulled from the agenda, and that she would probably be looking to change the job description.

Long Term Care Services – Steven Woods, Director/Administrator

- Account Collection

Steve Woods noted a prior resident's family is asking to settle a lien for substantially less than the money owed. Discussion ensued on the prior resident's debt and that the spouse is currently living in the private home. The Board noted they were not inclined to settle for the amount that was offered because it is taxpayer money, and asked Steve to get more information on the equity in the house.

- Exception Request: PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee. Commissioner St. James seconded, voted all in favor.

**V. New Business / Old Business**

- Surplus Vehicles RFP Award – Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Surplus Vehicles proposal to Jon's Rte 114 Auto Sales in the amount of \$1,325 for the 1996 Ford E-350 Club Wagon (VIN#2706); to Gas Motors in the amount of \$2,632 for the 2003 Ford F-250 4WD (VIN#2159); to Gas Motors in the amount of \$2,632 for the 2003 Chevrolet Silverado (VIN#7264); and to Gas Motors in the amount of \$832 for the 2004 Ford Crown Victoria (VIN#5832). Commissioner St. James seconded, voted all in favor.

- Inmate Administrative Transfer (walk-in request)

**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 March 7, 2017. Commissioner St. James seconded, voted all in favor.

- Personnel Policies and Procedures Updates (walk-in request)

**Moved:** Commissioner Tombarello to approve an amendment to Personnel Policies and Procedures 8-2.H.3; and to amend the February 22, 2017 policies amendments approval regarding chapter 8 to 8-2.E, H, and I. Commissioner St. James seconded, voted all in favor.

- Lien Release (walk-in request)

Steve noted the lien was paid in full last Friday.

**Moved:** Commissioner St. James to approve the discharge of a lien held on real property located at 9 River Street Extension, Exeter, New Hampshire. Commissioner Coyle seconded, voted all in favor.

Steve Woods noted there was a hearing yesterday on trying to delay Medicaid Managed Care. Commissioner St. James noted that George Maglaras said there was enough support to get the delay but that it would likely be the last extension granted.

Commissioner Tombarello noted a resident of Rockingham County that had passed away is looking to make donations in Rockingham County, and he is helping them to get in touch with various non-profit agencies.

**Moved:** Commissioner Coyle to appoint Alison Kivikoski to the NHAC Executive Committee. Commissioner St. James seconded, voted all in favor.

Commissioner St. James noted he believed a response is needed for the email from the Delegation Officers. Discussion ensued. Commissioner Coyle will send a letter.

#### **VI. Follow-up Meeting with IEU**

Chief Pratt and Chief Tibbetts joined the meeting. Commissioner Coyle noted that the Delegation had met last week and is aware of the situation. He noted their preference is there not be further operations of the IEU at the fire training site. He noted the Board had not yet made a decision.

The Board noted they would like the IEU to work with the County as much as possible on getting the consultant, and getting an RFP out. Chief Tibbetts said he would need to get a vote from the IEU Executive Board.

Chief Tibbetts asked if the IEU could use the training site for rappel training only. The Board stated they would be okay with rappelling only, but there was to be no fire training or water/chemical use.

Further discussion ensued. Chief Pratt and Chief Tibbetts left the meeting. The Board further discussed keeping the entrance to the site locked to prevent unauthorized use, with Jude Gates being the contact to gain entry. A letter will go out to the IEU.

#### **VII. Public Comment**

No public comments received.

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

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

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

Those present were Commissioner Coyle, Commissioner St. James Commissioner Tombarello, Alison Kivikoski, Steven Woods, and Laura Collins.

Steve Woods left the meeting.

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

The Board concurred the meeting next week will be for warrants and minutes approval only, and moved to the morning.

#### **IX. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:09pm. Commissioner Coyle seconded, voted all in favor.

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



Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Chairman's Office  
119 North Road ~ Brentwood, New Hampshire  
March 14, 2017 – 11:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Steven Woods, Long Term Care Services Director  
Laurie Trostle-Pitkin, Accounting Manager  
Julie Hoyt, Sr HR Generalist

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 11:00am.

## II. Consent Agenda

Commissioner Tombarello requested previously that the minutes be tabled until he was able to be present at next week's meeting. The March 8, 2017 minutes were removed from the consent agenda.

### 1. Warrants (Finance Office)

To approve departmental warrants T170026, T170027, T170087, T170088, T170105, T170136, T170137, T170175, T170176, T170177, T170178, T170179, T170180, T170197, T170198, T170211 totaling \$426,430.40; departmental warrants entered by Finance T170264, T170267 totaling \$11,166.57; AP wire payments T170226 totaling \$679.00; Payroll warrants 0302DR, 0303MR, 0309DR totaling \$449,011.29; general ledger warrants GL17108, GL17133 totaling \$492.50, for a grand total to be approved of \$887,779.76.

**Moved:** Commissioner Coyle to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

## III. New/Old Business

Commissioner Coyle noted he had not yet sent a response to the Delegation's email.

Steve Woods informed the Board the survey for assisted living was deficiency free. He noted the nursing home had three items, but only two needed a response.

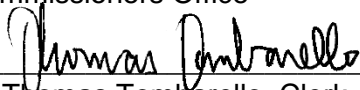
- Weather Emergency 3/14

**Moved:** Commissioner St. James to declare a weather on March 14, 2017, with essential employees who reported to work within two hours of their scheduled shifts during the period of 8:00am to 11:00pm, to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5. Commissioner Coyle seconded, voted all in favor.

## IV. Adjourn

**Moved:** Commissioner St. James to adjourn at 11:05am. Commissioner Coyle seconded, voted all in favor.

Minutes taken by Commissioner Coyle and Laurie Trostle-Pitkin, and typed by: Laura Collins, Executive Assistant – Commissioners Office

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 22, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Nancy Lang, WC Coordinator

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- HVAC Cleaning - Engineering & Maintenance Services

Commissioner Tombarello proposals from AirDuct Klean, Armstrong, and Tri State Hood and Duct LLC.

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

- Firewall - Engineering & Maintenance Services

Commissioner Tombarello proposals from 9to5 Computer, Block 5 Technologies, Connection, Corporate Data & Voice, and Howard Technology Solutions.

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

- SAN - Engineering & Maintenance Services

Commissioner Tombarello proposals from Block 5 Technologies, Connection, and Curvature.

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

## III. Consent Agenda

1. Minutes: 03/08, 03/14 (Commissioners Office)

To approve the minutes of the March 8, 2017 and March 14, 2017 Board of Commissioners meetings.

2. Payroll (Finance Office)

To approve a payroll expense in the amount of \$1,083,775.01 for the period ending March 19, 2017.

3. Inmate Administrative Transfer (Corrections)

To approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated March 13, 2017.

4. Jail Population Report (Corrections)

Report for informational purposes.

5. Nice Letter (Long Term Care)

Letter from resident's family member for informational purposes.

6. Census Report (Long Term Care)

Report for informational purposes.

7. Brookhaven Hospice Agreement (Long Term Care)

To approve the Brookhaven Hospice Agreement for the period of April 1, 2017 through March 31, 2018, at no cost to the County, and to authorize the Chair to sign all necessary documents having already completed risk review.

8. Attendance Rules & Regulations Update (Long Term Care)

To approve the Long Term Care Attendance Rules and Regulations Update, as presented in the Long Term Care Services Director's memorandum dated March 22, 2017 and updated policy dated March 19, 2017.

9. Leave Without Pay Request (Long Term Care)

To approve a leave without pay request, with County portion of benefits not to continue, for a Long Term Care employee.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded. He noted the nice letter for Long Term Care. Voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the latest developments on Medicaid Managed Care. He noted they are still hopeful for the delay.

Chuck Nickerson noted two other bills, HB120 and HB167 that would amend RSAs 29:3 and 28:3-a respectively.

Alison noted the 2017 conference is scheduled for September 20-23. She also noted the outstanding money to NHAC from the 2016 conference had been sent.

Commissioner St. James noted the invitation from Cheshire County regarding Medicaid Managed Care for Easter weekend. Discussion ensued on canceling the April 12 Board meeting.

Commissioner St. James gave an update on the hiring of the auditor for NHAC.

- Commissioner Liaison Updates

No updates.

Corrections – Stephen Church, Superintendent

- Training Request

**Moved:** Commissioner Tombarello to approve a training request for the NADCP Training Conference, with all costs to be covered by the conference host, for a Department of Corrections employee. Commissioner St. James seconded, voted all in favor.

Engineering & Maintenance Services – Jude Gates, Director

- Renewable Energy Certificates Agreement

**Moved:** Commissioner Tombarello to approve the Purchase and Sale Agreement for Renewable Energy Certificates with the New Hampshire Community Development Finance Authority, and authorize the Chair to sign all necessary documents having completed risk and legal reviews. Commissioner St. James seconded, voted all in favor. A copy of the contract will go to the Delegation.

Human Resources – Alison Kivikoski, Director

- Conference Request

**Moved:** Commissioner Tombarello to approve a conference request for the Human Resources Management National Annual Conference, in an approximate cost to the County of \$2,190, for a Human Resources employee. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Healthcare Academy Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Healthcare Academy for the period of April 1, 2017 through March 31, 2018, in the amount of \$4,000, and authorize the Chair to sign all necessary documents having completed risk review. Commissioner St. James seconded, voted all in favor.

- Prime Time Healthcare Traveler Rates

**Moved:** Commissioner Tombarello to approve the updated Prime Time Healthcare Travel Rates as outlined in the Prime Time Healthcare Traveler Rate Sheet provided on March 22, 2017, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

- Revised Nursing Weekender Policy

**Moved:** Commissioner Tombarello to approve the updated Long Term Care Weekender Policy, effective March 22, 2017. Commissioner St. James seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request: Taser International \$14,647.82

Sheriff Hureau noted the reason was due to Taser being a sole source vendor.

**Moved:** Commissioner Tombarello to approve a bid waiver request to Taser International in the amount of \$14,647.82. Commissioner St. James seconded, voted all in favor.

- Taser International Quote/Agreement

**Moved:** Commissioner Tombarello to approve the Taser International Quote and Agreement, in the amount of \$14,647.82, and authorize the Chair to sign all necessary documents having completed risk review. Commissioner St. James seconded, voted all in favor.

- Vehicle Replacement

Sheriff Hureau noted he was looking to replace an armored vehicle with a better option. He noted he can apply to the government for a replacement at no cost to the County, but needs the Board's blessing to apply. A letter will be provided for the next agenda.

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

Chuck Nickerson noted Melanson Heath auditors would be in soon. He also noted the draft cost report should be available next week. He further stated that the actuarial report for self-insured worker's compensation had been completed.

Jude Gates noted the draft scope of work had been sent to DES for review. She anticipates hearing feedback within the next week.

Pat Conway noted a big trial was underway that would last about five or six weeks.

Sheriff Hureau noted there is still work being done to balance the system between Green Mountain Communications and Motorola. He noted a letter had to be sent to a handful of towns that they would have to get be on their own server in the future.

Alison Kivikoski noted there would soon be a demo on Kronos management modules. She also noted she would likely be bringing a wage review request for MNAs.

Steve Woods noted the state has accepted the LTC plan of care. He also noted the Assisted Living facility was deficiency free. Steve Woods noted the snack bar would be starting to serve on April 1 when the dining hall shuts down temporarily. Discussion ensued on the overall transition to Glendale.

#### **VI. Public Comment**

One of the nursing home residents joined the meeting and participated in discussion with the Board and Steve Woods.

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

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

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Sheriff Hureau, Major Darin Melanson, Alison Kivikoski, Nancy Lang, and Laura Collins.

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

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

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

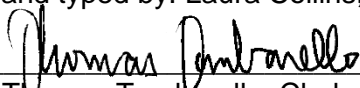
Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, and Laura Collins.

**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 5:47pm. Commissioner Tombarello seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 28, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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 Coyle called the meeting to order at 3:45pm.

## **II. RFP Openings**

- Wood Chips - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Cousineau Forest Products, D.H. Hardwick & Sons, and HHP, Inc.

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

## **III. RFP Awards**

- Portable Radio Cache – Sheriff's Office

**Moved:** Commissioner Tombarello to award the Portable Radio Cache proposal to Green Mountain Communications, in an amount not to exceed \$76,953.14, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

## **IV. Consent Agenda**

1. Minutes: 3/22 (Commissioners Office)

To approve the minutes of the March 22, 2017 Board of Commissioners meeting.

2. A/P Warrants (Finance)

To approve departmental warrants T170028, T170089, T170106, T170138, T170199, T170200, T170201, T170223, T170244, T170246, T170248, T170286 totaling \$348,884.02; departmental warrants entered by Finance T170221, T170269, T170270, T170296, T170299, T170300 totaling \$45,697.60; AP wire payment T170268 totaling \$1,515,006.00; payroll warrants 0316DR, 0323DR totaling \$6,690.17; general ledger warrants GL171754, GL171755 totaling \$543.00, for a grand total to be approved of \$1,916,820.79.

3. Copier Contracts Authorization

To authorize the IT Manager to provide notices not to renew services with current copier contract vendors, on behalf of the Board of Commissioners.



4. Leave With Pay Request (Sheriff's Office)

To approve a leave with pay request, with County portion of benefits to continue, for a Sheriff's Office employee.

5. Census Report (Long Term Care)

Report for informational purposes.

6. Jail Population Report (Corrections)

Report for informational purposes.

7. Vehicle Authorization Letter (Sheriff's Office)

To approve and sign an authorization letter for the Sheriff's Office to seek a replacement and upgrade to the HMMWV at no cost to the County.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

**V. Reports**

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the NHAC meeting schedule and budget votes.

- Commissioner Liaison Updates

Commissioner St. James noted he did the tour of the jail for the information that needs to be sent to the state annually. He noted there is still quite a bit of work to be done at the jail.

- Clean Energy Fund Grant Application

**Moved:** Commissioner Tombarello to approve the submission of the CDFA application to the Clean Energy Fund for the Electrostatic Precipitator T-RECs loan. Commissioner St. James seconded, voted all in favor.

Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver Request: Control Technologies \$20,034

**Moved:** Commissioner Tombarello to approve a bid waiver to Control Technologies in the amount of \$20,034, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Control Technologies Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Control Technologies for a period of three (3) years, in a total amount of \$20,034 to be paid in annual installments of \$6,678, and authorize the Chair to sign all necessary documents having completed risk review. Commissioner St. James seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- Banking Services Update to Accounts

**Moved:** Commissioner Tombarello to update the signers on the Rockingham County Workers' Compensation account held at TD Bank to: Edward Buck, County Treasurer; Charles Nickerson, Finance Director; Marian Mitchell, Director of Claims Management – The Lawson Group; and Cheryl Lawson, Chief Operating Officer – The Lawson Group. Commissioner St. James seconded. Chuck noted there was someone leaving so there was a replacement signer with The Lawson Group. Voted all in favor.

Human Resources – Alison Kivikoski, Director

- Mandatory Training Request

Alison Kivikoski noted Glendale Dining would be invited as well.

**Moved:** Commissioner Tombarello to approve a mandatory training session for Environmental Services and Engineering & Maintenance Services employees on April 7, 2017, to include employees not scheduled to work that day. Commissioner St. James seconded, voted all in favor.

- Legal Assistant I (Case Intake) Job Description

**Moved:** Commissioner Tombarello to approve the Legal Assistant I (Case Intake) job description. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Lamprey Health Care Agreement

**Moved:** Commissioner Tombarello to approve agreements with Lamprey Health Care, for Jeremy James, M.D. and Mary Braun, M.D., for the period of April 1, 2017 through March 31, 2020, in an amount for all combined Physicians and Medical Director Services not to exceed \$140,000 per year, and sign all necessary documents having previously completed legal and risk reviews. Commissioner St. James seconded, voted all in favor.

- SureQuest Agreement

**Moved:** Commissioner Tombarello to approve an agreement with SureQuest, for the period of April 1, 2017 through March 31, 2018, in an annual amount of \$1,432 plus a one-time fee of \$2,350, and authorize the Chair to sign all necessary documents pending risk review. Commissioner St. James seconded. It was noted the one-time fee was for setting up the program to be web-based. Voted all in favor.

- Core Physicians Agreement Extension

**Moved:** Commissioner Tombarello to approve an extension to the Core Physicians Agreement, for the period of April 1, 2017 through April 30, 2017, at the same rates. Commissioner St. James seconded. Discussion ensued on the late submission of the new contract by Core Physicians. The Board concurred it could be sent to legal review prior to next week. Voted all in favor.

- Generations Geriatric Mental Health Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Generations Geriatric Mental Health, for the period of April 1, 2017 through March 31, 2020, in an amount not to exceed \$13,000, and

authorize the Chair to sign all necessary documents having previously completed risk and legal review in 2015. Commissioner St. James seconded, voted all in favor.

## VI. New Business / Old Business

- Inmate Administrative Transfer (walk-in)

**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 March 24, 2017. Commissioner St. James seconded, voted all in favor.

Steve Church noted he was expecting a check from the state for part of the reimbursement on the x-ray machine. He noted the machine is up and running.

Chuck Nickerson provided an update on the Medicaid Cost Report. Discussion ensued on the Kronos transition and that there should have better communication to employees about the rounding to quarter hour increments.

Jude Gates provided an update on the renovations.

Pat Conway noted she testified on SB 9. Further discussion ensued on the proposed bill.

Alison Kivikoski noted she and Chuck had been revising the tuition reimbursement policy. Alison noted there were a lot of title changes and new ID badges would be issued. Discussion ensued on having new photos taken for employees every five years.

Sheriff Hureau noted Green Mountain and Motorola are still going back and forth.

Steve Woods noted that personal communication devices are not allowed on the floors by nursing staff. He noted there would be a clarification to the policy to include smartphone watches. Steve also noted the snack bar hours of operation starting next week.

## VII. Public Comment

No public comments received.

## VIII. Commissioners Non-Public Session

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

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

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

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

Discussion ensued on a current right to know request that had been received. The Board approved seeking advice from legal counsel.

**Moved:** Commissioner Tombarello to approve an exception to Benefits Ending Date at End of Employment for a Sheriff's Office employee. Commissioner St. James seconded. Voted, motion failed 1-2 with Commissioner Coyle voting yes.

- NH RSA 91-A:3 II (a) personnel – Engineering & Maintenance Services

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

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

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

**IX. Adjourn**

**Moved:** Commissioner Coyle to adjourn at 4:55pm. Commissioner St. James seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
April 5, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Nancy Lang, WC Coordinator  
Steven Woods, Long Term Care Services  
Director  
Michael Hureau, High Sheriff  
Kevin Ryan, Gallagher Benefits

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- Sheriff's Office Ammunition – Sheriff's Office

No bids received.

- RCSO Uniforms and Equipment – Sheriff's Office

Commissioner Tombarello opened proposals from Body Armor Outlet and Neptune Uniforms & Equipment.

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

## III. RFP Awards

- HVAC Cleaning - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the HVAC Cleaning proposal to Tri-State Hood & Duct for work at F Block, G Block, the F/G shower exhaust system, and Underhill building, in the amount of \$14,350, and to AirDuct Klean for work in Driscoll building in the amount of \$4,100, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- SAN - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the SAN proposal to Block 5 Technologies in the amount of \$19,050 per item, and \$114,300 total cost, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Firewall - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Firewall proposal to Connection in the amount of \$3,774.90 per item, and \$22,649.94 total cost, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Occupational Health Program – Human Resources

**Moved:** Commissioner Tombarello to award the Occupational Health Program proposal to Exeter Hospital Center of Occupational and Employee Health (COEH) for a period of two (2) years, in the amount of \$124,490 year one, and \$129,460 year two, as recommended by the Human Resources Director. Commissioner St. James seconded, voted all in favor.

#### IV. RFP Rejection

- Artwork – Long Term Care Services

**Moved:** Commissioner Tombarello to reject the Artwork proposals and reissue the RFP, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Steve Woods noted they needed to be more specific in the RFP requirements. Voted all in favor.

#### V. Consent Agenda

1. Minutes: 3/28 (Commissioners Office)

To approve the minutes of the March 28, 2017 Board of Commissioners meeting.

2. Payroll

To approve a payroll expense in the amount of \$1,092,663.46 for the period ending April 2, 2017.

3. Warrants

To approve departmental warrants T170029, T170107, T170139, T170202, T170203, T170250, T170251, T170253, T170271 totaling \$180,006.49; departmental warrants entered by Finance T170302, T170303, T170316, T170317, T170318, T170319 totaling \$9,254.01; AP wire payments T170222 totaling \$103,458.38; payroll warrants 0328ST, 0330DR, 0403DR totaling \$18,353.45; general ledger warrants GL17138, GL17139, GL17140, GL17141, GL17171, GL17172, GL17173, GL17174, GL17175, GL17176, GL17177, GL17178, GL17179, GL17180 totaling \$91,025.43, for a grand total to be approved of \$402,097.76.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### VI. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted that George Maglaras is hoping for a good turnout at the next Commissioners Council meeting. Commissioners Coyle and St. James said they would attend. Commissioner St. James also noted he asked Ron White for a breakdown of the credit card expenses.

Chuck Nickerson noted HB144 had some issues regarding the application date starting in July 2018, and he believes this is why the towns were confused on the start time. Chuck noted he raised the concerns with the Delegation to get the appropriate legislative changes made. Further discussion ensued.

- Commissioner Liaison Updates

No updates.

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

- Exception Request: PPP 6-4

Pat Conway addressed the exception request and provided a 2015 memo she had previously provided regarding the pay scales in the County Attorney's Office. She noted the employees that had been listed in 2015, and that she still felt had inequities in the office based on experience levels, which were not addressed in the pay and classification study. She noted she is requesting this to address the inequity in particular between two of her lead attorneys.

Alison Kivikoski noted the pay and classification study did not take into account years of experience. She noted she thought the inequity might be due to the other attorney having been brought in at a higher base rate.

Chuck Nickerson concurred that part of the inequity occurred when the other attorney had been hired back at a higher rate. Chuck also noted that he would not recommend a retro increase in either case, as the raise that had been given was what had been budgeted for.

Pat Conway noted at the time of hiring the lead attorney back at a higher rate, her office was understaffed and she had to offer higher rates of pay to fill the position. She noted she was following the policies on promotions and rates of pay when the attorney was promoted.

Discussions ensued on merit increases. Alison Kivikoski noted Don Tyler had stated it isn't really feasible in a County environment.

**Moved:** Commissioner Tombarello to approve an exception request, as amended, to Personnel Policies and Procedures 6-4 for a County Attorney's Office employee. Commissioner St. James seconded, voted all in favor.

Discussion ensued on hiring in the County Attorney's Office and advertising costs.

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

- Vendor Issue

Robin Bernier noted her discussions with Offtech about terminating the relationship. Discussion ensued, and the Board concurred on sending a letter terminating the relationship.

- Ricoh Contract

**Moved:** Commissioner Tombarello to approve an agreement with Ricoh, for a period of three (3) years, with an equipment lease amount of \$2,403.11 per month, and a per copy rate of \$0.004 per black and white copy, and \$0.04 per color copy, and authorize the Chair to sign all necessary documents pending risk and legal reviews. Commissioner St. James seconded, voted all in favor.

- Bid Waiver Request: SnoopWall \$12,357.45

**Moved:** Commissioner Tombarello to approve a bid waiver to SnoopWall in the amount of \$12,357.45, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Messersmith Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Messersmith in the amount of \$244,000, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner St. James seconded. It was noted it was for the ESP. Voted all in favor.

Finance Office – Charles Nickerson, Director

- Training Request

Discussion ensued on the request and that it had been budgeted.

**Moved:** Commissioner Tombarello to approve a Tyler Technologies conference request, at a cost to the County of \$2,045, for a Finance Office employee. Commissioner St. James seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Bid Waiver Request: Kronos \$120,200

Alison noted the software and monthly costs. She stated the demo among staff had been well received. Discussion ensued on the amount and time period of the waiver.

**Moved:** Commissioner Tombarello to approve a bid waiver to Kronos in the amount of \$120,200, as recommended by the Human Resources Director. Commissioner St. James seconded, voted all in favor.

- Leave With Pay Request (Long Term Care)

**Moved:** Commissioner Tombarello to approve a leave with pay request, with benefits previously COBRA'd, for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request: PPP 6-4

Discussion ensued on both exception requests for MNA positions that were placed lower than other MNAs.

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-4 for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

- Exception Request: PPP 6-4

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-4 for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

- Core Physicians Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Core Physicians for the period of May 1, 2017 through March 31, 2020, in an amount for all combined Physicians and Medical Director Services not to exceed \$140,000 per year, and authorize the Chair to sign all necessary documents pending risk and legal reviews. Commissioner St. James seconded, voted all in favor.

**VII. New Business / Old Business**

- SureQuest Agreement (Long Term Care)

The Board agreed to retain Delaware as the law venue for the contract.

- VOCA Grant Application – County Attorney's Office (walk-in)



**Moved:** Commissioner Tombarello to approve the 2017-2018 VOCA grant application in the amount of \$50,000 with a 20 percent match, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

- Weather Emergency 3/31/17 – Human Resources (walk-in)

**Moved:** Commissioner Tombarello to declare a weather emergency on March 31, 2017, with essential employees who reported to work within one hour of their scheduled shifts during the period of 11:00pm on March 31, 2017 to 8:00am on April 1, 2017, to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5. Commissioner St. James seconded, voted all in favor.

- Cigna Stop Loss Confidentiality Agreement Human Resources (walk-in)

Alison noted the changes to the agreement.

**Moved:** Commissioner Tombarello to approve an updated Cigna Stop Loss Confidentiality Agreement, effective January 1, 2017 through December 31, 2017, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

Chuck Nickerson noted he had met with some of the Town Administrators regarding the fiscal year change, and the concerns surrounding borrowing.

Steve Church noted an academy started on Monday and there was a drug court graduation on April 17.

Jude Gates noted the RFP for the space allocation consultants. This will be addressed on April 19. Jude also requested an additional capital AP run the week of April 19.

Sheriff Hureau noted a U.S. flag that had been traveling, and that a book would be written about it. He noted New Hampshire had been a chosen site. He also noted they were down a few dispatchers and looking to hire.

Pat Conway noted she thought the current trial would go more quickly than anticipated.

Steve Woods noted the Blaisdell entrance is now sealed off. He noted the snack bar conversion had gone better than expected.

Commissioner St. James noted a sponsorship opportunity to the American Legion Post 63.

## **VIII. Public Comment**

No public comments received.

## **IX. Commissioners Non-Public Session 4:30pm**

- 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 St. James seconded, voted all in favor.

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

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Sheriff Hureau, Alison Kivikoski, and Laura Collins.

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

**Moved:** Commissioner Tombarello to accept the recommendations of the Long Term Care Services Director regarding a Long Term Care Services employee.

**X. Gallagher Benefits Quarterly Update**

Mr. Kevin Ryan joined the meeting to provide the Board with an update on 2016 claims.

**XI. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:37pm. Commissioner St. James seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
April 19, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Chief McArdle, Plaistow Fire Dept

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- Condensate Pump with Receiver - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Blake Equipment, Standard of New England, State Supply Company, and The Insco Group/DL Thurrott.

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

- Generator Repair - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Power Up Generator Service Company, Powers Generator Service, The Generator Connection, and Weld Power Service Co.

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

- Gorman-Rupp Pump -- Engineering & Maintenance Services

Commissioner Tombarello opened a proposal from Water Industries, Inc.

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

- Scissor Lift - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Blueline Rental, Grainger, Milton Cat, and Equipment 4 Rent.

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

- Pavilion Awning - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Concord Awning & Canvas, and Just Right Awnings and Signs.

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

- Electricity Supplier - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Constellation Energy Services, ENH Power, Mint Energy, Standard Power of America and Freedom Energy Logistics.

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

- Mobile Radio – Sheriff's Office

Commissioner Tombarello opened a proposal from Green Mountain Integrated Communications Solutions

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

### III. RFP Awards

- Wood Chips - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Wood Chips proposal to D. H. Hardwick and Sons, for the period of May 1, 2017 through April 30, 2022, with a year one rate of \$44.00 per ton, year two rate of \$44.88 per ton, year three rate of \$45.77 per ton, year four rate of \$46.68 per ton, and year five rate of \$47.61 per ton, with a \$.50 per ton surcharge for every \$.25 over \$2.50 truck fuel, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Discussion ensued on the change of vendor and the difference in pricing. Voted all in favor.

- RCSO Uniforms and Equipment – Sheriff's Office

**Moved:** Commissioner Tombarello to award the RCSO Uniforms and Equipment proposal to Neptune Uniforms & Equipment, for the period of 2017 at the stated rates, with the total amount not to exceed \$32,500, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

### IV. Consent Agenda

LNA/MNA Morale Incentive update was pulled prior to the meeting at the request of the Long Term Care Services Director.

The April 5 minutes were pulled from the consent agenda at the request of Commissioner St. James.

#### 1. Payroll

To approve a payroll expense in the amount of \$1,108,860.01 for the period ending April 16, 2017.

#### 2. Warrants (Capital Fund only)

To approve departmental warrant T170204 totaling \$47,438.39.

3. Inmate Administrative Transfer (Corrections)

To approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated April 12, 2017.

4. Amended Exception Request PPP 6-4 (County Attorney's Office)

To approve an amended exception request for a County Attorney's Office employee.

5. VOCA Grant Award (County Attorney's Office)

To accept a VOCA grant award for a period of three (3) years, with a \$50,000 per year award requiring 20 percent match, pending approved appropriations in years two and three, and authorize the Chair to sign all necessary documents.

6. Employee Discount Tickets (Human Resources)

To approve employee discount/consignment ticket agreements with Canobie Lake Park, NH Motor Speedway, Gunstock, Water County, York's Wild Kingdom, and Fun Town/Splash Town, for the 2017 summer season at no cost to the county, and authorize the Chair to sign all necessary documents.

7. Leave Without Pay Request (Long Term Care)

To approve a leave without pay request, with County portion of benefits to continue, for a Long Term Care employee.

8. SureQuest Business Associate Agreement (Long Term Care)

To approve the SureQuest Business Associate Agreement for the period of April 1, 2017 through March 31, 2018, and authorize the Chair to sign all necessary documents pending risk review.

9. LTC Census (Long Term Care)

Report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

**Moved:** Commissioner Tombarello to approve the minutes of the April 5, 2017 Board of Commissioners meeting as amended. Commissioner St. James seconded, voted all in favor.

## V. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the NHAC Commissioners' Council voting and other operations in the NHAC, including the bookkeeping situation. Further discussion ensued about possibly setting up a committee on Medicaid Managed Care.

- Commissioner Liaison Updates

No updates.

- Dispatch Tactical Channels

Commissioner St. James discussed the information he had previously sent to the other Commissioners, and noted it had actually been initiated from the fire departments, and not the County. He noted some of the fire departments haven't budgeted to have their equipment updated. Sheriff Hureau noted the request for additional channels had been initiated five years ago by some of the fire chiefs. He provided more background on the situation and that it had been in discussion since it was initiated. He noted the use of the channels was optional to the departments and there had never been an agreement for the county to program the radios. He further stated it would open Pandora's Box in that the County would then have to program all radios for all fire departments, and they just weren't staffed or equipped to take that on. He noted he would agree to program one radio for each in order to help out but that he didn't see it as possible to support programming all of them.

Chief McArdle from the Plaistow Fire Department joined the conversation. He stated they had been caught off guard in the channel implementation. He noted it was not up to the fire departments to choose the channel they use, but that they are assigned one by dispatch. Further discussion ensued on communications that went out and discussion that had been ongoing. Chief McArdle stated he was not aware of the conversations and that it was mostly discussed with the Seacoast Chiefs.

The conversation will be continued next week.

- Space Allocation

Discussion ensued on the space needs for the new building. Jude Gates noted they had narrowed down the consultants to two. She noted the difference in their qualifications and experience. The Board concurred more than just community corrections needed to be taken into consideration when evaluating the qualifications. Discussion moved to the budget for the project.

Pat Conway noted Strafford County's community corrections program and that it would be a good thing for Rockingham County. Further discussion ensued on community corrections, as well as the County Attorney's office space needs.

#### Finance Office – Charles Nickerson, Director

- Bid Waiver Request: Kronos \$45,040

**Moved:** Commissioner Tombarello to approve a bid waiver to Kronos in the amount of \$45,040, as recommended by the Finance Director. Commissioner St. James seconded. Chuck Nickerson noted it was for the advanced scheduler piece and that part of it was just a one-time cost. Voted all in favor.

- Bid Waiver Request: Kronos \$7,920

**Moved:** Commissioner Tombarello to approve a bid waiver to Kronos in the amount of \$7,920, as recommended by the Finance Director. Commissioner St. James seconded. Chuck discussed this piece was to remove the need to manually back off earned time. He noted the many hours it is taking payroll staff to accomplish this. Voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Occupational Health Office Improvements

Alison noted there had never been improvements to the office, and that with the office moving after the renovations, there was equipment that the Occupational Health Office would like to have. Discussion ensued about using the worker's comp line for the funds. Further discussion ensued on the equipment needs.

**Moved:** Commissioner Tombarello to approve suggested improvements to the Occupational Health Office in an amount not to exceed \$15,000. Commissioner St. James seconded, voted all in favor.

- Personnel Regrade: Adult Diversion Coordinator

Alison noted the history of the position, and that it had been downgraded in 2013 from a 37 to 35. She noted the pay plan had never been changed to reflect the downgrade, and so it was sent out for the pay classification study as a 37. She further noted it was supported as a 37 by the study, and was approved as part of the budget approval.

**Moved:** Commissioner Tombarello to approve a position regrade of position number FT-01SW3, Social Worker III, grade 35, to Adult Diversion Coordinator grade 7, with an effective date of April 3, 2017. Commissioner St. James seconded, voted all in favor.

- Personnel Regrade: Quality Improvement Nurse and MDS Coordinator

Alison noted the QIN and MDS Coordinator were re-evaluated at the approval of the Board. She discussed Don Tyler's reasoning in the evaluation and that it was his error in the grading. Alison noted the pay would not change.

**Moved:** Commissioner Tombarello to approve a position regrade of position number WFT-01QIN, Quality Improvement Nurse, grade 10, to grade 11, with an effective date of July 1, 2017, and a position regrade of position number WFT-01MDSC, MDS Coordinator, grade 10, to grade 11, with an effective date of July 1, 2017 pending Delegation approval. Commissioner St. James seconded, voted all in favor.

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

- Commissioners China

Steve Woods noted the Commissioners china that had been found. He will bring forth a surplus equipment request next week.

- Exception Request: PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

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

- Bid Waiver Request: AAA Police Supply \$19,286

Pulled at the request of the Sheriff's Office. Discussion ensued on ammunition prices and vendors.

- Bid Waiver Request: Verizon Wireless \$18,000

Sheriff Hureau discussed the reasons for the bid waiver and the costs associated if they had to switch the air cards. He noted the discount being offered by Verizon.

**Moved:** Commissioner Tombarello to approve a bid waiver to Verizon Wireless in the amount of \$18,000, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

**VI. New Business / Old Business**

- Lien Release – Long Term Care (walk-in)

Steve Woods noted the debt had been paid in full.

**Moved:** Commissioner Tombarello to approve the discharge of a lien held on real property located at 13 Mast Road, Newfields, New Hampshire. Commissioner St. James seconded, voted all in favor.

Sheriff Hureau noted the vehicle chase that had occurred the previous week, and that the vehicle was out of commission. He noted they had received 77 applications for dispatchers.

Alison Kivikoski asked if she could do internal postings for Corrections as employees are promoted. The Board approved her doing so. She also noted she would not be at the Executive Committee meeting on Friday.

Pat Conway gave an update on an animal cruelty and arson case.

Jude Gates noted the ESP is on order and the first payment has been initiated through the CDFR. She gave an update on the renovations. Jude Gates noted the RFP for the consultant on the fire training site would be going out tomorrow now that DES had approved the scope of work.

Steve Church noted he is learning a lot on drones.

Chuck Nickerson noted the auditors were in again this week and that he may have a draft set of financials after this week. He provided a summary on the Q1 budget expenditures and revenues.

Commissioner St. James noted Chief Tibbetts had retired. He noted Chief Pratt is also retiring soon. He said he wasn't sure what that meant for the IEU.

Commissioner St. James also noted he had gotten a call from someone that would like to lease the land for solar power generation. Jude Gates will follow up with him.

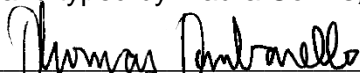
**VII. Public Comment**

No public comments received.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:31pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Vice Chairman's Office  
119 North Road ~ Brentwood, New Hampshire  
April 21, 2017 – 9:00am

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk

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

Commissioner St. James called the meeting to order at 9:15am.

## **II. New Business / Old Business**

Commissioners St. James and Tombarello filled out audit inquiry documents.

Commissioner St. James declared a recess at 9:25am to attend the Executive Committee and Space Allocation meetings.

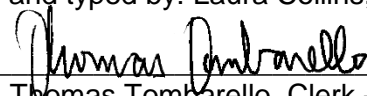
Commissioner St. James reconvened the meeting at 12:13pm.

## **III. Adjourn**

**Moved:** Commissioner St. James to adjourn at 12:13pm. Commissioner Tombarello seconded, voted all in favor.

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

Received by: \_\_\_\_\_



Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
April 26, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Leslie Fabian, Nursing Director  
Michael Hureau, High Sheriff  
Maj Darin Melanson, Deputy Sheriff

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- Network Switches - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Block 5 Technologies, Connection, Corporate Data & Voice, Curvature, Ockers Company, and Walker and Associates.

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

- Vehicle Upfit Equipment – Sheriff's Office

Commissioner Tombarello opened proposals from 2-Way Communications and Adamson Industries

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

## III. RFP Awards

- Condensate Pump with Receiver - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Condensate Pump with Receiver proposal to Blake Equipment in the amount of \$7,842.93, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Generator Repairs - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Generator Repairs proposal to Power Up Generator Service Company in the amount of \$5,856, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Gorman-Rupp Pump - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the WWTP Gorman-Rupp Pump proposal to Water Industries, Inc. in the amount of \$5,357.53, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Scissor Lift - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Scissor Lift proposal to BlueLine Rental in the amount of \$10,531.72, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Electricity Supplier - Engineering & Maintenance Services

Jude Gates noted the refreshed pricing and immediate contract requirements for several of the vendors. She further noted the length of time contract reviews would take, and that Mint was willing to use the same contract that was previously vetted. Jude noted the RFP will be amended to specify to include contracts so they can be vetted ahead of time.

**Moved:** Commissioner Tombarello to award the Electricity Supplier proposal to Mint Energy for a period of twelve (12) months, with the billing cycle commencing after December 1, 2017 to the first meter reading after December 1, 2018, in the amount of \$0.084 per kilowatt hour, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Space Allocation Planning/Consulting Services - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Space Allocation Planning/Consulting Services proposal to Warrenstreet Architects in an amount not to exceed \$35,000, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

#### IV. RFP Rejections

- Pavilion Awning - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to reject the Pavilion Awning proposals and reissue the RFP, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

Jude noted DHHS was in to inspect the remodeled rooms that will be occupied next week and that it went very well. Jude Gates and Robin Bernier left the meeting.

#### V. Consent Agenda

The Core Physicians contract extension was pulled from the agenda prior to the meeting.

1. Minutes: 4/19 (Commissioners Office)

To approve the minutes of the April 19, 2017 Board of Commissioners meeting.

2. Warrants

To approve departmental warrants T170030, T170108, T170205, T170257, T170258, T170259, T170260, T170278, T170279, T170280, T170287, T170288, T170320, T170334, T170336, T170338, T170340, T170341, T170355, T170356, T170367, T170368 totaling \$2,264,662.29; departmental warrants entered by Finance T170377, T170378, T170379, T170380, T170381, T170382, T170384, T170387 totaling \$71,398.72; AP wire payments T170365, T170366 totaling \$2,713,456.00; payroll warrants 0324ST, 0406DR, 0407ST, 0410DR, 0413DR, 0420DR totaling \$10,623.22; and general ledger warrants GL17185, GL17200, GL17241, GL17256, GL17257, GL17258, GL17259, GL17265 totaling \$19,861.52, for a grand total to be approved of \$5,080,001.75.

3. Corrections Report (Corrections)

Report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded. Chuck Nickerson provided an explanation of the warrants. Voted all in favor.

## VI. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James noted his attendance at the by-laws committee meeting. He noted they are looking to change the by-laws for the Commissioners' Council to require six counties present to have a quorum, and each County only gets one vote. He also gave an update on hiring the auditor and Quickbooks trainer. He also noted they are going to change the amount of County representatives that can vote at the annual conference. Further discussion ensued about the budget.

- Dispatch Channels Update

Sheriff Hureau informed the Board that the State doesn't have the money to update the town/city radios. He noted he continues to be against programming all of the radios as they do not have the resources. He said again he would be willing to program one for each department. Commissioner Tombarello noted his conversations regarding Plaistow/Atkinson fire departments. Major Melanson noted the maintenance packages that are available from 2-Way Communications on radios. Discussion continued on possible solutions, and the Board supported Sheriff Hureau's recommendations.

- Commissioner Liaison Updates

Commissioner Tombarello noted Alison Kivikoski would like a non-public. Commissioner St. James gave an update on the project for the Long Term Care artwork.

### Human Resources – Alison Kivikoski, Director

- Position Status Change – Activities Aide

Discussion ensued on the position requests.

**Moved:** Commissioner Tombarello to approve a Position Status Change for Activities Aide, position number UFT-02A2, from full time to part time benefits eligible, effective July 1, 2017. Commissioner St. James seconded, voted all in favor.

- Additional Position Request – Activities Aide

**Moved:** Commissioner Tombarello to approve an Additional Position request for a part time, non-benefits eligible Activities Aide position, grade 1, with an effective date of July 1, 2017 pending Delegation approval. Commissioner St. James seconded, voted all in favor.

- Leave With Pay Request – Long Term Care Services

**Moved:** Commissioner Tombarello to approve a leave with pay request, with County portion of benefits not applicable, for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

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

- Exception Request PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee. Commissioner St. James seconded, voted all in favor.

- LNA Sign-On Bonus Program

**Moved:** Commissioner Tombarello to approve a renewal of the LNA Sign-On Bonus Program for the period of May 1, 2017 through October 31, 2017. Commissioner St. James seconded, voted all in favor.

- Exception Request PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee. Commissioner St. James seconded, voted all in favor.

## **VII. New Business / Old Business**

- Gallagher Benefits Services Agreement – Human Resources

Discussion ensued on a previously approved contract. The Board concurred it did not need to go to legal review.

Chuck Nickerson provided an update on a vehicle lease and audited financials.

Alison Kivikoski stated she was elected as the president of the HR affiliate of NHAC last week.

Sheriff Hureau noted there's a bill pending that will prevent juveniles from being handcuffed during transport. He further noted there had been issues with MVIs and that law enforcement agencies cannot provide data due to licensing laws. Further discussion ensued. Sheriff Hureau further noted issues with the webroot software. Sheriff Hureau gave an update on the modulation issues with Motorola.

- Mint Energy contract

**Moved:** Commissioner Tombarello to approve an agreement with Mint Energy for a period of one (1) year, at a rate of \$0.084 per kilowatt hour, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the Director of Facilities, Planning, and Information Technology. Commissioner St. James seconded, voted all in favor.

## **VIII. Public Comment**

No public comments received.

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

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

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

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

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

Commissioner Coyle declared a recess to discuss union negotiations at 5:15pm.

Commissioner Coyle reconvened the meeting at 5:25pm.

- Leave With Pay Request – Sheriff's Office

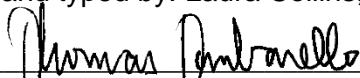
**Moved:** Commissioner Tombarello to approve a leave with pay request, with County portion of benefits to continue, for a Sheriff's Office employee. Commissioner St. James seconded. Voted, motion passed 2-0 with Commissioner Tombarello abstaining.

Laura Collins updated the Board that she would be testing some RFPs on Public Purchase, and that Robin Bernier had volunteered to have her upcoming RFPs be used for the testing. Discussion ensued on the logistics of transitioning fully to Public Purchase in the future.

**X. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:28pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 3, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Steven Woods, Long Term Care Services Director  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- Repair Telescoping Valve Lift - Engineering & Maintenance Services

No proposals were received. The RFP will be reissued.

- Sheriff's Office Vehicles – Sheriff's Office

Commissioner Tombarello opened a proposal from Grappone Ford.

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

## III. RFP Awards

- Mobile Radios – Sheriff's Office

**Moved:** Commissioner Tombarello to award the Mobile Radios proposal to Green Mountain Integrated Communications in the amount of \$16,954.25, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

## IV. Consent Agenda

The Core Physicians contract extension was pulled from the consent agenda prior to the meeting.

1. Minutes: 4/21, 4/26 (Commissioners Office)

To approve the minutes of the April 21, 2017 and April 26, 2017 Board of Commissioners meetings.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,101,811.26 for the period ending April 30, 2017.

3. Surplus Equipment Request (Long Term Care)

To declare the equipment outlined in the Long Term Care Services Director's memorandum dated May 3, 2017, as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

## V. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James noted a bookkeeper has been hired for NHAC.

- Commissioner Liaison Updates

Commissioner Tombarello noted they had looked at the new renovated rooms, and that heavy duty hardware would be ordered for the drawers. Commissioner St. James noted Stephen Church had won first place with his dog. Commissioner Coyle asked about the PFOA consultants. Discussion ensued on the fire training site.

### Human Resources – Alison Kivikoski, Director

- Leave Without Pay Request – Long Term Care

**Moved:** Commissioner St. James to approve a leave without pay request, with County portion of benefits not applicable, for a Long Term Care Services employee. Commissioner Tombarello seconded, voted all in favor.

- Leave Without Pay Request – Long Term Care

**Moved:** Commissioner Tombarello to approve a leave without pay request, with benefits previously COBRA'd, for a Long Term Care Services employee. Commissioner St. James seconded, motion passed 2-1 with Commissioner Coyle voting no.

- Leave With Pay Request – Long Term Care

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

## VI. New Business / Old Business

- Special One-Time Rate – Long Term Care (walk-in)

Steve Woods gave a summary of the request.

**Moved:** Commissioner Tombarello to approve a one-time, private daily rate of \$166.66 for an Assisted Living resident transitioning to Nursing Home care, effective from the transition date through May 31, 2017. Commissioner St. James seconded, voted all in favor.

Steve Woods noted the Nursing Home week festivities would begin in two weeks.

High Sheriff noted they were close to filling the dispatcher positions and had received enough applications that they requested the posting be taken down. He noted he has not heard anything



positive or negative on the new dispatch channels. Commissioner St. James noted his discussions with the Plaistow fire department Chief.

Alison Kivikoski gave an update on the workweek union memorandum. Alison Kivikoski noted she would be attending a conference with two of her staff at the Mount Washington next week.

Major Consentino gave an update on the body scanner at the jail. He noted four new officers started on Monday. Further discussion ensued.

Pat Conway noted she promoted from within for the Lead Attorney position. She said she was hoping to bring forth a candidate for the attorney position next week.

Chuck Nickerson noted some issue with this week's payroll. He further updated the Board on the audit. Discussion ensued on Kronos.

Commissioner St. James noted next week was Correctional Officers week. Discussion ensued.

Commissioner Tombarello asked for an update on a previous employee issue at the Sheriff's Office. Alison provided the update.

Jude Gates noted Newington got a good deal for a three year rate under the County's electricity RFP.

#### **VII. Public Comment**

- Coalition Against Bigger Trucks (call)

Regional Director Josh Collins from CABT joined the meeting by telephone. He provided an overview of the organization and what they were seeking. He will forward a letter for review and possible signature.

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

- 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 St. James seconded, voted all in favor.

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

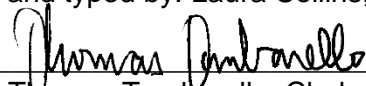
**Moved:** Commissioner Tombarello to go out of non-public session. Commissioner St. James seconded, voted all in favor.

#### **IX. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:40pm. Commissioner St. James seconded, voted all in favor.

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

Received by: \_\_\_\_\_

  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 9, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, 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  
Robin Bernier, IT Manager

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- Paving Work - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Advanced Excavating & Paving, Bell & Flynn, and R. Cooper & Sons.

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

- Split Air Conditioning Units - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from F.W. Webb, Technology International, and United Refrigeration.

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

- Computer Equipment - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Connection, expoIT, OM Office Supply, and Versatile.

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

Commissioner Coyle joined the meeting at 3:55pm.

- Artwork – Long Term Care Services

Commissioner Tombarello opened proposals from Direct Supply, and JVA Art Group.

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

- Book Restoration – Registry of Deeds

Commissioner Tombarello opened a proposal from Kofile Inc.

**Moved:** Commissioner Tombarello to authorize the Register of Deeds to review, evaluate the proposal, and return with a recommendation. Commissioner St. James seconded, voted all in favor.

### III. RFP Awards

- Sheriff's Office Vehicles – Sheriff's Office

**Moved:** Commissioner Tombarello to award the Sheriff's Office Vehicles proposal to Grappone Ford, in the amount of \$135,447, with financing to be determined by the Finance Director, as recommended by the High Sheriff. Commissioner St. James seconded. It was noted this included trade-ins. Voted all in favor.

- Vehicle Upfit Equipment – Sheriff's Office

**Moved:** Commissioner Tombarello to award the Vehicle Upfit Equipment proposal to 2-Way Communications in the amount of \$22,943 for the SUVs (4) equipment only, and to Adamson Industries in the amount of \$13,298 for the transport van equipment and full installation, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

### IV. Consent Agenda

1. Minutes: 5/3 (Commissioners Office)

To approve the minutes of the May 3, 2017 Board of Commissioners meeting.

2. Warrants (Finance Office)

To approve departmental warrants T170321, T170343, T170369, T170358, T170285, T170322, T170289, T170109, T170290, T170348, T170291, T170370, T170371, T170427, T170390 totaling \$269,333.14; departmental warrants entered by Finance T170283, T170410, T170414, T170415 totaling \$28,056.34; AP wire payments T170282 and T170411 totaling \$1,611,598.38; payroll warrant 0427DR totaling \$4,669.44; and general ledger warrant GL17272 totaling \$271.50, for a grand total to be approved of \$1,913,928.80.

3. Cigna Administrative Services Agreement (Human Resources)

To approve the Cigna Administrative Services Agreement, for the period of January 1, 2017 through December 31, 2017, as amended, and authorize the Chair to sign all necessary documents.

4. Document Preservation Grant Application (Engineering & Maintenance Services)

To approve a New Hampshire State Library Conservation Grant Program application in the amount of \$10,000, and authorize the Chair to sign all necessary documents.

5. LTC Census Report (Long Term Care)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

## V. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James stated a bookkeeper has been hired, and the NHAC has found their QuickBooks license.

- Commissioner Liaison Updates

Commissioner Tombarello noted he and Steve Woods had met with a donor's representative to find charitable organizations in Rockingham County to donate to. Discussion ensued on the improved staffing at the jail.

Steve Church discussed the issues with drug court reimbursement. Discussion ensued on Keystone Hall and locations they have moved into.

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

- Staff Conversion Fee

Pat Conway noted the temporary employee that had been filling the position was the most qualified for the position. Commissioner St. James stated he did not like paying a contract fee to a temp agency. Pat Conway further noted the employee's qualifications and that she was very beneficial to the office. Further discussion ensued on the hiring process and temporary agency conversion fees.

**Moved:** Commissioner Tombarello to authorize a fee of \$4,218 to Ranstad for the conversion of a temporary staff member to full time employee in the County Attorney's Office, as recommended by the County Attorney. Commissioner St. James seconded. Commissioner Coyle noted that finding a good assistant is a difficult thing to do, and he would support the conversion fee. Voted, motion failed 1-2 with Commissioners St. James and Tombarello voting no.

- Attorney Appointment

**Moved:** Commissioner Tombarello to approve the appointment of Alex Gatzoulis to Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney. Commissioner St. James seconded, voted all in favor.

### Human Resources – Alison Kivikoski, Director

- Turnover Report

Alison Kivikoski noted the turnover report was for 2016. Commissioner St. James asked her to include exit interview and resignation numbers on future reports.

- Exeter Hospital COEH Agreement

**Moved:** Commissioner Tombarello to approve and sign an agreement with Exeter Hospital, having completed legal and risk review in 2015, for the period of May 1, 2017 through April 30, 2019, in the

amount of \$124,490 year one (1), and \$129,460 year two (2). Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Physicians and Medical Director Services Award Amendment

Discussion ensued on the issues with the Core Physicians contract, and the amended fees.

**Moved:** Commissioner Tombarello to amend the February 1, 2017 Physicians and Medical Director Services award to Lamprey Health Care for the period of April 1, 2017 through March 31, 2020 in the amount of \$27,992 year one (1), \$31,992 year two (2), and \$31,992 year three (3), and to Core Physicians for the period of May 1, 2017 through March 31, 2020 in the amount of \$85,510.06 year one (1), \$100,172 year two (2), and \$103,177 year three (3), as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request: Eagle Point \$17,185

**Moved:** Commissioner Tombarello to approve a bid waiver to Eagle Point in the amount of \$17,185, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

**VI. New Business / Old Business**

Chuck Nickerson noted the State has been disputing the indirect cost rate for drug court reimbursement. He further noted the State wants to see something approved from the Board. Further discussion ensued.

Robin Bernier noted her appreciation for Brynda Poggi's help in putting the packet together for the conservation grant application.

Alison Kivikoski noted she and Chuck Nickerson had met with the union stewards on the work week change. She said she will report back when there is news.

Sheriff Hureau noted they were close to making an offer to a dispatcher. He also noted the radio communications issues is nearly resolved. He noted his discussions with Green Mountain Communications and Motorola. Discussion ensued on the radio programming issues with the towns.

Steve Woods thanked Liberty Mutual for coming in and their contributions to the carnival for the residents.

**VII. Public Comment**

No public comments received.

**VIII. Commissioners Non-Public Session**

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

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Michael Hureau, Alison Kivikoski, and Laura Collins.

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

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

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

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

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

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

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

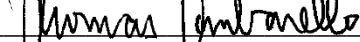
- Leave With Pay Request – County Attorney's Office

**Moved:** Commissioner Tombarello to approve a leave with pay request, as amended, with County portion of benefits not applicable, for a County Attorney's Office employee. Commissioner St. James seconded, voted all in favor.

## IX. Adjourn

**Moved:** Commissioner St. James to adjourn at 5:30pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 17, 2017 – 2:00pm

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
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  
Sgt James Warden, Corrections

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

Commissioner St. James called the meeting to order at 2:02pm.

## **II. RFP Openings**

- Dishwashing and Laundry Chemicals – Corrections

Commissioner Tombarello opened proposals from Central Paper Products Co., Swish White River Ltd.

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

- Institutional Products – Corrections

Commissioner Tombarello opened proposals from ACME, Bob Barker Company, Charm Tex, Kar Wing Trading, OD Taragin and Brothers, Tabb Textiles, Uniforms Manufacturing, and Victory Supply.

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

- Inmate Personal Care Items – Corrections

Commissioner Tombarello opened proposals from Advanced Educational Products, Americare Products Inc., Bob Barker Company, Charm Tex, ICS Jail Supplies, Pacific Link, Phoenix Supply, and Victory Supply.

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

- PFC Site Investigation - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Aries, EA Engineering, Science, and Technology, Inc., Ensaf, EnviroTrac, Exeter Environmental, GeoInsight, GZA, Sanborn Head, Stantec, StoneHill Environmental, Terracon Consulting, TRC Solutions, Weston & Sampson Engineers Inc., Wilcox & Barton, Inc. and Roux Associates.

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

- Pavilion Awning (reissue) - Engineering & Maintenance Services

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

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

### III. RFP Awards

- Network Switches - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Network Switches proposal to Block 5 Technologies in the amount of \$14,400, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Paving Work - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Paving Work proposal to Bell & Flynn, in an amount not to exceed \$195,000 due to uncertain subsurface conditions, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Discussion ensued about the specific areas that are uncertain and might need additional work. Voted all in favor.

- Book Restoration – Registry of Deeds

**Moved:** Commissioner Tombarello to award the Book Restoration proposal to Kofile Technologies in the amount of \$55,858, as recommended by the Register of Deeds. Commissioner St. James seconded. It was noted a certain amount of books are restored each year. Voted all in favor.

Discussion briefly ensued no Medicaid Managed Care. Cathy Stacey noted there haven't been further issues at the courthouse.

### IV. Consent Agenda

1. Minutes: 5/9 (Commissioners Office)

To approve the minutes of the May 9, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,105,083.87 for the period ending May 14, 2017.

3. Workforce Central Advocacy Program Agreement (Finance Office)

To approve the Workforce Central Advocacy Program Agreement, at no cost to the County, and authorize the Chair to sign all necessary documents.

4. Nice Letter (Long Term Care)

Letter of thanks from a resident's family member.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.



## V. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

No updates.

- Commissioner Liaison Updates

No updates.

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

- Warrenstreet Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Warrenstreet Architects in an amount not to exceed \$35,000, and authorize the Chair to sign all necessary documents having similar contracts already reviewed by legal and risk, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. It was noted this was for the space allocation consultant. Voted all in favor.

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

- Select Rehabilitation Agreement

**Moved:** Commissioner Tombarello to approve an agreement amendment with Select Rehabilitation, which extends the current agreement for the period of May 1, 2017 through April 30, 2020, in an amount not to exceed \$1,200,000 annually, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

## VI. New Business / Old Business

- Photography Services Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Charles Cormier Photography for the period of May 1, 2017 through May 1, 2018, in the amount of \$2,000, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded. It was noted it was coming out of the Long Term Care budget. Voted all in favor.

- Union Grievance Hearing

Discussion ensued on a scheduling conflict with a union grievance.

Steve Woods noted Red Sox tickets are being donated by Glendale for an employee morale drawing. He further noted CMS extended the HCBS transition.

Sheriff Hureau noted his modulation letter has received good feedback. He also said to expect big crowds on the dragway events coming up at the end of the month. He noted Brentwood and Epping PDs do not seem to be working together on the coordination.

Alison Kivikoski noted she received three out of six union confirmations on the work week changes. She further noted the upcoming notices that would go out. Further discussion ensued on the effective date of the work week change and accommodations that were made for those affected.

Jude Gates noted her subcommittee met and would be back on Friday to tour the biomass plant. Discussion ensued on the IEU and fire training site. The IEU will be invited to the March 31 meeting to discuss next steps. The Board agreed to let IEU go to the site to clean out their equipment.

Chuck Nickerson gave an update on the audit and working out the kinks in Kronos. He further noted they had a preliminary meeting on the HR module and advanced scheduler.

Commissioner St. James noted he would like to go meet with Hampton on their letter regarding the fiscal year change. Discussion ensued on the fiscal year change impacts.

Discussion moved to various projects in the County.

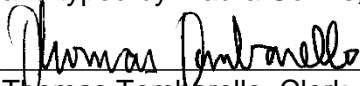
**VII. Public Comment**

No public comments received.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 3:17pm. Commissioner St. James seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 23, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Michael Hureau, High Sheriff  
Pat Conway, County Attorney  
Nancy Lang, WC Coordinator  
Steve Schulthess, Esq.  
Jennifer Beers, Lawson Group  
Marian Mitchell, Lawson Group

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings

- Repair Telescoping Valve Lift (reissue) - Engineering & Maintenance Services

No proposals received.

- Kobota Tractor - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Chappell Tractor Sales and MB Tractor and Equipment.

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

- Ka-Band Moving Radar Units – Sheriff's Office

Commissioner Tombarello opened a proposal from Stalker Radar & Video.

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

## III. RFP Awards

- Pavilion Awning - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Pavilion Awning proposal to The Awning Center in the amount of \$6,900, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Discussion ensued on the materials. Voted all in favor.

- Split Air Conditioning Units - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Split Air Conditioning Units proposal to United Refrigeration in the amount of \$6,696.32, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

## IV. Consent Agenda

1. Minutes: 5/17 (Commissioners Office)

To approve the minutes of the May 17, 2017 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T170110, T170292, T170323, T170352, T170353, T170361, T170372, T170373, T170374, T170375, T170398 totaling \$2,015,700.43; departmental warrants entered by Finance T170444, T170445, T170446, T170457, T170459, T170460, T170462, T170463, T170464 totaling \$56,331.77; AP wire payments T160610, T161077, T170354 totaling \$652,416.00; payroll warrants 0504DR, 0504VD, 0505MC, 0508DR, 0511DR, 0518DR, 0518VD totaling \$16,960.11; general ledger warrants GL17297, GL17301, GL17302, GL17303, GL17304, GL17319 totaling \$30,705.72 for a grand total to be approved of \$2,772,114.03.

3. Letter to Employee (Long Term Care)

To approve and sign a letter to a Rockingham County employee.

4. Census Report (Long Term Care)

Routine report for informational purposes.

5. Lien on Real Property (Long Term Care)

To place a lien on real property located at 58 South Main Street, Newton, New Hampshire, pursuant to NH RSA 166:20, for money owed to Rockingham County, as recommended by the Long Term Care Services Director.

Item 6 was removed from the consent agenda.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

## V. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on various updates throughout the counties as well as strategic Medicaid planning.

- Commissioner Liaison Updates

Commissioner Coyle joined the meeting at 3:59pm.

- Leave of Absence Request (Long Term Care)

**Moved:** Commissioner St. James to approve a leave with pay request, with County portion of benefits not applicable, for a Long Term Care employee. Commissioner Tombarello seconded, voted all in favor.

Discussion ensued on the AMDC Committee meeting.

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

- Bid Waiver Request: Karpel Solutions \$17,500

County Attorney Conway noted this was sole source software. Discussion ensued on prior beta testing.

**Moved:** Commissioner Tombarello to approve a bid waiver to Karpel Solutions in the amount of \$17,500, as recommended by the County Attorney. Commissioner St. James seconded, voted all in favor.

Engineering & Maintenance Services – Jude Gates, Director

- Change Order Request: Milestone Engineering \$7,403

Jude Gates explained the additional work requirements and recommendation for keeping with Milestone.

**Moved:** Commissioner Tombarello to approve a change order request to Milestone Engineering in the amount of \$7,403, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no.

Finance Office – Charles Nickerson, Director

- Drug Court Indirect Cost Rate

**Moved:** Commissioner Tombarello to approve an indirect cost rate of 10 percent with regards to the Rockingham County Drug Court Program grant with the State of New Hampshire. Commissioner St. James seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request: Trittech \$24,663.75

**Moved:** Commissioner Tombarello to approve a bid waiver request to Trittech in the amount of \$24,663.75, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

**VI. New Business / Old Business**

Steve Woods noted the staff appreciation week went well.

Sheriff Hureau noted his discussions with Exeter Hospital about Rockingham County being the dispatch for their ALS calls. Discussion ensued.

- Inmate Administrative Transfer (walk-in)

**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 May 23, 2017. Commissioner St. James seconded, voted all in favor.

Pat Conway noted she decided not to pursue the employee that required a transfer fee from the staffing agency.

Steve Church noted one of his officers received honor graduate at the academy.

Chuck Nickerson discussed the house bill for changing the fiscal year.

Major Melanson joined the meeting at 4:25pm.

Commissioner St. James suggested setting up a meeting with all the town administrators to discuss the fiscal year, for the end of June. He further discussed the upcoming meeting with IEU.

**VII. Public Comment**

No public comments received. Laura Collins left the meeting at 4:28pm. Nancy Lang, Steve Schulthess, Jennifer Beers, and Marian Mitchell joined the meeting.

**VIII. Commissioners Non-Public Session**

- NH RSA 91-A:3 II (a) personnel - Worker's Compensation (4:30pm)

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, Charles Nickerson, Michael Hureau, Darin Melanson, Nancy Lang, Steve Schulthess, Jennifer Beers, and Marian Mitchell.

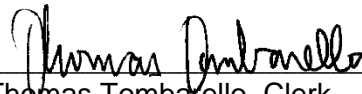
**Moved:** Commissioner Tombarello to go out of nonpublic session. Commissioner St. James seconded, voted all in favor.

**IX. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:43pm. Commissioner St. James 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 Charles Nickerson, Finance Director, and typed by Laura Collins.

Received by: \_\_\_\_\_



Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 31, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections  
Superintendent  
Brynda Poggi, County Attorney Office  
Administrator  
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  
Liz Bailey, SPBG  
Sgt James Warden, Corrections  
Dennis Gillick, IEU  
Mark Tibbetts, IEU  
Kevin Pratt, IEU

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

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

## II. **RFP Awards**

- Kubota Tractor - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Kubota Tractor proposal to MB Tractor & Equipment in the amount of \$12,227, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Ka-Band Moving Radar Units – Sheriff's Office

**Moved:** Commissioner Tombarello to award the Ka-Band Moving Radar Units proposal to Stalker Radar in the amount of \$7,537.50, as recommended by the High Sheriff. Commissioner Tombarello seconded, voted all in favor.

## III. **Consent Agenda**

1. Minutes: 5/23 (Commissioners Office)

To approve the minutes of the May 23, 2017 Board of Commissioners meeting.

2. Payroll (Finance Office)

To approve a payroll expense in the amount of \$1,119,588.94 for the period ending May 28, 2017.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

## IV. **Reports**

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

It was noted there is an NHAC meeting on Friday. Discussion ensued on the proposed collection of \$10,000 from each county for the MMC consultant, and where the money was supposed to come from. Commissioner St. James suggested that the NHAC be required to have an RFP before committing to give them money.

- Commissioner Liaison Updates

Commissioner St. James noted he went to the retirement for a Correctional Officer. He further noted wanting to have more options as far as retirement plaques. The topic will be discussed again.

Steve Church gave an update on drug court.

County Attorney's Office – Patricia Conway, County Attorney

- Training Request

**Moved:** Commissioner Tombarello to approve a training request, at a cost to the County of \$151.51, for a County Attorney's Office employee. Commissioner St. James seconded, voted all in favor.

- ACA Appointment

**Moved:** Commissioner Tombarello to approve the appointment of Nicole Mazur to Assistant County Attorney in accordance with NH RSA 7:33-f. Commissioner St. James seconded. Commissioner Tombarello noted he spoke with Pat Conway and that the candidate seems like a good match. Discussion ensued on the salary. Voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request: PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee. Commissioner St. James seconded. Commissioner Tombarello asked about the wages. Discussion ensued on the wage placement process. Voted all in favor.

**V. Public Comment**

No public comments received.

**VI. Recess for Legal Discussion (4:00pm)**

Commissioner Coyle declared a recess at 4:00pm to discuss legal matters. Commissioner Coyle reconvened the meeting at 4:33pm.

**VII. Commissioners Non-Public Session**

CO Clifford joined the meeting. Commissioner Coyle asked CO Clifford if he would like the grievance in public or non-public, and CO Clifford stated he would like it in public.

CO Clifford noted the reason for the grievance was on behalf of the CO union, for having to approve bi-weekly hours after having already punched out. He stated this was requiring COs to work off the clock.

Superintendent Church noted the jail's policy 7A-1-01, and that it was requiring the approval of the hours worked. He noted it was to prevent any discrepancies. He noted the hours could be reviewed daily, if chosen, and only required one final approval at the end of the pay period. Superintendent Church noted with the old system it would take a maximum of 6-7 minutes for all members of a shift to punch out and approve their time, and that the prior union declined to grieve the process.

Discussion ensued on how long it takes to approve hours after punching out. Charles Nickerson and Steve Church noted the time is minimal and a matter of seconds per employee. CO Clifford stated that it was still requiring additional work after the shift was over. Further discussion ensued on shift times and morning briefings.



Steve Church noted he does not believe it is an unreasonable policy. Further discussion ensued on that the COs have the ability to review hours daily on the clock, and then would only have to review the final day and then approve.

CO Clifford suggested being able to clock out and review prior to the shift itself ending.

Further discussion ensued on why this hadn't been grieved before when the County used WorkForce, and it was a more cumbersome process. CO Clifford noted they hadn't been subject to a progressive disciplinary process previously for not approving hours.

CO Clifford stated the COs do not have time throughout the workday to review their hours.

Commissioner Coyle ended the hearing at 4:55pm and informed CO Clifford that he would be informed of the Board's decision in writing.

#### **VIII. Meeting with IEU (4:45pm)**

Chief Tibbetts, Chief Pratt, and Dennis Gillick from the IEU joined the meeting.

Jude Gates provided an update on the proposals received for the site investigation consultant.

Commissioner St. James asked the IEU how much money they had in the bank. Dennis Gillick stated they only had about \$10,000 in the bank. Commissioner St. James noted he was looking for them to contribute to the County for the costs for the investigation and potential cleanup. The group stated the County put them out of business and had considered getting a lawyer because they had to break their contract with Seabrook Station. Chief Tibbetts stated according to their bylaws they had to liquidate all of their assets and distribute it out to the towns that had paid the yearly \$150 dues. He noted there was a meeting with the paid towns on Thursday.

Commissioner St. James stated he thought one of the Commissioners should be at the meeting. Commissioner Coyle noted the DES assessed the damages to the IEU, and it should be considered a debt that must be paid before the towns are paid. Chief Tibbetts stated they would have provided money from the training but they had no money coming in since being shut down completely. Further discussion ensued and it was noted that the legislators made the decision to disallow any training, including the building rappelling, at the site.

The Commissioners thanked the IEU for attending and asked for them to send an updated financial statement.

#### **IX. Recess for Union Discussion**

Commissioner Coyle declared a recess at 5:15pm to discuss union negotiations.

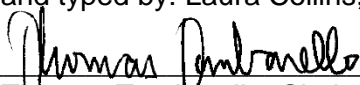
Commissioner Coyle reconvened the meeting at 5:28pm.

**Moved:** Commissioner Tombarello to accept the grievance of the Corrections Officers union, related to approval of hours worked and filed with the Commissioners Office on May 11, 2017. Commissioner St. James seconded. Voted, motion failed 0-3.

#### **X. Adjourn**

**Moved:** Commissioner St. James to adjourn at 5:31pm. Commissioner Tombarello seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 7, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, 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  
Michael Hureau, High Sheriff  
Representative David Welch  
Pamela Chaffee  
Robert Lang

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings / Awards / Rejections

- Engineered Concrete Pad Opening - Engineering & Maintenance Services

Commissioner St. James opened proposals from Allen & Major Associates and ECS Construction 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.

- PFC Site Investigation Award - Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the PFC Site Investigation proposal to GZA in the amount of \$34,500, as recommended by the Director of Facilities, Planning, and IT. Commissioner Coyle seconded. Jude Gates reviewed her decision process. A copy of the matrix was provided to Representative Welch. Voted all in favor.

## III. Consent Agenda

1. Minutes: 5/31 (Commissioners Office)

To approve the minutes of the May 31, 2017 Board of Commissioners meeting.

2. Warrants (Finance Office)

To approve departmental warrants T170324, T170325, T170362, T170376, T170402, T170429, T170430, T170432, T170447, T170467, T170468 totaling \$415,045.91; departmental warrants entered by Finance T170399, T170403, T170477, T170478, T170479, T170495, T170496, T170497, T170499, T170501, T170504, T170505 totaling \$36,227.46; AP wire payments T170400 and T170401 totaling \$131,881.38; payroll warrants 0525DR, 0601DR, 0605DR totaling \$38,647.79; and general ledger warrants GL17345, GL17351 totaling \$512.50, for a grand total to be approved of \$622,315.04.

3. NH Healthy Families Facility Recredentialing (Long Term Care)

To approve the NH Health Families Facility Recredentialing application and authorize the Chair to sign all necessary documents.

4. Leave Request (Long Term Care)

To approve a leave with pay request, with County portion of benefits to continue, for a Long Term Care employee.

5. Census Report (Long Term Care)

Routine report for informational purposes.

6. Earned Time/Holiday Payout (Finance/HR)

To approve the 2017 cash out of earned time and holiday time proposal as presented and outlined in the Human Resources and Finance Directors' memorandum dated June 1, 2016.

**Moved:** Commissioner St. James to approve the consent agenda. Commissioner Coyle seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the NHAC dues letter that was received today. Commissioner St. James noted he is still waiting on a response from the NHAC regarding the credit card expenses and Administrative Director's contract stating benefits would be paid. A letter will be sent to the NHAC requesting the items again.

- Commissioner Liaison Updates

No updates.

#### V. New Business / Old Business

- IEU / Site Investigation

Commissioner St. James reviewed the site situation up to this point for Representative Welch. Discussion ensued on IEU's request to use the drill yard again when it is fully cleaned up, in exchange for paying for the site consultant. Further discussion ensued, and Commissioner Coyle asked if it could be on the next Executive Committee meeting agenda. Representative Welch agreed and a letter will go to the IEU notifying them of the meeting once it is confirmed it will be on the agenda.

#### VI. Public Comment

- Ms. Pam Chaffee – land abutting jail

Ms. Pam Chaffee provided documents showing land that landowner Robert Lang was offering for sale that abuts the jail. It was noted it was approximately eight acres and was landlocked. He is looking to sell it for approximately \$15,000. Commissioner Coyle noted it would be added to the next agenda, and if the Commissioners agreed they would be interested, they would put it forward to the Delegation for approval.

#### VII. New Business / Old Business

Chuck Nickerson gave an update on the holidays issue in Kronos.

- Inmate Administrative Transfer (walk-in)

**Moved:** Commissioner Coyle to approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated June 7, 2017. Commissioner St. James seconded, voted all in favor.

Discussion ensued about how drugs are being brought into the jail.

Alison Kivikoski said she would be bringing forward a request for mandatory harassment training and that she would be bringing back the MCS position for changes.

Sheriff Hureau noted the issues with the weekend dragway event and the lack of cooperation between Epping and Brentwood PDs. He further noted Exeter and Brentwood discussions regarding dispatch. He noted there had not really been any complaints on reception since the modulation changes were being made. Sheriff noted a few towns that are still having issues that he will reach out to.

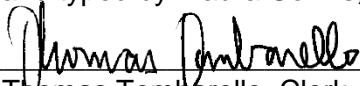
**VIII. Gallagher Benefits Update (4:30pm)**

To be rescheduled.

**IX. Adjourn**

**Moved:** Commissioner Coyle to adjourn at 4:19pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 14, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Major Dave Consentino, Asst Corrections Superintendent  
Patricia Conway, County Attorney  
Jude Gates, Director of Facilities, Planning, & IT  
Robin Bernier, IT Manager  
Laurie Trostle-Pitkin, Accounting Manager  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff

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

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

## **II. RFP Openings/Awards**

- Opening: Paper and Plastics - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from All American Poly, Central Paper Products Co., Central Poly Corp, Conlon Products Inc., Geriatric Medical, Interboro Packaging Corporation, McKesson, Medline, Swish White River Ltd., The O'Neil Co., Unipak, and Verativ.

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

- Award: Dishwashing and Laundry Chemicals – Corrections

**Moved:** Commissioner Tombarello to award the Dishwashing and Laundry Chemicals proposal to Central Paper Products Company, for a period of two (2) years, in an amount not to exceed \$11,000 per year, as recommended by the Corrections Superintendent. Commissioner St. James seconded, voted both in favor.

- Award: Computer Equipment - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Computer Equipment proposal to Connection in the amount of \$32,825.85, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted both in favor.

## **III. Consent Agenda**

1. Minutes: 6/7 (Commissioners Office)

To approve the minutes of the June 7, 2017 Board of Commissioners meeting.

2. Payroll (Finance Office)

To approve a payroll expense in the amount of \$1,115,319.08 for the period ending June 11, 2017.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted both in favor.

#### IV. Reports

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

- Change Order Request: Snoopwall

**Moved:** Commissioner Tombarello to approve a change order request to Snoopwall in the amount of \$13,059.45. Commissioner St. James seconded, voted both in favor.

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

- Mandatory Training Request

Discussion ensued on the number of sessions and how many employees could be trained in those sessions.

**Moved:** Commissioner Tombarello to approve mandatory Harassment Prevention Training for all Rockingham County employees, as outlined in the Human Resources Director's memorandum dated June 7, 2017. Commissioner St. James seconded, voted both in favor.

- Remote Work Request

**Moved:** Commissioner Tombarello to approve a per diem Human Resources employee to work remotely for two days per week at four hours per day from July 1, 2017 through September 8, 2017. Commissioner St. James seconded. Commissioner Tombarello asked what remote work specified. Alison stated she would be at her home working. Alison stated she spoke with Primex and it would be covered. Discussion ensued on the employee giving her notice and that this would be the only way to keep her on through this time. Voted both in favor.

- ACA Wage Readjustment

Alison Kivikoski noted that the particular employee had been missed in the salary adjustments and that the employee would be moved up to the correct scale.

- MDS Coordinator Regrade Request

**Moved:** Commissioner Tombarello to approve a regrade of the MDS Coordinator position, WFT-01MDSC, from grade 10 to grade 11, effective April 2, 2017, pending Executive Committee approval. Commissioner St. James seconded, voted both in favor.

- Quality Improvement Nurse Regrade Request

**Moved:** Commissioner Tombarello to approve a regrade of the Quality Improvement Nurse position, WFT-01QIN, from grade 10 to grade 11, effective April 2, 2017, pending Executive Committee approval. Commissioner St. James seconded, voted both in favor.

Commissioner Coyle joined the meeting at 4:16pm.

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

- Exception Request PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care employee. Commissioner St. James seconded, voted all in favor.

- Nurse Practitioner Per Diem Rate

**Moved:** Commissioner Tombarello to approve a per diem of rate of \$50.00 per hour to a Nurse Practitioner for the transition period of July and August. Commissioner St. James seconded, voted all in favor.

- Dartmouth Hitchcock Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Dartmouth Hitchcock, for present day through December 31, 2018, at no cost to the County, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner St. James seconded, voted all in favor.

- Construction Project Naming

Steve Woods discussed the possibility of naming one of the new construction areas after Dr. Singer.

Commissioners Office – Kevin Coyle, Chair

- Land for Sale

Discussion ensued on the land available for sale next to the jail. Commissioner St. James noted the differences in the parcels of land and assessed values. Jude Gates noted she didn't know that it was worth \$15,000 to the County, but that it did have some value as a buffer to the shooting range. Further discussion ensued on potential uses for the land. The landseller will be contacted to come in and meet with the Board again.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on bill 155 as well as the NHAC consultant costs.

- Commissioner Liaison Updates

No updates.

**V. New Business / Old Business**

Steve Woods noted Dr. Gustavson's retirement party today.

Sheriff Hureau noted one of the conditional offers for a dispatcher had accepted and then declined the day after, so another conditional offer has been made to someone else.

Alison Kivikoski noted she would not be here next week.

Pat Conway noted she is still short three ACAs, and that she hasn't been receiving many qualified resumes. Discussion ensued on getting advertisements in the NH Bar, and the HR advertising budget.

Major Consentino noted they were having recruitment issues for corrections officers as well. He noted most candidates were finding the openings from Indeed, the County's website, and Twitter.

Robin Bernier discussed the new copiers and that they were all in place. Further discussion ensued on the old equipment that could be used elsewhere in the County.

Jude Gates noted that Chuck Nickerson had discussed with Cheryl Hurley the PFC Site Investigation consultant being awarded. She noted further renovations had been completed.

Laurie Trostle-Pitkin noted the receipt of pro-share funds.

Pat Conway noted the training they were conducting tomorrow on first responders to adult sexual assault calls.

Commissioner St. James noted the YMCA North Shore would be honoring Norman Major next Friday.

## **VI. Public Comment**

No public comments received.

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

- NH RSA 91-A:3 II (a) personnel - Engineering & Maintenance Services

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Jude Gates, Alison Kivikoski, and Laura Collins.

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

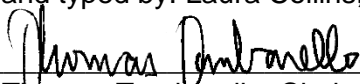
Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, and Laura Collins.

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

## **VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:19pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 21, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Stephen Church, Corrections Superintendent  
Jude Gates, Director of Facilities, Planning, & IT  
Ben Wing, Financial Systems Analyst  
Lisa Fioravante, HR Generalist  
Steven Woods, Long Term Care Services Director

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

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

## **II. RFP Openings/Awards**

- Opening: Pharmacy Services – Long Term Care

Commissioner St. James opened proposals from Health Direct, OmniCare, Partners Pharmacy, PharMerica, Preferred Pharmacy Services, Procure Ltc, and West River Pharmacy.

**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.

- Award: Inmate Personal Care Items – Corrections

**Moved:** Commissioner St. James to award the Inmate Personal Care Items proposal to Bob Barker Company, for the period of one (1) year, in an amount not to exceed \$16,500, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

## **III. Consent Agenda**

1. Minutes: 6/14 (Commissioners Office)

To approve the minutes of the June 14, 2017 Board of Commissioners meeting.

2. Warrants (Finance Office)

To approve departmental warrants T170293, T170294, T170295, T170326, T170363, T170404, T170434, T170437, T170438, T170440, T170441, T170448, T170469, T170470, T170489, T170521, T170531 totaling \$456,152.03; departmental warrants entered by Finance T170486, T170488, T170517, T170518, T170520, T170554, T170555, T170556 totaling \$64,636.88; AP wire payment T170519 totaling \$1,515,006.00; payroll warrants 0606DR, 0606MC, 0608DR, 0615DR, 0619MR totaling \$13,667.36; general ledger warrant GL17367 totaling \$244.50, for a grand total to be approved of \$2,049,706.77.

3. Census Report (Long Term Care)

Routine report for informational purposes.

4. Inmate Population Report (Corrections)

Routine report for informational purposes.

5. Turnover Report (Human Resources)

Routine report for informational purposes.

6. Out of State Training Request (County Attorney's Office)

To approve a training request, at no cost to the County, for a County Attorney's Office employee.

**Moved:** Commissioner St. James to approve the consent agenda. Commissioner Coyle seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James and Steve Woods discussed their recent meetings regarding the IDN networks.

- Commissioner Liaison Updates

Discussion ensued on a recent 91-A request at the jail.

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

- Position Repurpose Request – Long Term Care

Lisa Fioravante and Steve Woods discussed the position request.

**Moved:** Commissioner St. James to approve the repurposing of a Senior Administrative Assistant position, XPT-01AAS, to a Nursing Supervisor position, and regrade the position from grade 3 to grade 11, effective August 6, 2017 pending Executive Committee approval. Commissioner Coyle seconded, voted all in favor.

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

- Nursing Policy Updates

Discussion ensued on the progress of staffing LNAs and nurses, and the likely situation when renovations are complete.

**Moved:** Commissioner St. James to approve the updated Nursing Per-Diem Pay Rates policy, Nursing Sign-On Bonus policy, LNA Sign-On Bonus policy, LNA (3-11) Temporary Coverage Incentive Program policy, Weekend Shift Pick Up Bonus policy, and Recruitment Referral Bonus Program policy, per the Long Term Care Services Director's policy memorandums dated June 21, 2017. Commissioner Coyle seconded, voted all in favor.

#### V. New Business / Old Business

Discussion ensued on obtaining another vehicle for the jail for transport. Commissioner St. James is aware of a transport van available for \$10,000, and asked that Jude Gates take a look at it.

- Inmate Administrative Transfer Request – Corrections (walk-in)

**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 16, 2017. Commissioner Coyle seconded, voted all in favor.

Jude Gates noted the fire department would be coming through next Monday night.

Discussion ensued on the payment for the NHAC consultant.

There being no further business until 4:30pm, Commissioner Coyle declared a recess at 4:07pm. Commissioner Coyle reconvened the meeting at 4:24pm.

## VI. Public Comment

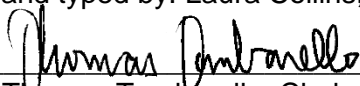
- Guest: Sarah Dorner, Community Outreach Coordinator – UNH (4:30pm)

Sarah Dorner joined the meeting and discussed her outreach efforts for the MPA program. It was noted the NHAC might be interested in having speakers from the program. Sarah noted speakers from the program had spoken at last year's conference. Further discussion ensued on other opportunities, including internships and projects. Discussion continued on the program and other opportunities that might exist in the County.

## VII. Adjourn

**Moved:** Commissioner St. James to adjourn at 4:43pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 28, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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 Coyle called the meeting to order at 3:46pm.

## **II. RFP Openings/Awards**

- Award: Engineered Concrete Pad - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Engineered Concrete Pad proposal to Allen & Major Associates for engineering services in the amount of \$4,200, and to Engineered Construction Services for construction services in the amount of \$13,338, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

## **III. Consent Agenda**

1. Minutes: 6/21 (Commissioners Office)

To approve the minutes of the June 21, 2017 Board of Commissioners meeting.

2. Payroll (Finance Office)

To approve a payroll expense in the amount of \$1,088,885.22 for the period ending June 25, 2017.

3. Inmate Administrative Transfer Request (Corrections)

To approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated June 22, 2017.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

## **IV. Reports**

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the meeting at the Dept of Health and Human Services to discuss the progress on consultants for the Medicaid Managed Care. He noted the expectation was to have deliverables by

March. He noted the State has contracted with Navigant, and that the counties need to get an RFP out as soon as possible.

- Commissioner Liaison Updates

Discussion ensued about cancelling a few upcoming meetings.

Engineering & Maintenance Services – Jude Gates, Director

- GZA Agreement

**Moved:** Commissioner Tombarello to approve an agreement with GZA in the amount of \$34,500, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner St. James seconded. Discussion ensued on needing to request a transfer from the contingency line. Voted all in favor.

Human Resources – Alison Kivikoski, Director

- Leave Request – Long Term Care Services

Alison Kivikoski discussed the request and history of the employee's leave requests.

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

Long Term Care Services – Steven Woods, Director/Administrator

- Seacoast Public Health Network Agreement

Steve woods noted the agreement that would allow for a closed point of dispensing antibiotics in the instance of a pandemic.

**Moved:** Commissioner Tombarello to approve an agreement with Lamprey Health Care / Seacoast Public Health Network, at no cost to the County, and authorize the Chair to sign all necessary documents pending risk review. Commissioner St. James seconded, voted all in favor.

- UNH Clinical Affiliation Agreement Extension

**Moved:** Commissioner Tombarello to approve an extension to the UNH Clinical Affiliation Agreement, for the period of September 1, 2017 through August 31, 2018, at no cost to the County, and with all other terms unchanged, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

- NHAC Consultant Fee

Steve Woods noted the consultant fees being asked of each county, and the line in his budget the money would come out from.

**Moved:** Commissioner St. James to approve the county to send \$10,000 to NHAC from the fund set up for Medicaid Managed Care. Discussion ensued on whether the other counties had paid, and how the money would get spent. Further discussion ensued on Navigant. It was noted Steve Woods would need to be heavily involved. Commissioner Tombarello seconded, voted all in favor.

**V. New Business / Old Business**

Chuck Nickerson noted the Q2 review would be coming up soon and transfer requests would need to be turned in soon. He will send an email to the departments.

Steve Church noted the partnership with the prison on training corrections officers.

Jude Gates noted the fire department walkthrough and that everything was in order.

Pat Conway noted a resignation that would be discussed more in non-public.

Alison Kivikoski discussed the conference she attended the previous week. She also noted the service agreement with Gallagher was being worked through. Discussion moved to posting the Deputy County Attorney position.

Sheriff Hureau noted Live PD called and wanted the Sheriff's Office involved, but that he respectfully declined. He noted they have been paging ALS unofficially, but that ALS has asked for dispatch to officially be their service starting in August. Sheriff Hureau further discussed the radio modulation issues, and noted that the Motorola rep came out for three days but was not yet able to complete it. He also noted the fiber optic cables on Prescott Road had to be disconnected because the Town of Brentwood is replacing the poles, and they are currently on microwave until July when the poles are replaced. Sheriff Hureau was informed last week by the AOC that the bailiff pay is going to \$100 per day and \$50 per half day, and he is likely going to need to ask for a transfer.

Laura Collins noted the 2016 annual report is now online and that she was about half way through mailing the hardcopies out.

#### **VI. Public Comment**

No public comments received.

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

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

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

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

- NH RSA 91-A:3 II (a) personnel – Finance Office / Sheriff's Office / Corrections

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

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

#### **VIII. Town Meeting (5:00pm – Hilton Auditorium)**

**Present:** Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Sheriff Michael Hureau, Mark Fleischer – Derry, Doug Smith – Londonderry, Andrew Purgiel – Portsmouth, Judie Belanger – Portsmouth, Representative Jackie Cali-Pitts, Superintendent Stephen Church, Jude Gates, County Attorney Pat Conway, Karen Anderson – Greenland, Cheryl Hurley, Representative Norman Major, Representative Mary Griffin, Richard Trask – Chester, Representative Ken Weyler, Michael Magnant – Rye, Kevin Walsh – Rye, Steve Fournier – Newmarket, Chris Sterndale – Nottingham, Representative Bob Fesh, Representative John O'Connor, Charles Nickerson, Paul Deschaine – Stratham, Representative Kathleen Hoelzel, Kevin Smith – Londonderry, Lt Kevin Walsh, and Laura Collins.

Commissioner Coyle noted the Commissioners had called the meeting to answer any questions the towns may be having on a few items and thanked the towns for coming.

- Dispatch Channels

Sheriff Hureau noted the upgrades to the dispatch consoles, and noted they had started to find discrepancies on the dispatch channels. He noted the difference between the analog and digital channels, and further noted the number of departments they dispatch for. He further discussed that the fire agencies were missing pages they were getting due to missing routers. He noted routers and Wi-Fi was added to all the transmission sites, and that the system needed to be balanced, which is currently underway. He noted once the work is completed in early August, there should be dramatic improvements.

Sheriff Hureau further discussed the additional frequencies recently implemented per the request of the fire departments.

Steve Fournier asked about capacity for dispatch and noted that Newmarket currently pays for a service they don't receive from the County. Sheriff Hureau noted there was still not room to add any more consoles in order to pick up dispatch for other towns. Commissioner St. James noted the County was already dispatching for ALS and that it was not a new contract. He further discussed that the County is currently working on space allocation to increase the space and capacity. Commissioner Coyle stated he agreed that all towns should be offered the same services and also noted that many State Reps were present and that the towns should involve them as they approve the budget. Further discussion ensued on the fees and county taxes.

- Fiscal Year Change

Commissioner Coyle noted that the County does not want to see a significant impact to the towns in order to facilitate the fiscal year change. He noted the County is currently considering a number of options, including a bond and/or use of fund balance. He further noted the timelines for the fiscal year change.

Andrew Purgiel asked about the length of bond being considered. Commissioner Coyle noted they were considering a ten year bond for \$8-9 million. Doug Smith asked about fund balance use, and Commissioner Coyle noted about \$16 million was being considered. Karen Anderson asked about tax billing. Commissioner Coyle noted the tax billing would remain in December. Richard Trask asked about the interest rates for any bond, and Charles Nickerson noted it was estimated/calculated at 4 percent.

- Open Discussion

Karen Anderson asked if there would be any large capital improvements expected in the next few years. Charles Nickerson noted that the Long Term Care renovations would be completed around then but that most of it has already been taken care of with existing funds. He further noted that possibly a new building for the Sheriff's Office and Deeds may be down the road, but not in 2018.

Commissioner St. James reminded those present that we have a county purchaser that the towns could take advantage of. Further discussion ensued on the work to put together a list of the current contracts that towns could purchase from, as well as county surplus items.

Commissioner St. James also reminded the towns of the Trustee Program. Richard Trask noted he could not say enough about the benefits of the program and the money being saved in his town. Commissioner Tombarello noted a few of the projects that were completed by the Trustees in

Sandown. Steve Church provided more information on the details and work provided. Jackie Cali-Pitts asked about the options for the inmates that have skills. Steve Church reviewed the work release program and differences between work release and inmate labor.

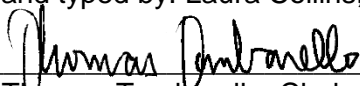
Patricia Conway noted that Felonies First would be rolling out in the County on October 1<sup>st</sup>. She noted the current process, and how it would change in October. She noted it would create changes for the police departments involving how quickly arraignments must take place before charges must be dropped. She further discussed the changes to the discovery deadlines, and the impact on the police departments.

Commissioner Coyle thanked everyone for attending.

**IX. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:32pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 5, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner Tombarello, 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  
Robert Lang  
Pam Chaffee

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings/Awards

- Award: Paper and Plastic Products - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Paper and Plastic Products to Central Paper Products, Central Poly Corp, Geriatric Medical, Verativ, Interboro Packaging, and Conlon Products, for the period of July 1, 2017 through June 30, 2018, in a total combined amount not to exceed \$90,382; and Interboro Packaging for the additional period of July 1, 2018 through June 30, 2019, in a total amount not to exceed \$21,328, as recommended by the Director of Facilities, Planning, and IT. Commissioner Coyle seconded. Jude Gates noted \$800 was saved by combining all of the departments. Voted all in favor.

## III. Consent Agenda

1. Minutes: 6/28 (Commissioners Office)

To approve the minutes of the June 28, 2017 Board of Commissioners meeting.

2. Warrants (Finance Office)

To approve departmental warrants T170327, T170364, T170449, T170471, T170472, T170473, T170494, T170522, T170532, T170533, T170535, T170536, T170537, T170538 totaling \$691,574.56; departmental warrants entered by Finance T170493, T170579, T170580, T170581, T170582, T170586, T170598 totaling \$92,206.22; AP wire payments T170492 totaling \$100,654.38; payroll warrants 0621DR, 0629DR, 0629VD totaling \$15,247.88; and general ledger warrants GL17380, GL17381, GI17390, GL17391, GL17392, GL17393, GL17394, GL17395, GL17459 totaling \$80,855.98, for a grand total to be approved of \$980,539.02.

3. Census Report (Long Term Care)

Routine report for informational purposes.

4. LNA Temporary Coverage Incentive Program Amendment (Long Term Care)

To approve the amended LNA Temporary Coverage Incentive Program policy.

5. Nursing Supervisor Exempt Pay (Long Term Care)

To approve the discontinuance of the Nursing Supervisor Exempt Pay policy.

6. Inmate Report (Corrections)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner Coyle seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- Line Item Transfers
  - Long Term Care

**Moved:** Commissioner Tombarello to approve a line item transfer request in the amount of \$53,450.00 for the Long Term Care Services department. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods provided a brief update.

- Commissioner Liaison Updates

Discussion ensued on space needs at the jail.

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

- Leave Request (2) (Long Term Care)

**Moved:** Commissioner Tombarello to approve two (2) leave without pay requests, with County portion of benefits not applicable, for a Long Term Care Services employee. Commissioner Coyle seconded, voted all in favor.

- Leave Request (Long Term Care)

**Moved:** Commissioner Tombarello to approve a leave without pay request, with County portion of benefits not applicable, for a Long Term Care Services employee. Commissioner Coyle seconded, voted all in favor.

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

- Rear Entrance/Lobby Naming

**Moved:** Commissioner Tombarello to approve the renovated rear entrance/lobby area be named in honor of Dr. Karl Singer. Commissioner Coyle seconded. Commissioner Tombarello noted Commissioners St. James would be in favor if he was present. Voted all in favor.

- AL Rate Reduction

Steve Woods discussed the situation and request from the resident's family.

**Moved:** Commissioner Tombarello to approve a one-time special daily Medicaid rate for an Assisted Living resident for a period of up to fourteen (14) days, to accommodate a temporary room displacement. Commissioner Coyle seconded, voted all in favor.

**V. New Business / Old Business**

Charles Nickerson noted he would like to have another A/P run approval on the July 26<sup>th</sup> meeting. He further noted the large increase in the County's cap in categorical assistance. He noted it was budgeted for approximately a 1.1 percent increase due to past increases, and it came in at over 3 percent increase. Discussion ensued on the need for a transfer request in 3<sup>rd</sup> quarter to cover the costs. Chuck further noted the NHRS audit invoices recently were sent out.

Alison Kivikoski noted she had gotten the fire proof file cabinets. She also noted interviews for her EA were not going well.

Steve Church and Jude Gates discussed the department meetings with the space allocation consultant.

Steve Woods noted the Medicaid rate just increased and would likely offset the additional cost of the categorical assistance.

Discussion ensued on the hay produced from the County's land.

**VI. Public Comment**

- Guest: Pam Chaffee – land abutting jail

Robert Lang and Pam Chaffee joined the meeting to discuss the land abutting the jail. Discussion ensued on the selling price and that Ms. Chaffee would put together two purchase agreements and email them to the office.

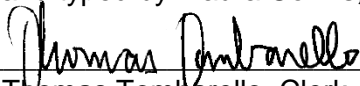
Robert Lang and Pam Chaffee left the meeting.

Alison provided an update on a worker's comp situation.

**VII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 4:23pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 12, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections Superintendent  
Jude Gates, Director of Facilities, Planning, & IT  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Leslie Fabian, Nursing Director  
Major Darin Melanson, Deputy Sheriff  
William Doyle, NCEU Labor Representative  
CO Louie Gutierrez

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

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

## **II. RFP Openings/Awards**

- Opening: Jail Mixing Valves - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Apple Specialties, Colt Plumbing Company, F.W. Webb, Standard of New England, and The Granite Group.

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

- Award: Artwork (reissue) – Long Term Care

**Moved:** Commissioner Tombarello to award the Artwork proposal to Direct Supply for an amount not to exceed \$35,000, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. He further noted the price had dropped significantly since the first bid, and would also include local artwork. Voted all in favor.

## **III. Consent Agenda**

1. Minutes: 7/5 (Commissioners Office)

To approve the minutes of the July 5, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,141,919.66 for the period ending July 9, 2017.

3. Warrants (Finance)

To approve departmental warrants T170328, T170329, T170474, T170475, T170523, T170539, T170541, T170542, T170570, T170571, T170587 totaling \$914,151.35; departmental warrants entered by Finance T170599, T170600, T170601, T170602 totaling \$43,601.15; AP wire

payments T170613, T170615 totaling \$1,708,096.00; payroll warrants 0703DR, 0705DR totaling \$38,608.29; and general ledger warrants GL17474 totaling \$265.50, for a grand total to be approved of \$2,704,722.29.

4. Census Report (Long Term Care)

Routine report for informational purposes.

5. Network Administrator Job Description (Sheriff's Office/HR)

To approve the Network Administrator job description, effective July 12, 2017, for the Sheriff's Office.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### IV. Reports

##### Finance Office – Charles Nickerson, Director

- Vehicle Financing Proposal

**Moved:** Commissioner Tombarello to approve a capital lease quote from TD Equipment Finance for the 2017 Vehicles purchase, for a period of three (3) years, in a total amount of \$135,447, at an annual interest rate of 2.22 percent, to be paid in three (3) annual installments of \$45,316.15 each, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner St. James seconded. Chuck Nickerson noted the reasons for going back to TD Equipment and the money that would be saved. Voted all in favor.

Commissioner Coyle joined the meeting at 3:54pm.

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James noted the two meetings he went to on Monday regarding State and County finance. He noted that if a model was not developed for billing, Medicaid Managed Care companies would be deciding. He further discussed the ongoing consultant RFP process. He noted an initial report had to be given to the State by April 2018 for implementation in January 2019.

Commissioner St. James noted some of the recommended changes at the NHAC in order to facilitate better opportunities for quorums on the by-laws committee.

- Commissioner Liaison Updates

Commissioner St. James noted his discussion with the Sheriff's Office on the trees at Saddleback Mountain that are blocking lines, as well as the poles that Brentwood is working on.

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

- Exception Request PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Leslie Fabian explained the request and the candidate's significant experience. Discussion ensued on the pay rates. Further discussion ensued on the other candidates for the position. Commissioner Coyle seconded, voted all in favor.

## V. New Business / Old Business

- Pam Chaffee Request re: Surveyor

Discussion ensued on the landowner's request for the County to pay for the land surveying. The Commissioners agreed they would split the cost pending an estimate.

- Exception Request PPP 6-3 – Long Term Care (walk-in)

Leslie Fabian discussed the request, and noted the HR and Finance Directors' differing rate recommendation. Alison Kivikoski noted the rate would allow the person to have growth after a year and would fit better within the pay structure analysis. She also noted the person would still be eligible for the \$5,000 bonus. Further discussion ensued on equity among employees and skill sets.

**Moved:** Commissioner Tombarello to approve an exception request to Personnel Policies and Procedures 6-3, as amended, for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

- August Meeting

August 2 meeting will be cancelled and the August 29 meeting will be kept light.

- Allen & Major Associates Agreement – Engineering & Maintenance Services (walk-in)

**Moved:** Commissioner Tombarello to approve an Agreement with Allen & Major Associates in the amount of \$4,200, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner St. James seconded, voted all in favor.

Alison Kivikoski discussed upcoming meetings with Gallagher.

Major Darin Melanson noted the Sheriff's Office would be applying for more grants soon.

Jude Gates noted the fire at the jail from the dryer lint. Discussion ensued on the extent of the damage and what the possible amount would be. She further noted Milestone informed her they are starting to have trouble hiring and getting people on site, which is an issue is going on everywhere. Steve Church noted none of the dryers were back up at this time.

Discussion ensued on nursing and AEDs.

Charles Nickerson noted there would be another NHRS audit for fiscal year 2016.

## VI. Public Comment

No public comments received.

## VII. Commissioners Non-Public Session

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

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

Those present were Commissioner Coyle, Commissioner St. James Commissioner Tombarello, Steven Church, Alison Kivikoski, Bill Doyle, and Louie Gutierrez.

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

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

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

Further discussion ensued on the jail employee's grievance.

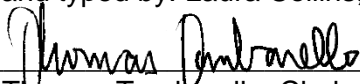
**Moved:** Commissioner Tombarello to accept the grievance of a Corrections Officer, related to unpaid suspension, and filed with the Commissioners Office on June 30, 2017. Commissioner St. James seconded. Motion failed 0-3 with all voting no.

**Moved:** Commissioner Tombarello to accept the recommendations of the Finance Director regarding a Finance Office employee, with employee to be paid 100 percent of accrued time and the two percent retroactive pay raise. Commissioner St. James seconded, voted all in favor.

#### **VIII. Adjourn**

**Moved:** Commissioner Coyle to adjourn at 5:50pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 26, 2017 – 3:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff  
Chief Jones, Plaistow Police Dept  
Frances Frank, LNA  
Jon Halle, Warrenstreet

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings/Awards

- Opening: 2018 Ford F-150 - Engineering & Maintenance Services

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

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

- Award: Jail Mixing Valves - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Jail Mixing Valves proposal to the Granite Group in the amount of \$17,972.17, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

## III. Consent Agenda

1. Minutes: 7/12 (Commissioners Office)

To approve the minutes of the July 12, 2017 Board of Commissioners meeting, as amended.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,312,859.83 for the period ending July 23, 2017.

3. Warrants (Finance)

To approve departmental warrants T170450, T170476, T170524, T170544, T170546, T170558, T170575, T170577, T170588, T170589, T170616, T170617, T170631, T170633, T170635 totaling \$1,504,587.04; departmental warrants entered by Finance T170568, T170614, T170628, T170629, T170630, T170668, T170669, T170670, T170671 totaling \$141,075.92; payroll warrants 0713DR, 0717DR, 0720DR, 0723DR, 0724DR totaling \$22,869.01; and general ledger warrants GL17486, GL17487, GL17488, GL17489, GL17490, GL17491, GL17495 totaling \$1,820,555.82, for a grand total to be approved of \$3,489,087.79.



4. TD Equipment Vehicles Quote Amendment (Finance)

To amend the TD Equipment Finance capital lease quote approved on July 12, 2017 for the 2017 Vehicles purchase to three (3) annual installments of \$45,154 instead of \$45,316.15, with all other amounts and terms to remain the same, and authorize the Chair to sign the updated quote.

5. Inmate Administrative Transfer (Corrections)

To approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated July 17, 2017.

6. Census Report (Long Term Care)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted he would be attending a meeting on alternative models for Medicaid Managed Care.

- Commissioner Liaison Updates

No updates.

- CDBG Grant Requests Review

Discussion ensued on the grant requests. The Commissioners concurred that they would entertain grant requests next year, but not for the remainder of this year.

##### Corrections – Stephen Church, Superintendent

- Bid Waiver Request: Bus and Chassis \$13,500

**Moved:** Commissioner Tombarello to approve a bid waiver to Bus and Chassis in the amount of \$13,500 for the Department of Corrections. Commissioner St. James seconded, voted all in favor.

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

Items moved to August 9 agenda at the request of the County Attorney. Chief Jones from Plaistow PD joined the meeting. Discussion ensued on having the admin fee at a flat 2 percent. Further discussion will ensue when the County Attorney is available.

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

- Wilson Engineering Services Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Wilson Engineering Services in the amount of \$3,500, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner St. James seconded, voted all in favor.

- Bid Waiver Request: Interstate Fire Protection \$7,857

**Moved:** Commissioner Tombarello to approve a bid waiver to Interstate Fire Protection in the amount of \$7,857, for the Engineering and Maintenance Services department. Commissioner St. James seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- TD Equipment Financing Resolution

RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF LEASE FINANCING FOR CERTAIN EQUIPMENT

The Board of Commissioners for the County of Rockingham, New Hampshire (the “County”) has determined that it may be necessary or desirable to advance money to pay the costs of acquiring four (4) 2017 Ford Police Interceptor Utility vehicles and one (1) 2017 Ford Transit 350 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 TD Equipment Finance. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$135,447. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Grappone Ford (\$135,447 total).
3. This resolution shall take effect immediately upon its adoption.

**Moved:** Commissioner Tombarello to adopt the foregoing resolution as written. Commissioner St. James seconded, voted all in favor.

- Bid Waiver Request and Agreement: Kronos \$8,830

**Moved:** Commissioner Tombarello to approve a bid waiver to Kronos in the amount of \$8,830, and further to approve an agreement with Kronos for a period of three (3) years in the amount of \$450 per year, and authorize the Chair to sign all necessary agreement documents. Commissioner St. James seconded. Commissioner St. James asked if this would even be used. Chuck Nickerson explained he thought the nursing department and possibly Corrections would benefit from using it. Further discussion ensued. Commissioner St. James asked that it be brought back to the division directors to see if it is needed or wanted. The item will be tabled until August 9.

Human Resources – Alison Kivikoski, Director

- Leave of Absence Request – Long Term Care

**Moved:** Commissioner Tombarello to approve a leave with pay request, with County portion of benefits not applicable, for a Long Term Care Services employee. Commissioner St. James seconded. Alison Kivikoski discussed the leave requests. Voted all in favor.

- Leave of Absence Request – Long Term Care

**Moved:** Commissioner Tombarello to approve a leave with pay request, with County portion of benefits to continue, for a Long Term Care Services employee. Commissioner St. James seconded. Discussion ensued on the request. Voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request: PPP 6-4

Steve Woods discussed the background of the request. Ms. Frank joined the meeting and further addressed her request. Discussion ensued on the employee's number of years with the County, as well as where the salary fell after the classification study. The employee noted she didn't feel the salary placement took into consideration her years of experience. Discussion ensued on the midpoint pay range. Further discussion ensued on the LNA pay rates. Commissioner Coyle asked for Alison Kivikoski to go back and look at all of the LNA pay rates and ensure the rates were fair based on what they brought to the table. The individual request will be indefinitely tabled.

- Exception Request: PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Commissioner St. James seconded. Discussion ensued. Motion passed 2-1 with Commissioner Coyle voting no.

- Exception Request: PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Exception Request: PPP 6-15

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-15 for eligible Sheriff's Office employees. Commissioner St. James seconded. Discussion ensued that this was an exception brought forth every year to be in compliance with the union contract. Discussion ensued on incorporating the language into the contract next time. Voted all in favor.

**V. New Business / Old Business**

- Law Enforcement Opioid Abuse Reduction Initiative Grant – Sheriff's Office (walk-in)

**Moved:** Commissioner Tombarello to approve a Homeland Security grant application in the amount of \$71,744 for the Sheriff's Office, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

**VI. Public Comment**

No public comments received.

**VII. Commissioners Non-Public Session**

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

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

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

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

**VIII. Recess - Legal Discussion 4:30pm**

Commissioner Coyle declared a recess at 4:55pm to consult with legal counsel. Commissioner Coyle reconvened the meeting at 5:07pm.

**IX. Work Session – Jon Halle 5:00pm**

Jon Halle from Warrenstreet Architects joined the meeting. He noted he had met with the four departments affected by the space allocation, including Deeds, County Attorney, Sheriff's Office, and Corrections. Mr. Halle provided his recommendations for space needs. Discussion ensued on whether moving the County Attorney's Office would be the practical solution due to the amount of work done at the courthouse and mileage that would have to be reimbursed.

Discussion ensued on finding out the Delegation's space needs as well as community corrections, and further discussion took place regarding each individual department's space needs and allowing for expansion of dispatch in the future.

Jon Halle provided an update on the nursing home renovations.

Mr. Halle left the meeting. Discussion ensued on grant writing.

- Old Business: Lang Property

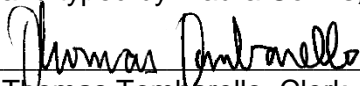
Jude Gates noted she had reached out to two more surveyors but had not yet heard back. She further noted there was a few a changes to the PFC site investigation proposals to the State. Jude noted the work and testing on the generators.

Alison Kivikoski noted Rep O'Connor had called her about various questions in preparation for Friday. Discussion ensued on the budget review for Q2.

**X. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 6:02pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 28, 2017 – 9:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
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 St. James called the meeting to order at 9:15am.

Commissioner Coyle joined the meeting at 9:20am.

Discussion ensued on line item transfers.

Commissioner Coyle declared a recess at 9:26am.

## **II. Recess for Q2 Budget Review**

Commissioner Coyle reconvened the meeting at 10:53am.

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

- Line Item Transfer

**Moved:** Commissioner Coyle to approve a line item transfer in the amount of \$34,500 for the Delegation. Commissioner St. James seconded, voted all in favor.

Discussion ensued on changing the meeting times for the Commissioners meetings to 10am effective with the August 9 meeting.

## **IV. Adjourn**

**Moved:** Commissioner St. James to adjourn at 10:57am. Commissioner Coyle seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
August 9, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Stephen Church, Corrections Superintendent  
Patricia Conway, County Attorney  
Jude Gates, Director of Facilities, Planning, & IT  
Robin Bernier, IT Manager  
Charles Nickerson, Finance Director  
Steven Woods, Long Term Care Services Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Julie Hoyt, Sr HR Generalist

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

Commissioner Coyle called the meeting to order at 10:12am.

## **II. RFP Openings/Awards**

- Opening: Boiler Plant Repairs – Engineering & Maintenance Services

Commissioner St. James opened a proposal from ECS Construction Services, Incorporated.

**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.

- Award: 2018 Ford F-150 Pickup – Engineering & Maintenance Services

**Moved:** Commissioner St. James to award the 2018 Ford F-150 Pickup proposal to Autofair Ford in the amount of \$25,286, with financing to be determined by the Finance Director, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded, voted all in favor.

- Award: Pharmacy Services – Long Term Care

**Moved:** Commissioner St. James to award the Pharmacy Services proposal to Preferred Pharmacy Solutions for the period of October 1, 2017 through September 30, 2020, in an amount not to exceed \$325,000 annually, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, voted all in favor.

## **III. Consent Agenda**

1. Minutes 8/9/17 (Commissioners Office)

To approve the minutes of the August 26, 2017 and August 28, 2017 Board of Commissioners meetings.

2. Warrants (Finance)

To approve departmental warrants T170451, T170525, T170526, T170559, T170560, T170590, T170618, T170619, T170637, T170639, T170641, T170655 totaling \$240,663.40; departmental warrants entered by Finance T170653, T170673, T170676, T170677, T170678, T170680, T170683, T170684, T170685, T170686 totaling \$45,699.70; A/P wire payments T170651 and T170681 totaling \$1,213,972.38; payroll warrants 0727DR, 0727VD, 0801MC, 0803DR, 0803VD totaling \$9,044.20, for a grand total to be approved of \$1,509,379.68.

3. Payroll (Finance)

To approve a payroll expense in the amount of \$1,120,100.02 for the period ending August 5, 2017.

4. Nice Letter (Long Term Care)

Letter of thanks from a resident's family member.

5. Inmate Population Report (Corrections)

Routine report for informational purposes.

6. Turnover Report (Human Resources)

Routine report for informational purposes.

7. Census Report (Long Term Care)

Routine report for informational purposes.

**Moved:** Commissioner St. James to approve the consent agenda. Commissioner Coyle seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James provided an update regarding NHAC Bylaws, including proposed changes that will come up for a vote at the 2017 NHAC conference.

Steve Woods provided an update on managed care discussions.

- Commissioner Liaison Updates

None at this time.

- Cross Roads House Mortgage Discharges (2)

Discussion ensued regarding two mortgage discharges that were requested by Cross Roads House, Inc. It was explained that they were related to the (2008) CDBG award, and that Cross Roads House had fulfilled all of its obligations under the terms of the grant.

**Moved:** Commissioner St. James to approve two Cross Roads House mortgage discharges and for the Chair to sign any necessary documents. Commissioner Coyle seconded. Cathy Stacey to serve as Notary for the signing of the discharges. Voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Exception Request: PPP 8-2F

**Moved:** Commissioner St. James to approve an exception request to Personnel Policies and Procedures 8-2F for a County Attorney employee. Commissioner Coyle seconded. Pat Conway explained the employee's request; discussion ensued regarding the rationale for the request. Commissioner Coyle noted that he wanted this to be a one-time exception. Voted all in favor.

- Exception Request: PPP 9-3B.4

**Moved:** Commissioner St. James to approve an exception request to Personnel Policies and Procedures 9-3B.4 for the County Attorney's Office with regards to job postings for two (2) Legal Assistant positions. Commissioner Coyle seconded. A brief discussion about the request ensued. Voted all in favor.

- Assistant County Attorney Appointment

**Moved:** Commissioner St. James to approve the appointment of Jonathan Cowal to Assistant County Attorney, pursuant to NH RSA 7:33-f. Commissioner Coyle seconded; voted all in favor.

- Prosecution Contract Admin Fee

Pat Conway relayed the request from the various police department chiefs that they did not want there to be any administrative fee. Commissioner Coyle explained that the Board's position is that the administrative fee for each prosecution contract for 2018 would once again be \$2,000. Further discussion ensued with the proposal for the Finance Director to provide an analysis that would show that this amount is appropriate.

Engineering & Maintenance Services – Jude Gates, Director

- Funds Reallocation

**Moved:** Commissioner St. James to approve reallocation of funds between existing capital projects in the Capital Fund as recommended by the Director of Facilities, Planning, and IT. Commissioner Coyle seconded; voted all in favor.

- Ricoh Contract Amendment

**Moved:** Commissioner St. James to approve a contract amendment to the Ricoh copier agreement as recommended by the Director of Facilities, Planning, and IT, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded. Brief discussion ensued regarding the nature of the amendments and if legal and/or risk review was necessary. Voted all in favor.

Human Resources – Julie Hoyt, Sr. HR Generalist

- Leave Request – Long Term Care/Housekeeping

**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 Coyle seconded; voted all in favor.

- Leave Request – Long Term Care/Nursing



**Moved:** Commissioner St. James to approve a leave without pay request, with County portion of benefits not applicable, for a Long Term Care employee. Commissioner Coyle seconded. Julie Hoyt briefly discussed the timing of the employee's return to work. Voted all in favor.

- Gallagher Consulting Agreement

**Moved:** Commissioner St. James to approve a four-year consulting agreement with Gallagher Benefit Services, Inc. for the period of July 1, 2014 through June 30, 2018, with annual fees of \$51,000 effective January 1, 2016, and for the Chair to sign all necessary documents, pending legal and risk review, as recommended by the Director of Human Resources. Commissioner Coyle seconded. Julie Hoyt explained that the agreement was not signed previously, and that date references in the original contract had to be properly aligned. Voted all in favor.

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

- Resident Fund Request

**Moved:** Commissioner St. James to approve an increase in the Resident Fund Petty Cash Account to \$1,200 from the current amount of \$850, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. A brief discussion ensued on the request. Voted all in favor.

- CMA – Organizational Development Initiative Agreement

**Moved:** Commissioner St. James to approve the Organizational Development Initiative Agreement with Career Management Associates for the period of August 1, 2017 through December 31, 2018, and authorize the Chair to sign all necessary documents pending completion of risk review.

- Discussion Regarding PPP 6-3

A brief discussion on PPP 6-3 ensued, with the consensus being to table the matter for further discussion at a future Board of Commissioners meeting.

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

Cathy Stacey noted there was an issue when the generator was being serviced.

Julie Hoyt noted the HR department is reviewing attendance for the recent training sessions.

Sheriff Hureau noted they are still having radio issues. They believe it may be because of the model of radio.

Chuck Nickerson noted there was a NHRS audit last week and it was clean.

Steve Church noted that the contract for funding drug court will be directly with the State in 2018, instead of us.

#### **VI. Public Comment**

No public comments received.

#### **VII. Recess for Discussion of Legal/Union Matters**

No discussion at this time.

#### **VIII. 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.

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

Those present were Commissioner Coyle, Commissioner St. James, Steve Woods, Julie Hoyt, and Leila Mattila.

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

Those present were Commissioner Coyle, Commissioner St. James, Patricia Conway, and Leila Mattila.

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

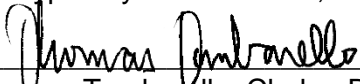
While in non-public session, the Board of Commissioners made the following vote:

**Moved:** Commissioner St. James to approve the appointment of Ross McLeod to Assistant County Attorney, pursuant to NH RSA 7:33-f. Commissioner Coyle seconded. Voted, motion failed 0-2.

## IX. Adjourn

**Moved:** Commissioner St. James to adjourn at 11:45am. Commissioner Coyle seconded, voted all in favor.

Minutes taken and typed by: Leila Mattila, Executive Assistant – Finance

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
August 16, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Major Darin Melanson, Deputy Sheriff

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

Commissioner Coyle called the meeting to order at 10:01am. Commissioner Coyle asked for a moment of silence for the passing of Sandy Buck.

## **II. RFP Openings/Awards**

- RFP Opening: Dish Machine Compressor - Engineering & Maintenance Services

Commissioner Tombarello opened a proposal from Distributor Corporation of New England.

**Moved:** Commissioner Tombarello 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 Opening: Air Mattress System - Long Term Care

Commissioner Tombarello opened proposals from 4MD Medical Solutions, Allstate Medical, Geriatric Medical, McKesson, and Products Unlimited.

**Moved:** Commissioner Tombarello 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 Award: Institutional Products – Corrections

**Moved:** Commissioner Tombarello to award the Institutional Products proposal to Bob Barker, Charm-Tex, Tabb Textile, and Victory Supply for a period of one year, in a total amount not to exceed \$54,000, as recommended by the Corrections Superintendent. Commissioner Coyle seconded, voted all in favor.

## **III. Consent Agenda**

1. Minutes: 8/9 (Commissioners Office)

To approve the minutes of the August 9, 2017 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T170452, T170561, T170591, T170620, T170621, T170643, T170657, T170659 totaling \$797,180.81; departmental warrants entered by Finance T170687, T170688, T170689, T170700, totaling \$10,430.92; and payroll warrants 0807DR, 0810DR, 0810VD totaling \$1,346.46, for a grand total to be approved of \$808,958.19.

3. Inmate Population Report (Corrections)

Routine report for informational purposes.

4. Policy Revision – Nursing Weekender (Long Term Care)

To approve and sign the revised Nursing Weekender policy.

5. Policy Revision – Nursing Per-Diem Pay Rates (Long Term Care)

To approve the revised Nursing Per-Diem Pay Rates policy.

**Moved:** Commissioner Coyle to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the next meeting would be in a couple of weeks. Alison Kivikoski gave an update on the 2017 NHAC Conference.

- Commissioner Liaison Updates

Steve Church updated the Board on the body scanner installation.

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

- Leave Request – Long Term Care/Housekeeping

Alison Kivikoski provided the background on the request.

**Moved:** Commissioner Tombarello to approve a leave with and without pay, with County portion of benefits to continue, for a Long Term Care employee. Commissioner St. James seconded, voted all in favor.

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

- Facility License Renewal Application (2018)

**Moved:** Commissioner Tombarello to approve the 2018 State of New Hampshire Residential License application and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

- Discussion Regarding PPP 6-3

Steve Woods noted they were having a hiring crisis with nursing. He noted he would like to be able to make offers above midpoint for the critical nursing positions including MNAs, RNs, LPNs, and Nursing

Supervisors, pending agreement with the HR Director, with an update to the Board at the following meeting. Further discussion ensued.

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

Jude Gates provided an update on the power surge that occurred over the weekend.

**Moved:** Commissioner Tombarello to authorize the HR Director and Long Term Care Director to make hiring offers above mid-point for MNAs, LPNs, RNs, and Nursing Supervisor candidates, without prior approval from the Board of Commissioners, for a period of six (6) months. Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no.

Steve Church noted he would be attending the Belknap County correctional facility opening tomorrow.

Major Melanson noted the network issues that occurred over the weekend because of the power outage.

Alison Kivikoski noted Kevin Ryan from GBS had left and his replacement would be meeting with her and Chuck Nickerson the following week. She noted the Kronos conversion was underway for the HR modules.

Discussion ensued on radio upgrades and dispatch hires.

Commissioner St. James noted the deadline for NHAC award nominations was this afternoon.

Major Melanson also noted a Sheriff's Office employee would be receiving the Congressional Law Enforcement Award.

Commissioner Tombarello noted the donation disbursements to Rockingham County organizations from a Rockingham County resident.

#### **VI. Public Comment**

No public comments received.

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

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

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

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

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

Discussion ensued on account signers due to the Treasurer's death.

#### **VIII. Recess for Discussion of Legal Matters (11:00am)**

Commissioner Coyle declared a recess at 10:52am to discuss legal matters. Commissioner Coyle reconvened the meeting at 11:29am.

#### **IX. Adjourn**

**Moved:** Commissioner St. James to adjourn at 11:29am. Commissioner Coyle seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
August 23, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections Superintendent  
Robin Bernier, IT 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  
Jennifer Haggar, Deputy County Attorney  
Doug Scamman

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 10:01am.

## II. RFP Openings/Awards

- RFP Opening: Fire Sprinkler Testing (Engineering & Maintenance Services)

Commissioner Tombarello opened a proposal from Hampshire Fire Protection Company.

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

- RFP Opening: Elevator PMs (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Embree Elevator and Stanley Elevator Company Inc.

Commissioner Coyle joined the meeting at 10:04am.

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

- RFP Opening: Grease Trap/Lift Station Service (Engineering & Maintenance Services)

Commissioner Tombarello opened a proposal from Stewart's Septic.

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

- RFP Opening: Hygiene Lift Chairs (Long Term Care)

Commissioner Tombarello opened proposals from Medline and AOSS Medical Supply.

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

- RFP Opening: Exam Table (Long Term Care)

Commissioner Tombarello opened proposals from AOSS Medical Supply, Cirious LLC, Direct Supply, McKesson, Medline, and Moore Medical.

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

- RFP Opening: X-Ray Services (Long Term Care)

Commissioner Tombarello opened proposals from Mobile Medical Diagnostic Services and Mobilex.

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

- RFP Award: Boiler Plant Repairs (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Boiler Plant Repairs proposal to ECS Construction Services in an amount not to exceed \$18,404.00, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- RFP Award: Dish Machine Compressor (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Dish Machine Compressor proposal to Distributor Corporation of New England in the amount of \$5,375.00, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- RFP Award: Air Mattress System (Long Term Care)

**Moved:** Commissioner Tombarello to award the Air Mattress System proposal to Geriatric Medical in an amount not to exceed \$26,200.00, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

### III. Consent Agenda

1. Minutes: 8/16 (Commissioners Office)

To approve the minutes of the August 16, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,107,912.85 for the period ending August 20, 2017.

3. Granite State Rural Water Assn Operator Award – Tom Schulte (Engineering & Maintenance Services)



Operator Award to be received by Tom Schulte in recognition of work at the Rockingham County Complex for excellence in asset management and use of GIS technology.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor. Tom Schulte's contributions to the County were further noted by the Commissioners.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- Deputy Treasurer Nomination

**Moved:** Commissioner Tombarello to appoint Doug Scamman to the position of Deputy Treasurer, through May 31, 2018, pursuant to NH RSA 29:15. Commissioner St. James seconded, voted all in favor.

**Moved:** Commissioner Tombarello to replace Edward Buck with Doug Scamman, Deputy Treasurer, as a signer on all Rockingham County bank accounts. Commissioner St. James seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted he would be attending the upcoming meetings on Medicaid Managed Care. Cathy Stacey noted she would be attending the committee meeting regarding probate court next Tuesday. She further explained the purpose of the meeting. Commissioner St. James noted the by-laws were sent out from the By-Laws Committee, and it was to be determined when the meeting to vote on them would be held.

- Commissioner Liaison Updates

Commissioner Tombarello noted his discussion with Steve Woods about limiting residents from the new dining hall, and the surrounding health and safety concerns. Commissioner St. James noted he thought residents should be allowed with family members, and that staff already had a separate dining area. Further discussion ensued on the bathroom renovations and eliminating the residents' smoking room after a transitory period.

Discussion ensued about the incident at the jail the previous day.

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

- Leave Request – Long Term Care (Nursing)

Alison Kivikoski explained the request.

**Moved:** Commissioner Tombarello to approve a leave with pay request, with County portion of benefits not applicable, for a Long Term Care employee. Commissioner St. James seconded, voted all in favor.

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

- Prime Time Healthcare LNA Rate Increase

**Moved:** Commissioner Tombarello to approve the Prime Time Healthcare LNA rate increase as presented in the Long Term Care Services Director's memorandum dated August 23, 2017. Commissioner St. James seconded, voted all in favor.

- Charles Cormier Photography Agreement

**Moved:** Commissioner Tombarello to approve the Charles Cormier Photography Agreement, for the period of June 1, 2017 through October 31, 2017, in the amount of \$2,000, and authorize the Chair to sign all necessary documents having previously completed risk review. Commissioner St. James seconded. Commissioner St. James noted the previous \$2,000 contract. He further noted they had talked with four different photographers, and that the other quotes were in the \$10-20,000 range. He further noted they had saved about \$5,000 on the wall hangings. Discussion ensued on the contract price and Commissioner St. James noted he would like to amend the contract to \$3,000. Commissioner Tombarello amended the motion to \$3,000. Voted, motion passed 2-1 with Commissioner Coyle voting no.

Sheriff's Office – Michael Hureau, High Sheriff

- JAG Grant Application – preliminary review

The Board concurred the application would not need risk or legal review.

**V. New Business / Old Business**

- Inmate Administrative Transfer – Corrections (walk-in)

**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 August 18, 2017. Commissioner St. James seconded, voted all in favor.

Steve Church noted his discussion about video arraignment with Judge Gardner. Further discussion ensued.

Chuck Nickerson noted the Accounting Manager position would be posted on a few other websites in order to reach a more targeted audience.

Commissioner St. James asked Cathy Stacey about the possibility of using some of the Deeds space for extra attorneys when Felonies First is implemented. Cathy stated it wouldn't work due to not being able to lock the spaces and that it is open to the public. Jennifer Hagggar noted the space is cramped but that she thought they would be able to transport files back and forth from the closing rooms, if needed.

Alison Kivikoski noted her discussion with the new representative at Gallagher.

Jennifer Hagggar noted the vacant positions at the County Attorney's Office that they are still trying to fill. She further discussed the conference she had just attended on crimes against children. Further discussion ensued on the vacancies.

Sheriff Hureau noted the evaluation software they use would be expiring in October. Alison Kivikoski noted Kronos would not be ready by then, but they are evaluating software programs currently. Sheriff Hureau noted they would look to have a yearly subscription until the new software was put in place. Alison suggested the Sheriff's Office revert to paper evaluations in the interim. She noted the earliest it would be in place would be March. Further discussion ensued.

Sheriff Hureau noted they had made an offer for the Network Administrator position to a candidate from the County Attorney's Office. He noted they would do whatever they could to help the transition from the County Attorney's office.

Sheriff Hureau provided an update on the Motorola radio/network issues.

Steve Woods noted the Chair of the Long Term Care sub-committee thought the County would benefit from a 10 year plan LTC plan.

**VI. Public Comment**

No public comments received.

**VII. Commissioners Non-Public Session**

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Michael Hureau, Alison Kivikoski, and Laura Collins.

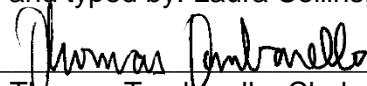
**Moved:** Commissioner Coyle to go out of non-public session. Commissioner St. James seconded, voted all in favor.

**VIII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 11:21am. Commissioner Tombarello seconded, voted all in favor.

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

Received by: \_\_\_\_\_



Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
August 29, 2017 – 10:00am

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Major 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  
Steven Woods, Long Term Care Services Director  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff  
Gary Fornari, Gallagher Benefits  
Lauren Brouillette, Gallagher Benefits

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- RFP Rejection: Hygiene Lift Chairs (Long Term Care)

**Moved:** Commissioner Tombarello to reject the Hygiene Lift Chairs proposals and reissue the RFP. Commissioner St. James seconded, voted all in favor.

## III. Consent Agenda

1. Minutes: 8/23 (Commissioners Office)

To approve the minutes of the August 23, 2017 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T170453, T170527, T170528, T170562, T170593, T170622, T170623, T170624, T170665, T170722, T170723, T170725, T170741 totaling \$668,117.98; departmental warrants entered by Finance T170661, T170757, T170758, T170759, T170760, T170763, T170764 totaling \$15,601.72; payroll warrants 0817DR, 0818MC, 0822DR, 0824DR totaling \$12,527.82; and general ledger warrants GL17547, GL17548, GL17584 totaling \$815.00, for a grand total to be approved of \$697,062.52.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

## IV. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the conference agenda.

- Commissioner Liaison Updates

No updates.

- 9/20 Meeting Location/Time

The meeting will be held at 6pm and Alison will secure a room at the hotel. It will be for payroll only.

Corrections – Stephen Church, Superintendent

Major Consentino provided an update on some of the jail projects.

- Exception Request: PPP 6-7

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-7 for a Corrections employee. Commissioner St. James seconded, voted all in favor.

- Exception Request: PPP 16-1,16-2 / CBA Article XXII, 22.2

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 16-1 and `6-2, and NCEU Local 118 CBA Article XXII, 22.2 for a Corrections employee. Commissioner St. James seconded. Alison noted that the person was outside of the IRS guidelines for qualifying events and that requests such as this have been denied in the past. She also noted Cigna would not accept it without supporting documentation and so far it had not been provided. Voted, motion failed 1-1 with Commissioner Tombarello voting no.

County Attorney's Office – Patricia Conway, County Attorney

- Lead Attorney Appointment

Patricia Conway briefed the Board on the background of Attorney Sheehan.

**Moved:** Commissioner Tombarello to approve the appointment of Douglass Sheehan to Lead County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney. Commissioner St. James seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Grade Position Inquiry – discussion

Alison Kivikoski discussed a request for a part time administrative assistant in nursing to help with time and attendance. She noted two positions that were in the same grade, which would not require Executive Committee approval, but she was looking for guidance on repurposing the position. Commissioner St. James asked why a duplication of effort was needed when the departments go over payroll and then Finance goes over it again. Alison Kivikoski explained that there was only one person in nursing going over payroll for over 200 employees, and other departments have either less employees to cover or more than one person to help. Discussion ensued on the different audit function that Payroll does, versus the approval through the departments.

Sheriff's Office – Michael Hureau, High Sheriff

- 2017 JAG Application / Public Hearing

Commissioner St. James opened the Public Hearing for the 2017 JAG Application #2017-H2210-NH-DJ.

PROGRAM NARRATIVE

The 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) funds (CFDA #16.738) for Rockingham County are \$23,603. 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. Each entity will be allocated the following:

Programs:

Town of Derry:	\$11,107
Town of Salem:	<u>\$11,317</u>
	\$22,424

Administration Fee:

Rockingham County:	\$ 1,179
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<u>Total:</u>	<u>\$ 23,603</u>
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As previously stated, Rockingham County, through its Board of Commissioners, has agreed to act as the Fiscal Agent for the purposes of the 2017 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 10/01/2016 through 09/30/2018. The grant application is due by 5:00 p.m. (Eastern Time) on September 5, 2017.

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.

Derry will purchase surveillance and investigative equipment to keep up with the ever-changing technological environment. Salem will upfit a Dodge Charger with K9 safety equipment and an undercover Ford Fusion with proper safety lighting.

ROCKINGHAM COUNTY, NH- ADMINISTRATIVE FEE ALLOCATION

Rockingham County is the fiscal agent for the 2017 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 \$1,179 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 St. James asked if there were any public comments. No public comments were received. Commissioner St. James closed the public hearing.

**Moved:** Commissioner Tombarello to approve the 2017 JAG application, #2017-H2210-NH-DJ, in the amount of \$23,603, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

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

- Leave Request – Long Term Care (walk-in)

**Moved:** Commissioner Tombarello to approve a leave with and without pay request, with County portion of benefits to continue, for a Long Term Care employee. Commissioner St. James seconded, voted all in favor.

Sheriff Hureau provided an update on the opioid grant disbursement.

Alison Kivikoski gave an overview of the Kronos timeline for the HR module.

Major Consentino noted they were working on getting a second road crew out to the towns.

Patricia Conway noted the hiring trends regarding attorneys and some of the surrounding issues. She also explained a drug case her office had just prosecuted in which the sentencing was a far departure from what their office had recommended.

Jude Gates provided an update on the fire training site. Discussion ensued.

Chuck Nickerson noted the MS-45 was ready for signature. He noted the insurance RFP would be going out soon. Further discussion ensued on budget planning.

#### **VI. Public Comment**

No public comments received.

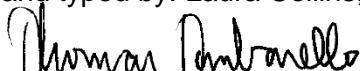
#### **VII. Gallagher Benefit Services – Renewal Presentation**

Gary Fornari and Lauren Brouillette from Gallagher Benefit Services presented the Commissioners with renewal options for the County's benefits plans.

#### **VIII. Adjourn**

**Moved:** Commissioner St. James to adjourn at 12:12pm. Commissioner Tombarello seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
September 6, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Michael Hureau, High Sheriff  
Doug Scamman, Deputy Treasurer

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- RFP Opening: Pressure Compartment Cooker (Long Term Care)

Commissioner Tombarello opened proposals from Great Lakes Hotel Supply and Kittredge Foodservice Equipment and Supplies.

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

- RFP Award: Fire Sprinkler Testing (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Fire Sprinkler Testing proposal to Hampshire Fire Protection Co. for the period of October 1, 2017 through March 31, 2019, in the amount of \$10,355 and for the stated rates for any work ordered outside the scope of the inspection service, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- RFP Award: Grease Trap / Lift Station Service (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Grease Trap / Lift Station Service proposal to Stewart's Septic, for the period of October 1, 2017 through March 31, 2019, in the amount of \$530 per month for the grease trap and \$375 per month for the lift station, for a total of \$12,915, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Discussion ensued on the lift station. Voted all in favor.

- RFP Award: Elevator PMs (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Elevator PMs proposal to Embree Elevator for the period of October 1, 2017 through March 31, 2019, in the amount of \$1,316 per month, and for the stated rates for any additional work ordered, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- RFP Award: X-Ray Services (Long Term Care)



**Moved:** Commissioner Tombarello to award the X-Ray Services proposal to Mobile Medical Diagnostic Services (MMDS), for the period of December 15, 2017 through December 14, 2020, in an amount not to exceed \$15,000 annually, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Discussion ensued on the amount. Voted all in favor.

### III. Consent Agenda

1. Minutes: 8/29 (Commissioners Office)

To approve the minutes of the August 29, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,106,960.67 for the period ending September 3, 2017.

3. Inmate Administrative Transfer (Corrections)

To approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated August 30, 2017.

4. Nice Letter (Long Term Care)

A letter from a resident's family member thanking the staff of Long Term Care.

5. Seacoast School of Technology Affiliation Agreement (Long Term Care)

To approve an Affiliation Agreement with Seacoast School of Technology, for the period of January 1, 2018 through June 1, 2018, at no cost to the County, and to authorize the Chair to sign all necessary documents having previously completed risk review.

6. Surplus Equipment Request (Engineering & Maintenance Services)

To declare the equipment outlined in the Director of Facilities, Planning, and IT's email dated August 31, 2017, as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded and noted the letter from the resident's family. Voted all in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted yesterday was the first of three meetings with the consulting committee on Medicaid Managed Care. Discussion ensued on various NHAC meetings and who would attend. Further discussion ensued on the NHAC Officer positions.

- Commissioner Liaison Updates

No updates.

#### Human Resources – Alison Kivikoski, Director

Alison Kivikoski reviewed the expiration dates for the various benefit cycles.

- Voluntary Benefits

**Moved:** Commissioner Coyle to approve the January 1, 2018 through June 30, 2019 voluntary benefits as presented by Gary Fornari, Gallagher Benefits Consultant, on August 29, 2017 and authorize the Chair to sign all related documents, pending any necessary legal and risk reviews, as recommended by Gallagher Benefit Services and the Human Resources Director. Specifically:

- To approve Benefit Strategies as the Product Administrator for the Flexible Spending Accounts (FSA) and Cafeteria 125 Plan Management at an Annual Renewal fee of \$400; \$4.35 PPPM (Per participant Per Month fee) extending current rate guarantee; expiring on December 31, 2018. Estimated January 1, 2019 through June 30, 2019 expenses are being accounted for in the health scenario that will be presented after the final Stop Loss renewal information has been received in October 2017.
- To approve Benefit Strategies as the Product Administrator of the Health Savings Account (HSA); no separate fee for HSA plan account administration; extending current rate guarantee; expiring on December 31, 2018. Estimated January 1, 2019 through June 30, 2019 expenses are being accounted for in the health scenario that will be presented after the final Stop Loss renewal information has been received in October 2017.
- To approve Benefit Strategies as the Product Administrator of COBRA at an Annual Renewal fee of \$250; \$0.45 PEPM (Per Employee Per Month) fee; Qualified Beneficiary Takeover Fee \$40; extending current rate guarantee; expiring on December 31, 2018. Estimated January 1, 2019 through June 30, 2019 expenses are being accounted for in the health scenario that will be presented after the final Stop Loss renewal information has been received in October 2017.
- To approve Symetra as the fully-insured Short Term Disability Carrier at a rate of \$0.525 per \$10 benefit with 100 percent of cost covered for full-time employees and prorated share for part-time employees; a 0percent increase; extending current rate guarantee; expiring on December 31, 2018. Estimated January 1, 2019 through June 30, 2019 expenses are being accounted for in the STD scenario that will be presented in October 2017.
- To approve Symetra as the Product Administrator for Voluntary Long Term Disability at a 0percent increase; extending current rate guarantee; expiring on December 31, 2018.
- To approve Symetra as the Product Administrator for Voluntary Employee Life/AD&D to be offered for new enrollment at a 0 percent increase; extending current rate guarantee; expiring on December 31, 2018.
- To approve Symetra as the Product Administrator for Voluntary Spouse and Child Life/AD&D to be offered for new enrollment at a 0 percent increase; extending current rate guarantee; expiring on December 31, 2018.
- To approve Colonial as the Product Administrator for the Voluntary Accident and Hospitalization benefit "Plan"; rate guarantee of 3.5 years; expiring on June 30, 2019.
- To approve Colonial as the Product Administrator for the Critical Illness benefit "Plan "; rate guarantee of 3.5 years; expiring on June 30, 2019.

- To approve EyeMed as the Voluntary vision carrier at a 0percent rate increase; current rate guarantee of 4 years expires December 31, 2021.
- To approve E4Health to continue as the Employee Assistance Plan at a 0percent increase; current rate guarantee of \$1.37 PEPM (Per Employee Per Month) expires December 31, 2019.
- Boston Mutual will be retained but is closed to new enrollment

Commissioner St. James seconded, voted all in favor.

**Moved:** Commissioner Tombarello to approve the Open Enrollment period for the 2018 plan year as November 6, 2017 through November 22, 2017, and further approve mandatory training sessions to be conducted for all employees eligible for medical, dental, and voluntary benefits offered by Rockingham County. Commissioner Coyle seconded, voted all in favor.

- Dental & Other Benefits

Alison Kivikoski noted the requested change to the life insurance plan, which would offer an additional County-sponsored \$20,000 option for employees, outside of the NHRS life insurance plan. She further noted the changes to the Dental plan. Discussion ensued on the impact to the 18 month fiscal year.

**Moved:** Commissioner Tombarello to approve the January 1, 2018 through June 30, 2019 Dental and Other benefits noted below as presented by Gary Fornari, Gallagher Benefits Consultant, on August 29, 2017 and authorize the Chair to sign all related documents, pending any necessary legal and risk reviews, as recommended by Gallagher Benefit Services and the Human Resources Director. Specifically:

- To approve North East Delta Dental as the self-insured dental contract Product Administrator for the fiscal period January 1, 2018 through June 30, 2019 (*Finance Scenario 1*) which reflects a 13.50percent increase to the High Plan as presented in the Dental Summaries offering; Low Option and High Option plans. 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 rates of \$8.73 single, \$17.45 2-Person, \$26.64 Family per employee per month reflect a 0percent rate change; High Option plan rates of \$11.12 single, \$22.22 2-Person, \$33.92 Family per employee per month reflect a 13.50percent increase.
- Additionally, to affirm that the dental eligibility and deduction policy and procedure continue to mirror the non-union health deduction policy and procedure so that the employees are eligible for and pay for both health and dental on the same date.
- To approve \$2,250 for the employee Health Buy-Out option for the fiscal period January 1, 2018 through June 30, 2019. The full time monthly rate of \$125 will be pro-rated for part time employees. The same eligibility policy and procedures practiced for 2017 will be applied for the fiscal period January 1, 2018 through June 30, 2019.
- To approve Symetra as Product Administrator of the employer sponsored \$20,000 Basic Life insurance and \$20,000 Basic Employee AD&D insurance plans for benefits eligible employees at a \$4.50 PPPM (Per participant Per Month) fee; rate guarantee of 2 years expiring December 31, 2019.

Commissioner St. James seconded, voted all in favor.

- Salary/Wage Analysis – LNA

Alison noted she and Chuck Nickerson had reviewed the LNA wage analysis based on a prior exception request from an LNA. She discussed the scenarios that had been developed. She further noted that any changes would require then reviewing the LPNs. Discussion ensued on the starting salaries of LNAs coming in currently. Alison said that her recommendation would be to follow the policy surrounding returning to the County within a year, regarding the employee's request. Discussion ensued on historical pay raises as well as factors to consider in the upcoming budget planning. Commissioner Coyle noted it would be revisited during budget planning.

- PT to FT Position Request

Alison noted the issues she had been having filling the position and that she thought offering the additional five hours a week would improve the candidate pool.

**Moved:** Commissioner Tombarello to approve a Status Change for the Human Resources Executive Assistant position, position number KFT-01AAS, from part time benefits eligible to full time, as recommended by the Human Resources Director. Commissioner St. James seconded, voted all in favor.

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

- Bartending Services Agreement

Steve Woods explained the agreement for the Open House.

**Moved:** Commissioner Tombarello to approve an agreement with Bartending Services by Mr. Carol, in the amount of \$325, plus consumption and New Hampshire Rooms and Rentals tax (9 percent), in a total amount not to exceed \$2,500, and authorize the Chair to sign all necessary documents pending risk review. Commissioner St. James seconded, voted all in favor.

- Resident Smoking Room

Steve Woods noted the other counties' resident smoking accommodations. Commissioner St. James noted he did not think residents should not be given the option because it is their home, and that a small smoking room was already budgeted for and would utilize an old restroom. Jude Gates noted there would be no cost savings not to accommodate the smoking room as the bathroom would still need to be renovated. The Commissioners agreed to leave the plans in place to accommodate an indoor smoking room for residents.

- Donation Acceptance

**Moved:** Commissioner Tombarello to accept the donation of a \$200 Walmart gift card from Mr. Albert Lang, to be used to purchase Christmas gifts for the Rockingham County Rehabilitation and Nursing Center residents. Commissioner Coyle seconded, voted all in favor.

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

- Opioid Grant Agreement

**Moved:** Commissioner Tombarello to accept the Law Enforcement Opioid Abuse Reduction Initiative Grant award in the amount of \$67,000, and authorize the Chair to sign all necessary documents having already completed risk review, as recommended by the High Sheriff. Commissioner St. James seconded. Sheriff Hureau discussed the grant. Voted all in favor.

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

Doug Scamman noted he had been very busy the past few weeks getting up to speed at the County.

Charles Nickerson noted the tax apportionment will be ready soon. He further noted the Kronos advanced scheduler is proceeding well and he would like to get nursing utilizing it as well.

Steve Church noted there would be a week of training with the State on emergency response in October. He further noted his meeting with Robin Bernier on anti-drone technology and that it may be able to be ready to go before winter. Steve noted he was working with a St. Vincent De Paul on re-entry support and transitional housing for inmates. He noted currently most of the focus is on drug court.

Jude Gates noted a small fire occurred in a bakery motor. She said it would be about \$400 and should be up and running tomorrow. She further noted the ESP would start being installed next week.

Alison Kivikoski noted the recognition awards would occur in November and she will coordinate the dates. She provided an update on the Kronos HR module.

Sheriff Hureau noted they would be posting the deputy position soon. He discussed the mobile radio site problems and that they were starting to be resolved. He discussed the modulation issues that still remained with some of the police departments and the equipment used by the PDs. Sheriff Hureau noted they are still working to fill the dispatch positions. Further discussion ensued on Saddleback Mountain and the issues with the line of sight.

Steve Woods noted the Stuff the Bus for Houston went well. He went on to ask the Board's consideration in providing a financial incentive for the laundry staff at the nursing home who stepped up and did the laundry for the jail while the repairs were being completed. The Board agreed to a \$100 incentive, and Steve will bring the request to next week's meeting.

Commissioner Tombarello discussed the gutter situation on the HR building. Jude noted it would be addressed in the next budget.

Discussion ensued on the non-county specials.

Commissioner St. James noted the chili fest coming up in Stratham.

**VI. Public Comment**

No public comments received.

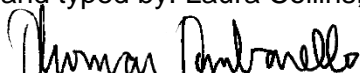
**VII. Commissioners Non-Public Session**

No non-public sessions.

**VIII. Adjourn**

**Moved:** Commissioner Coyle to adjourn at 11:15pm. Commissioner Tombarello seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
September 12, 2017 – 10:00am

## Present

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

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- RFP Opening: Email Archiving System - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Intradyn, Jatheon Technologies, Tangent Computer, and Versatile.

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

- RFP Opening: Fuel Contract - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Diesel Direct, Hanscom's Truck Stop, Palmer Gas/Ermer Oil, Proulx Oil & Propane, Santa Buckley Energy, and Suburban Propane.

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

## III. Consent Agenda

1. Minutes: 9/6 (Commissioners Office)

To approve the minutes of the September 6, 2017 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T170454, T170563, T170564, T170594, T170625, T170727, T170730, T170732, T170747, T170768 totaling \$290,601.56; departmental warrants entered by Finance T170568, T170614, T170745, T170765, T170766, T170778, T170779, T170794, T170795, T170796, T170807, T170808 totaling \$119,088.35; payroll warrants 0829MC, 0831MR, 0901DR, 0907DR totaling \$10,210.63; and general ledger warrants GL17586,

GL17587, GL17596, GL17631 totaling \$1,081.50, for a grand total to be approved of \$420,982.04.

3. Census Report (Long Term Care)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

**IV. Reports**

Commissioners Office – Kevin Coyle, Chair

- Line Item Transfers

None at this time.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the next meeting for Medicaid Managed Care was today and he would be attending.

Discussion ensued on the NHAC Officer positions.

- Commissioner Liaison Updates

Commissioner St. James noted he went to the UNH Co-Op Extension meeting and they were interviewing for a forestry management position, and they only put one candidate forward. He noted he believed they should be putting more candidates forward.

Finance Office – Charles Nickerson, Director

- 2017 NHAC Dues

Chuck Nickerson noted that payment had been held off until financial questions had been answered from NHAC. Discussion ensued on the \$100,000 for the Medicaid Managed Care consultant. Further discussion ensued on the NHAC.

**Moved:** Commissioner Tombarello to approve warrant T170783, for the payment of the 2017 NHAC dues, in the amount of \$18,736.00. Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no. Commissioner Coyle stated he did not feel the organization was well organized and that the dues were a waste of taxpayer money. Commissioner St. James noted this would be the last time he would vote to pay the dues if the organization didn't become better organized.

Cathy Stacey joined the meeting at 10:17am. Discussion continued on the position of NHAC President and attendance of officers. Cathy noted her discussion with other members on the seat succession and participation.

Human Resources – Alison Kivikoski, Director

- Leave Request – Long Term Care

Alison Kivikoski noted the request should be pulled as the employee provided a verbal resignation.

- Change Order Request: Precision Fitness Equipment \$6,992.07

**Moved:** Commissioner Tombarello to approve a change order request to Precision Fitness Equipment in the amount of \$6,992.07. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Resident Rate Request

Steve Woods explained the request. The family was looking to have a permanent change to the private pay rate. Discussion ensued on the rates and past exceptions that had been made for other reasons and only for limited amounts of time. The Board concurred no action would be taken at this time, but that the family could come to speak with them during public comment of a future meeting if they chose.

- Laundry Staff One-Time Stipend

**Moved:** Commissioner Tombarello to approve a discretionary, one-time \$100.00 stipend to the eight (8) laundry staff members listed on the Long Term Care Services Director's memorandum dated September 12, 2017. Commissioner St. James seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Exception Request: PPP 6-16

Major Melanson discussed the reasons for the exception request, and that it would cover employees not covered by the CBAs.

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-16, Payment-B, for sworn employees in the Sheriff's Office, including per diem and non-collective bargaining members, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

**V. New Business / Old Business**

Chuck Nickerson noted a few of his staff were attending an NHMA seminar today.

Steve Church discussed some of the new staff hires at the jail. Discussion ensued on the NHAC By-Laws Committee.

Alison Kivikoski asked what date the Employee Recognition ceremony should be. The Board concurred with November 29<sup>th</sup> at 2pm. Alison provided an update on the HR Kronos module.

Sheriff Hureau provided an update on the radio modulation issues. He noted Motorola's firmware update on a particular radio that would not pick up scans, and further discussions with Motorola on fixing the issue. He further noted Motorola won't provide firmware to fix the issue and, after negotiations, offered the solution of providing compatible radios with installation at 50 percent off. Sheriff Hureau he would prefer to do a lease. Discussion ensued on leasing options.

**VI. Public Comment**

No public comments received.

**VII. Commissioners Non-Public Session**

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

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



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

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Michael Hureau, Darin Melanson, and Laura Collins.

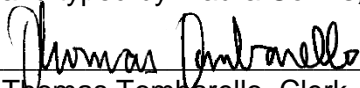
**Moved:** Commissioner Tombarello to go out of non-public session. Commissioner St. James seconded, voted all in favor.

The Commissioners proceeded with employee evaluations.

#### VIII. **Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 12:00pm. Commissioner St. James seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes

John Paul Jones Board Room  
Portsmouth Sheraton Harborside Hotel  
250 Market St, Portsmouth, NH  
September 20, 2017 – 6:00pm

## Present

Commissioner Coyle, Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director

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

Commissioner Coyle called the meeting to order at 5:52pm.

## II. **Consent Agenda**

### 1. Payroll (Finance)

To approve a payroll expense in the amount of \$1,141,895.04 for the period ending September 17, 2017.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner Coyle seconded, voted all in favor.

## III. **Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 5:54pm. Commissioner Coyle seconded, voted all in favor.

Minutes taken by Charles Nickerson, Finance Director, and typed by: Laura Collins, Senior Executive Assistant – Commissioners Office

Received by: \_\_\_\_\_

Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
September 27, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Michael Hureau, High Sheriff  
Nancy Lang, WC Coordinator

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:01am.

## II. RFP Openings/Awards

- Opening: Janitorial Products (Corrections)

Commissioner Tombarello opened proposals from Central Paper Products Co., Verativ, and Top Notch Supply.

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

- Opening: DOC Showers (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Clear Sky Coatings Solutions / Advanced Prep-Coat and Northeast Flooring Solutions.

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

- Opening: Laboratory Services (Long Term Care)

Commissioner Tombarello opened a proposal from Elliot Hospital.

**Moved:** Commissioner Tombarello 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.

- Opening: Hygiene Lift Chairs – reissue (Long Term Care)

Commissioner Coyle stepped out of the meeting.

Commissioner Tombarello opened a proposal from Arjo Huntleigh.

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

- Award: Fuel Contract (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Fuel Contract proposal, for the period of October 1, 2017 through March 31, 2019 to Hanscom's Truck Stop, for #2 small drops at a cost of rack plus \$0.18 per gallon with a cap of \$2.35 per gallon; for Ultra Low Sulfur Diesel large drops at a cost of rack plus \$0.08 per gallon with a cap of \$2.45 per gallon; and for diesel fuel at a cost of rack plus \$0.20 per gallon with a cap of \$2.45 per gallon; and to Palmer Gas & Oil Co. for LP Gas at a fixed cost of \$1.20 per gallon, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Discussion ensued on the prices. Voted both in favor.

- Award: Exam Table (Long Term Care)

**Moved:** Commissioner Tombarello to award the Exam Table proposal to Direct Supply in an amount not to exceed \$5,347, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Voted both in favor.

- Rejection: Pressure Compartment Cooker (Long Term Care)

**Moved:** Commissioner Tombarello to reject the Pressure Compartment Cooker proposals and reissue the RFP, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted both in favor.

### III. Consent Agenda

1. Minutes: 9/12 (Commissioners Office)

To approve the minutes of the September 12, 2017 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T170455, T170529, T170530, T170565, T170595, T170733, T170735, T170736, T170738, T170769, T170770, T170771, T170784, T170831 totaling \$1,594,429.47; departmental warrants entered by Finance T170751, T170755, T170853, T170865, T170866, T170867, T170868 totaling \$35,060.00; AP wire payments T170742, T170810 totaling \$1,663,921.38; payroll warrants 0914DR, 0915MC, 0921DR totaling \$10,664.88; and general ledger warrants GL17621, GL17622, GL17623, GL17624, GL17625, GL17626, GL17627, GL17628, GL17629, GL17630 totaling \$43,040.47, for a grand total to be approved of \$3,347,116.20.

3. Inmate Administrative Transfer (Corrections)

To approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated September 14, 2017.

4. Census Report (Long Term Care)

Routine report for informational purposes.

5. Facility Recredentialing (Long Term Care)

To approve the United Healthcare 2017 Facility Recredentialing application and authorize the Chair to sign all necessary documents.

6. Rockingham VNA & Hospice Agreements (Long Term Care)

To approve the Rockingham VNA & Hospice extensions for the Provision of Hospice Care, Inpatient Agreement for Respite Care, and Inpatient Care Agreement, for the period of October 1, 2017 through September 30, 2018, at no cost to the County, and authorized the Chair to sign all necessary documents having been previously reviewed by risk and legal.

7. Canobie Lake Park Consignment Agreement (Human Resources)

To approve the Canobie Lake Park Screemfest Consignment Ticket agreement, for the 2017 operating season, at no cost to the County, and authorize the Chair to sign all necessary documents.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted both in favor.

Commissioner Coyle rejoined the meeting.

#### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- County Vehicle Use Request

**Moved:** Commissioner Tombarello to allow a County employee to use the County's wheelchair accessible bus to transport three residents to a non-county function. Commissioner St. James seconded. Nancy Lang explained the request and noted that the residents were past members of the Church. Discussion ensued on the liability issues. The Board concurred to sanction the function and authorize a County employee to drive the residents to the function. Commissioner Tombarello and Commissioner St. James withdrew their motions.

**Moved:** Commissioner Tombarello to allow a County employee to use the County's wheelchair accessible bus to transport three residents to a county sanctioned function. Commissioner St. James seconded. Voted all in favor.

- Line Item Transfer Request
  - Sheriff's Office

**Moved:** Commissioner Tombarello to approve a line item transfer request in the amount of \$26,000 for the Sheriff's Office. Commissioner St. James seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the conference and officer positons.

- Commissioner Liaison Updates

Commissioner St. James noted he had reached out to UNH Co-op and would be looking to possibly change their procedures in regards to candidate selections.

Cathy Stacey joined the meeting at 10:24am.

Discussion ensued on the prosecution contracts for next week's agenda.

Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver Request: TVC Systems \$15,400

Jude Gates noted the calibration needed to incorporate the electrostatic precipitator into the biomass plant, and that TVC was the sole source vendor for the biomass plant controls.

**Moved:** Commissioner Tombarello to approve a bid waiver request to TVC Systems in the amount of \$15,400 for the Engineering & Maintenance Services Department. Commissioner St. James seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- TD Equipment Lease & Financing Resolution

**Moved:** Commissioner Tombarello to approve a TD Equipment Lease Purchase agreement, for a period of three (3) years, for the purchase of five (5) County vehicles with a combined purchase price of \$160,763.00 and a 2.22 percent interest rate, and authorize the Chair to sign all necessary documents pending risk review, and legal review as requested and recommended by the Finance Director. Commissioner St. James 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 one (1) 2018 Ford F-150 Regular cab 4x4 pickup truck (the "Equipment").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE:

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$25,286. The vendor supplying the Equipment, to whom monies would be advanced by the County, is AutoFair Ford (\$25,286 total).
3. This resolution shall take effect immediately upon its adoption.

**Moved:** Commissioner Tombarello to adopt the foregoing resolution as written. Commissioner St. James seconded, voted all in favor.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on September 27, 2017.

Human Resources – Alison Kivikoski, Director

- Mandatory Harassment Training

Alison Kivikoski noted the number of employees that hadn't completed the last mandatory training session.

**Moved:** Commissioner Tombarello to approve a mandatory Harassment Training option through Primex, with employees to be paid for up to one (1) hour to complete the course, as recommended by the Human Resources Director. Commissioner St. James seconded, voted all in favor.

- Leave Request (2) – Long Term Care/Housekeeping

**Moved:** Commissioner Tombarello to approve a leave with pay, and a subsequent leave without pay, both with County portion of benefits to continue, for a Long Term Care employee. Commissioner St. James seconded, voted all in favor.

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

- LTC Nursing Division Uniform Dress Code Policy

**Moved:** Commissioner Tombarello to approve the Long Term Care Nursing Division Uniform Dress Code Policy. Commissioner St. James seconded, voted all in favor.

- Healthcare Academy Agreement Addendum

**Moved:** Commissioner Tombarello to approve an addendum to the Healthcare Academy Agreement to include Assisted Living employees, for the period of October 1, 2017 through March 31, 2018, in amount of \$500, bringing the total agreement cost to \$4,500, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner St. James seconded, voted all in favor.

#### Registry of Deeds – Cathy Stacey, Register

- Bid Waiver Request: Fidar Technologies \$90,000

**Moved:** Commissioner Tombarello to approve a bid waiver request to Fidar Technologies in the amount of \$90,000 for the Registry of Deeds. Commissioner St. James seconded. Cathy Stacey noted Fidar had been used for many years with no increase in pricing. She noted the \$90,000 was for the 18 month budget. Voted all in favor.

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

Chuck Nickerson noted the ongoing interviews for the accounting manager position.

Steve Church and Pat Conway updated on the Felonies First program.

Jude Gates noted the jail's special team is helping replace the roof on the Conservation District office. She said they have been excellent. She further noted GZA has been on site to pull samples, and IEU had called her to say they were still around. Further discussion ensued. Jude also noted paving would begin across the street today.

Pat Conway noted Felonies First starts on Monday. She noted the meeting with law enforcement the previous week to discuss the file transfer management system that Block 5 had put together.

Cathy Stacey noted Deeds had a substantial transfer the previous week from the sale of a Hampton Inn. She further noted the flu is going around her office, and also noted her resignation as the Legislation Chair of the NHAC.

Alison Kivikoski noted a public information request asking for an employee compensation data dump that would be published to the public. She noted some benefit enrollment changes and recommendations from Cigna and Gallagher Benefit Services. She further updated on the Kronos integration. She mentioned that she would be bringing forth some ideas on decompression of positions the following week.

Sheriff Hureau provided an update on the Motorola radios issues.

Steve Woods noted the Chaplain RFP would be going out soon. He further noted the Delegation's AMDC meetings. Discussion ensued.

**Moved:** Commissioner Tombarello to approve an agreement with Fidlar Technologies for the period of January 1, 2018 through June 30, 2019, in the amount of \$90,000 and authorize the Chair to sign all necessary documents having previously completed risk and legal review. Commissioner St. James seconded, voted all in favor.

Chuck Nickerson noted the upcoming Treasurer election meeting and the Q3 Executive Committee review meeting.

Commissioner St. James noted the Stephen Stiller Tunnels to Towers project. Discussion ensued on the potential abutting land purchase.

**VI. Public Comment**

No public comments received.

**VII. Legal Consultation 11:00am**

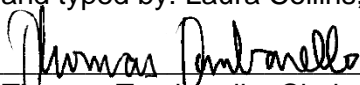
Commissioner Coyle declared a recess at 11:14am to consult with legal counsel.

Commissioner Coyle reconvened the meeting at 11:34am.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:40am. Commissioner St. James seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
October 4, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Patricia Conway, County Attorney  
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  
Leslie Fabian, Nursing Director  
Michael Hureau, High Sheriff  
Lt. James Warden, Corrections  
Brian Kenyan, Esq. – Marshall Law Office  
Joe Bernstein

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:01am.

Commissioner St. James joined the meeting at 10:03am.

## II. RFP Openings/Awards

- Opening: Water Main Replacement (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Eastern Excavation Inc., J. White Contracting, Northeast Earth Mechanics, Rome Construction Inc., and Select Excavation & Landscaping.

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

- Award: Laboratory Services (Long Term Care)

**Moved:** Commissioner Tombarello to award the Laboratory Services proposal to Elliot Hospital, for the period of January 1, 2018 through December 31, 2020, in an amount not to exceed \$35,000 annually, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Commissioner St. James noted that the proposal went out to many vendors but only Elliot Hospital responded. Voted all in favor.

- Award: Hygiene Lift Chairs (Long Term Care)

**Moved:** Commissioner Tombarello to award the Hygiene Lift Chairs proposal to Arjo Huntleigh in an amount not to exceed \$10,867.80, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

## III. Consent Agenda

1. Minutes: 9/20, 9/27 (Commissioners Office)

To approve the minutes of the September 20, 2017 and September 27, 2017 Board of Commissioners meetings.

2. Warrants (Finance)

To approve and sign AP warrant T170870 totaling \$134,200 for the ESP Capital Project.

3. Payroll (Finance)

To approve a payroll expense in the amount of \$1,122,028.88 for the period ending October 1, 2017.

4. Inmate Administrative Transfer (Corrections)

To approve an inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's report dated September 27, 2017.

5. LTC Copy Charge Policy Update (Long Term Care)

To approve and sign the Rockingham County Long Term Care Services Resident/Family Copy Charge Policy.

6. Surplus Equipment Request (Engineering & Maintenance Services)

To declare the equipment outlined in the IT/Telecom Manager's memorandum dated September 27, 2017, as surplus pursuant to NH RSA 28-8a, to be disposed of accordingly by Engineering & Maintenance Services.

7. Surplus Equipment Request (Long Term Care)

To declare the equipment outlined in the Long Term Care Services Director's memorandum dated October 4, 2017, as surplus pursuant to NH RSA 28-8a, to be disposed of accordingly by Engineering & Maintenance Services.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he would be at the next NHAC meeting. Steve Woods gave an update on the MMC consultant meetings. Commissioner St. James noted a comment made by George Maglaras regarding NHAC and Rockingham County funds. The Board concurred to send a records request and letter regarding the comment.

- Commissioner Liaison Updates

Commissioner St. James noted the Sheriff had sent out the offer from Motorola to the fire and police departments, but noted they are only for mobile radios and not portable radios. Sheriff Hureau confirmed and noted he had let the departments know it was a good deal if they were able to purchase them.

County Attorney's Office – Patricia Conway, County Attorney

- ACA Appointment

**Moved:** Commissioner Tombarello to approve the appointment of Kristin Vartanian to Assistant County Attorney, pursuant to NH RSA 7:33-f. Commissioner St. James seconded. Commissioner Coyle asked how many open positions were left and Pat noted there was one open position remaining which she was close to filling. Voted all in favor.

- Prosecution Contract: Exeter/Hampton Falls

**Moved:** Commissioner Tombarello to approve the Prosecution Contract between Rockingham County and the towns of Exeter and Hampton Falls, for the period of January 1, 2018 through December 31, 2018, with the annual amount paid by Exeter not to exceed \$80,518.12, and the annual amount paid by Hampton Falls not to exceed \$20,129.53. Commissioner St. James seconded. It was noted that the towns had not yet signed. Voted, motion passed 2-0 with Commissioner Coyle abstaining.

- Prosecution Contract: Plaistow

**Moved:** Commissioner Tombarello to approve the Prosecution Contract between Rockingham County and the towns of Plaistow, Kingston, Atkinson, Hampstead, and Danville, for the period of January 1, 2018 through December 31, 2018, in annual amounts paid not to exceed: Plaistow \$54,359.20; Kingston \$16,593.63; Atkinson \$19,671.21; Hampstead \$20,038.87; and Danville \$9,711.67. Commissioner St. James seconded. Commissioner Coyle noted his abstention due to being approached by Hampstead to prosecute. Discussion ensued on the contract negotiation meetings and Pat noted she had not heard concerns from the police departments, but that she was aware of subsequent concerns. It was noted that if one or more towns pulls out of the contract, the costs would have to be redistributed. Further discussion ensued on caseloads and effect of changing laws, but that salaries would not be reduced based on a changed law affecting cases. Chief Parsons of Danville PD noted they could not absorb the numbers if other towns pulled out. He noted the program really works well. Atkinson Selectman and Plaistow PD Lt. Bill Baldwin also expressed what a beneficial program it was and that they would not want to lose it. Further discussion will be needed if not all towns sign. Voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Surplus Equipment Request (above \$300) and Bid Waiver Request

**Moved:** Commissioner Tombarello to declare the equipment outlined in the Long Term Care Services Director's memorandum dated October 4, 2017, as surplus pursuant to NH RSA 28-8a, with items to be disposed of accordingly by Engineering & Maintenance Services. Commissioner St. James seconded, voted all in favor.

**Moved:** Commissioner Tombarello to approve a bid waiver request for items declared surplus, but exceeding a value of \$300, to be donated to Glenclyff Nursing Home, with a total value estimated at \$6,286.00. Commissioner St. James seconded. Steve Woods noted the beds were more than what was needed for spares and that this would help Glenclyff which is run by the state and is non-profit. Voted all in favor.

- Café Pricing

Discussion ensued on the prices. The Commissioners asked about the tiered pricing and different pricing for healthy alternatives. Steve Woods noted the logistics of establishing different prices was too difficult. Alison Kivikoski noted they would try to incorporate heart healthy specials a couple of times a

week. Commissioner St. James noted he thought the base prices seemed high. Discussion ensued on possibly subsidizing the prices. The issue will be revisited.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request: Motorola/Green Mountain \$46,309 / Line Item Transfer Request

Sheriff Hureau noted the offer from Motorola and that it would substantially improve the reception issues that have been ongoing. He noted financing would be required for part of the purchase. Commissioner St. James thought a few spares should be incorporated into the next budget as well.

**Moved:** Commissioner Tombarello to approve a bid waiver request to Motorola / Green Mountain Communications in the amount of \$46,309. Commissioner St. James seconded, voted all in favor.

**Moved:** Commissioner Tombarello to approve a line item transfer request in the amount of \$11,000 for the Sheriff's Office. Commissioner St. James seconded. Commissioner Coyle asked why not wait until January to buy these. Sheriff Hureau noted that the modulation couldn't be changed until the radios were updated. He said he was hoping it would be ready to go by January. Voted all in favor.

**V. New Business / Old Business**

Chuck Nickerson discussed the interviews for the accounting manager position and that a decision would be made soon. He provided an update on Kronos scheduling modules.

Jude Gates noted paving is underway across the street. She also noted the ESP project is coming along.

Patricia Conway noted that Felonies First is slow right now because it is only for violations that occurred on or after October 1<sup>st</sup>. She noted she would be presenting on drug court on Saturday in Hampstead.

Lt. Warden provided an update on new hires at the jail.

Alison Kivikoski noted the AmWins renewal for 2018 for the retirees and discussed the increases. Commissioner Coyle confirmed the costs are not paid by the County. The Board concurred that Alison could sign the renewal. Alison further discussed the stop-loss bids that Gallagher had received. She noted HR was preparing for paper open enrollment in case the electronic enrollment couldn't be achieved this year. The Board concurred for Alison just to do paper enrollment this year. Discussion ensued on needing decisions regarding transgender services and ADA therapy. Alison will provide documentation for next week's agenda.

Sheriff Hureau updated the Board on hiring. He will send the letters he sent to the police departments to the Board in case they receive any questions.

**VI. Public Comment**

- Donlon Lien - Discussion

Mr. Bernstein noted for the Board his father-in-law's stay at the nursing home and the money that was owed to the County for his care. He noted Mrs. Donlon had paid out of pocket until she was out of money, and was below the threshold for Medicaid long before it was approved. He further noted the delay in Medicaid approval was through no fault of the County. He provided further information on Mrs. Donlon's situation, and requested that the County rebate some of the money that had been provided to pay off the lien. He also noted that one of Mrs. Donlon's daughters was not pleased with the care Mr. Donlon had received. Attorney Brian Kenyon provided pictures of bed sores on Mr. Donlon. It was noted Mr. Donlon had been discharged from the nursing home four days prior to his death, and that the pictures were taken post-mortem. Attorney Kenyon stated they were requesting a settlement to avoid a potential lawsuit. Further discussion ensued on the sale of the house and how long Mr. Donlon was a

resident at the facility. The Board noted they would go into non-public to discuss and then invite Attorney Kenyon and Mr. Bernstein back in.

**VII. Commissioners Non-Public Session**

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

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

Commissioner Coyle asked Attorney Kenyon and Mr. Bernstein to rejoin the meeting.

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

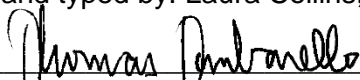
**Moved:** Commissioner Tombarello to approve the discharge of a lien held on real property located at 22 Green Vale Drive, Unit 20, Stratham, New Hampshire. Commissioner St. James seconded, voted all in favor.

**VIII. Adjourn**

The Commissioners proceeded with employee evaluations.

**Moved:** Commissioner Tombarello to adjourn at 12:13pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
October 11, 2017 – 10:00am

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections Superintendent  
Patricia Conway, County Attorney  
Jennifer Haggart, 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  
Debra Perou, Rockingham Nutrition and Meals on Wheels  
Christine Kelsey, Rockingham Nutrition and Meals on Wheels

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

Commissioner St. James called the meeting to order at 10:33am.

## **II. RFP Openings/Awards**

- Opening: Postage Machine & Meter Lease (Commissioners Office)

Commissioner Tombarello opened a proposal from Formax.

**Moved:** Commissioner Tombarello to authorize the Commissioners Office to review, evaluate the proposal, and return with a recommendation. Commissioner St. James seconded, voted all in favor.

- Opening: Legal Services (Commissioners Office)

Commissioner Tombarello opened proposals from Donahue Tucker & Ciandella, Ransmeier & Spellman, Sheehan Phinney Bass + Green, Soule Leslie Kidder Sayward & Loughman, and Drummond Woodsum.

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

- Opening: Generator Testing/Inspections (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from FM Generator Inc., The Generator Connection, TriState Generators, Weld Power Generator, and Cummins.

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

- Opening: Air Handler Replacement/D-Block (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Arakelian Plumbing and Heating, and Palmer & Sicard Inc.

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

- Award: Water Main Replacement (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Water Main Replacement proposal to Select Excavation & Landscaping in the amount of \$49,480, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

### III. Consent Agenda

1. Minutes: 10/4 (Commissioners Office)

To approve the minutes of the October 4, 2017 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T170456, T170566, T170567, T170596, T170772, T170773, T170774, T170789, T170790, T170821, T170822, T170833, T170835 totaling \$308,461.68; departmental warrants entered by Finance T170871, T170873, T170874, T170879, T170875 totaling \$31,786.09; AP wire payments T170786 totaling \$96,231.38; payroll warrants 0926MC, 0928DR, 1002DR, 1005DR, 1005VD, 1006MR totaling \$45,727.81; and general ledger warrants GL17660, GL17661, GL17662 totaling \$761.50, for a grand total to be approved of \$482,968.46.

3. Inmate Population Report (Corrections)

Routine report for informational purposes.

4. Census Report (Long Term Care Services)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods said that discussions are continuing on MMC. Commissioner Tombarello discussed the NHAC Officers' meeting. He noted the NHAC was looking to raise dues next year.

Commissioner St. James discussed the AMDC meeting. He noted the representatives on the committee were clear on wanting the program back regardless of need or cost. A meeting was set up for October 19 to discuss further with Representatives Major and Weyler.

#### Human Resources – Alison Kivikoski, Director

- ABA Therapy – Benefit Add Cigna Plan

Alison Kivikoski discussed certain benefit options with the Commissioners. The Commissioners concurred to advise Gallagher to add the options to the plan.

Long Term Care Services – Steven Woods, Director/Administrator

- Lien Release

Steve Woods explained the situation on the house closing and that the resident would be able to get on Medicaid.

**Moved:** Commissioner Tombarello to approve the discharge of a lien held on real property located at 58 South Main Street, Newton, New Hampshire. Commissioner St. James seconded, voted all in favor.

**V. New Business / Old Business**

Chuck Nickerson noted he was still working on the budget packets and would be scheduling budget sessions for questions. Discussion ensued on the open Accounting Manager position.

Steve Church noted his department trained with State and Federal Corrections members. Further discussion ensued on certifications and the certification process.

Patricia Conway gave an update on some of the ongoing trials. She noted the case file transfer system is operating smoothly. She noted they would be meeting with the new pediatric forensic doctor today. Pat further updated the Board on the Felonies First program.

Alison Kivikoski noted she had filled the Executive Assistant for HR position. She also noted the flu clinics are underway.

Steve Woods discussed the emergency drill from the day before. He also noted he would be attending a dinner that evening for two staff members receiving scholarships.

Commissioner St. James noted the departure of two longtime employees. He further noted the IEU response when they were sent the funding application. He suggested adding the training site situation to a future agenda.

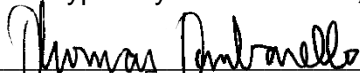
**VI. Public Comment**

Debra Perou and Christine Kelsey from Meals on Wheels provided an update on the Meals on Wheels program. Debra Perou also thanked Commissioner Tombarello for his part in the trust fund distributions they had received from a Rockingham County resident. Further discussion ensued on the program and budget.

**VII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:25am. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
October 18, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner Tombarello, Clerk  
Lt. James Warden, Corrections  
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  
Janice Demers, LTC Fiscal Services  
Michael Hureau, High Sheriff  
Cathy Stacey, Register of Deeds  
Gary Fornari, Gallagher Benefits  
Lauren Brouillette, Gallagher Benefits

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

Commissioner Coyle called the meeting to order at 10:00am.  
Commissioner St. James joined by telephone at 10:01am.

## **II. Old Business/New Business**

Discussion ensued on a settlement agreement.

- Lien Request

**Moved:** Commissioner Tombarello to place a lien on real property located at 58 South Main Street, Newton, New Hampshire, pursuant to NH RSA 166:20, for money owed to Rockingham County, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Discussion ensued on the realtor's request to accept less. Voted all in favor.

- Agreement and General Release

**Moved:** Commissioner Tombarello to accept a settlement agreement between Bruce Chamberlain and Rockingham County. Commissioner St. James seconded. Voted, motion passed 2-1 with Commissioner Coyle voting no.

- Bid Waiver Request: Uniformly Yours \$30,000 (Long Term Care)

**Moved:** Commissioner Tombarello to approve a bid waiver to Uniformly Yours in the amount of \$30,000, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

Commissioner St. James left the call at 10:09am.

## **III. RFP Openings/Awards**

- Award: Postage Machine & Meter Lease (Commissioners Office)

**Moved:** Commissioner Tombarello to award the Postage Machine and Meter Lease proposal to Formax, for a period of 36 months, at the monthly rental rate of \$59.95 each for the jail and nursing

home machines, the monthly lease rate of \$156.23 each for the Treasurer, County Attorney's Office, and Sheriff's Office machines, and at the monthly rate of \$157.95 for the Register of Deeds machine. Commissioner Coyle seconded, voted all in favor.

- Rejection: Email Archiving System (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to reject the Email Archiving System proposals and reissue the RFP, as recommended by the Director of Facilities, Planning, and IT. Commissioner Coyle seconded, voted all in favor.

#### IV. Consent Agenda

1. Minutes: 10/11 (Commissioners Office)

To approve the minutes of the October 11, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,125,935.77 for the period ending October 15, 2017.

3. RSVP Friends Program MOU (Long Term Care)

To approve a Memorandum of Understanding with RSVP Friends Program, for the period of October 1, 2017 to October 1, 2020, at no cost to the County, and authorize the Chair to sign all necessary documents having previously been reviewed by risk and legal in 2014.

4. Aug/Sept 2017 Turnover Report (Human Resources)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner Coyle seconded, voted all in favor.

#### V. Reports

##### Commissioners Office – Kevin Coyle, Chair

- Line Item Transfer Requests
  - Corrections

**Moved:** Commissioner Tombarello to approve a line item transfer request in the amount of \$20,000 for the Department of Corrections. Commissioner Coyle seconded, voted all in favor.

- Long Term Care (2)

**Moved:** Commissioner Tombarello to approve a line item transfer request in the amount of \$100,000 for Long Term Care Services. Commissioner Coyle seconded. Steve Woods explained the request. Voted all in favor.

**Moved:** Commissioner Tombarello to approve a line item transfer request in the amount of \$18,000 for Long Term Care Services. Commissioner Coyle seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted that Commissioner Leo Lessard from Strafford County had passed away this morning. Discussion ensued on the Commissioners' public information request to the NHAC.

- Commissioner Liaison Updates

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

- AutoFair Arbitration Agreement

**Moved:** Commissioner Tombarello to approve an arbitration agreement with AutoFair Ford for the purchase of vehicles, and authorize the Chair to sign all necessary documents having been reviewed but not recommended by the County's insurance carrier. Commissioner Coyle seconded. Motion failed 0-2.

- Comcast Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Comcast for a two (2) year term, at a rate of \$144.85 per month plus taxes and fees, and authorize the Chair to sign all necessary documents having already completed risk review. Commissioner Coyle seconded, voted all in favor.

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

- FIRST Initiative

Steve Woods noted the FIRST Initiative for the Board.

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

- NH Office of Highway Safety Grant Award

**Moved:** Commissioner Tombarello to approve a New Hampshire Office of Highway Safety Grant award in the amount of \$6,844.48, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded, voted all in favor.

## **VI. New Business / Old Business Continued**

Charles Nickerson updated the Board on the third quarter review.

Jude Gates noted she would like to put an RFP out for sprinkler work.

- Inmate Administrative Transfer Report – Corrections (walk-in)

**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 16, 2017. Commissioner Coyle seconded, voted all in favor.

Cathy Stacey noted she would not be in the office next week and to go to Becky Burns for assistance.

Alison Kivikoski noted the open enrollment notices went out and they are still working on the Kronos modules.

Sheriff Hureau noted they had met with the Chiefs on the new radios and did not receive any negative feedback. He noted they were recertifying the deputies in CPR.

Steve Woods noted the snack bar had been moved for the construction of the beauty salon. He also noted a donation from Glenclyff of maple syrup for the bed donation from the County. He said he would have a request to do a fundraiser with them for the residents next week.

Gary Fornari and Lauren Brouillette from Gallagher Benefits joined the meeting to discuss benefits.

- 2018 Benefits

**Moved:** Commissioner Tombarello to approve the 1/1/2018 to 6/30/2019 Medical, HSA, Tandem, and Premium Incentive Program as outlined below, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Commissioner Coyle seconded, voted all in favor.

**Cigna** will continue as the self-insured Health Product Administrator, TPA, as the network carrier for the 1/1/2018 to 6/30/2019 period. The OAP 5% plan will be discontinued effective 12/31/2017. There will be three plan offerings: OAP 10% will increase by 5%; HDHP 10% decrease by 5%; and HDHP 20% will decrease 10%.

**Health Savings Accounts (HSA):** Recommend increasing the County's contribution to \$2,250 Single/\$4,500 Two-Person/Family plan participants for the 1/1/2018 to 6/30/2019 fiscal period. This is an annualized increase of \$500 Single/\$1,000 Two-Person/Family.

**Tandem Care** to continue as Product Administrator for the Health Care Shopping Services and Savings program for the 2018 plan year. Fixed rate cost continues at \$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. Recommend adding \$10.00 reward for employees who call Tandem for price comparison but are already at the lowest cost provider or if there is not enough data available for comparison.

**Premium Incentive Program to be approved as detailed in the following sections:**

Structure:

- The program will only be available to active employees enrolled in the County sponsored medical plan effective 1/1/18. New hires or employees that enroll mid-year due to life events will become eligible for incentive payments at the start of the next plan year.
- Employees will need to complete activities as detailed below in order to get the maximum incentive of \$500.00, split into two payments of \$250.00 each. The activities are split into two sections/time periods.
- Incentive payments will be included in the employee's pay for the specified payrolls, as long as all of the stated activities have been completed within the necessary time frames. Employees will be required to sign an acknowledgement that the incentive payments are taxable income prior to receiving the payments.

Activities:

- The first group of activities will need to be completed no later than March 31, 2018 in order for the employee to receive a \$250.00 incentive payment in the second payroll of April 2018.
  - Activities to be completed:
    - Sign up for MyCigna.com
    - Complete the Health Risk Assessment (HRA) on MyCigna.com
    - Enroll/register for Tandem Care
- The second group of activities will need to be completed no later than September 30, 2018 in order for the employee to receive a \$250.00 incentive payment in the second payroll of October 2018.
  - Second group of activities to be completed:

- The first group of activities (if not already completed by 3/31/18)
- Physical/Wellness/Preventative Care visit
  - The County will look back 6 months from 1/1/18 to determine if a physical was performed during that period. Members are eligible for only one wellness/preventative care visit every 12 months; therefore, looking back will capture all employees that had physicals within the past year.

**VII. Public Comment**

No public comments received.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:40am. Commissioner Coyle seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
October 19, 2017 – 4:30pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Representative Norman Major, Chair – Delegation  
Representative Ken Weyler, Chair – Executive Committee  
Cheryl Hurley, Delegation Coordinator  
Representative Jackie Cali-Pitts  
Jude Gates, Director of Facilities, Planning, and IT  
Alison Kivikoski, HR Director

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

Commissioner Coyle called the meeting to order at 4:34pm.

## **II. New Business / Old Business**

- Adult Medical Daycare – Rep Major, Rep Weyler

Discussion ensued on the logistics of re-opening Adult Medical Daycare, including accommodations, staffing, and transportation.

Commissioners Coyle noted he was not in support of re-opening when no need had been shown. He noted the nursing home Administrator's report that showed there wasn't currently a need, and what the annual monetary loss for re-opening ADMC would be at this time. Further discussion ensued on requiring contracts which would require fees to be paid for available daycare slots in order to avoid losing money for non-attendances. Discussion ensued on whether other facilities in the area were medical daycare or not.

Discussion turned to transportation logistics and the possibility of contracting with an outside company.

Further discussion ensued on the space needs and existing areas within the complex that could be used. Commissioner Tombarello noted he didn't think the Carlisle building was a good option. Other options that were evaluated did not have enough square footage.

Discussion ensued again on the need for the program at the County. Representative Weyler asked for confirmation on which programs were medical.

Representative Cali-Pitts joined the meeting at 5:05pm.

Discussion ensued on having an independent study conducted to assess the need.

Steve Woods joined the meeting at 5:10pm. Discussion ensued on the facility accepting Medicare B as well as Medicaid. Steve will find out which programs are medical versus non-medical. Discussion ensued on staffing availability and staff willingness to work overtime. Discussion ensued on the actual staff positions needed according to regulations.

Representatives Major and Weyler agreed that a need for the program needed to be demonstrated first, and that a suitable transportation option needed to be figured out. Representative Cali-Pitts suggested looking into subsidizing programs that are already in existence after a needs study.

Discussion moved to CPR training.

Representatives Major, Weyler, and Cali-Pitts left the meeting. Jude Gates and Alison Kivikoski joined the meeting.

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Jude Gates, Alison Kivikoski, and Laura Collins.

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

**Moved:** Commissioner Tombarello to seal the nonpublic minutes as the divulgence of information could adversely affect the reputation of a person other than the Board itself. Commissioner St. James seconded, voted all in favor.

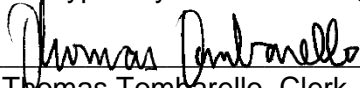
Commissioner St. James left the meeting.

Commissioner Coyle declared a recess at 5:44pm to attend the Delegation meeting. Laura Collins left the meeting at 5:44pm. Commissioner Coyle reconvened the meeting at 6:57PM.

### III. Adjourn

**Moved:** Commissioner Tombarello to adjourn at 6:57pm. Commissioner Coyle seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
October 25, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff  
Erin LaSorsa, Coco & Early Realty  
Lynn Credit

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- Opening: Insurance (Finance Office)

Commissioner Tombarello opened proposals from Primex and USI.

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

- Opening: Pressure Compartment Cooker - reissue (Long Term Care)

Commissioner Tombarello opened proposals from Douglas Equipment and Sam Tell & Son.

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

- Award: Generator Testing/Inspections (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Generator Testing/Inspections proposal to FM Generator for the period of November 1, 2017 through April 30, 2019, in the amount of \$5,400 for two testing/inspections, mileage inclusive, and for the stated rates for any work ordered outside the scope of the annual service visits, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Discussion ensued on the amount of vendors that showed up for the site visit. Voted all in favor.

- Award: Air Handler Replacement D Block (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Air Handler Replacement D Block proposal to Palmer & Sicard in the amount of \$152,556, and authorize the reallocation of \$110,000 from the jail security line to the jail HVAC line, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.



### III. Consent Agenda

1. Minutes: 10/18 (Commissioners Office)

To approve the minutes of the October 18, 2017 Board of Commissioners meeting.

2. Surplus Equipment Request - for bid (Engineering & Maintenance Services)

To declare the equipment outlined in the Director of Facilities, Planning, and IT's email dated October 18, 2017, as surplus pursuant to NH RSA 28-8a to be sold through competitive bid.

3. Surplus Equipment Request – not for bid (Engineering & Maintenance Services)

To declare the equipment outlined in the list provided by the Director of Facilities, Planning, and IT, as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services.

4. 2018 Holiday Schedule (Human Resources)

To approve the 2018 Rockingham County Holiday Schedule.

5. LTC Census (Long Term Care)

Routine report for informational purposes.

6. Inmate Population Report (Corrections)

Routine report for informational purposes.

7. Rivier University Agreement (Long Term Care)

To approve an agreement with Rivier University, for the period of January 15, 2018 through January 14, 2019, at no cost to the County, and authorize the Chair to sign all necessary documents having already completed risk review.

8. Warrants (Finance)

To approve departmental warrants T170714, T170715, T170775, T170776, T170777, T170792, T170811, T170823, T170824, T170838, T170839, T170841, T170843, T170855, T170882 totaling \$1,506,591.70; departmental warrants entered by Finance T170880, T170881, T170897, T170898, T170899, T170901, T170902, T170903, T170919, T170920, T170921, T170924 totaling \$123,332.02; AP wire payments T170900, T170904, T170905, T170922, T170923 totaling \$1,914,139.17; payroll warrants 1010DR, 1011DR, 1019DR, 1023DR totaling \$47,213.74; and general ledger warrant GL17694 totaling \$254.50, for a grand total to be approved of \$3,591,531.05.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- IEU / Training Site

Discussion ensued on the response from the IEU on the funding application. Jude Gates will provide an update to the Executive Committee on Friday. The IEU will be contacted and asked to come to the meeting Friday as well.

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted it was decided the current model for Medicaid Managed Care would not work but that there wasn't enough time to come up with a new model. Steve Woods will keep the Board informed as developments continue.

- Commissioner Liaison Updates

It was noted the jail is below 220 inmates.

#### Corrections – Stephen Church, Superintendent

- Keystone Hall Contract

Steve Church noted he was looking to cancel the Keystone Hall contract for non-appropriation/budgeting. He noted the State was looking to take over the contract directly but the County's needed to be cancelled first. A motion will be drafted and voted later in the meeting.

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

- Permit to Operate Application

**Moved:** Commissioner Tombarello to approve the permit to operate application and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

#### Finance Office – Charles Nickerson, Director

- Exception Request PPP 6-7

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-7 for a Finance employee. Commissioner St. James seconded. Discussion ensued on posting the accounting analyst position. Voted all in favor.

- Troy Product Maintenance Agreement

**Moved:** Commissioner Tombarello to approve a product maintenance agreement with Troy for the period of November 18, 2017 through November 17, 2021 in an annual amount of \$267, and authorize the Chair to sign all necessary documents having previously completed risk and legal review. Commissioner St. James seconded, voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Leave Request (Sheriff's Office – Dispatch)

**Moved:** Commissioner Tombarello to approve two (2) sequential leave with pay requests, with County portion of benefits to continue, for a Sheriff's Office employee. Commissioner St. James seconded, voted all in favor.

- Stop Loss

**Moved:** Commissioner Tombarello to approve the quote for Cigna as the Stop Loss Carrier at an individual pooling point of \$150,000, no lasers, and an incurred claims contract basis for January 1, 2018 through December 31, 2018. Commissioner St. James seconded, voted all in favor.

- IRS 2018 FSA Increase

**Moved:** Commissioner Tombarello to increase the 2018 FSA plan maximum to \$2,650 for 2018 to match the IRS 2018 FSA maximum. Commissioner St. James seconded, voted all in favor.

- Retiree Health Insurance Premium

**Moved:** Commissioner Tombarello to approve the January 1, 2018 through June 30, 2019 rate for the Cigna Medicare Supplement plan to continue with no increase, as recommended by Gallagher Benefit Services and the Human Resources Director. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request PPP 6-3 (Environmental Services)

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

- Medicaid Managed Care Alternative Models

Further discussion ensued on the MMC alternative models, and which parties regularly attended the meetings.

- Maple Syrup Donation

**Moved:** Commissioner Tombarello to accept a donation of forty (40) 25 ounce jars of maple syrup, with an estimated total value of \$600, and allow them to be sold for \$10.00 per bottle, with the proceeds going to EFFORTS. Commissioner St. James seconded, voted all in favor.

**V. New Business / Old Business**

- Lien Release Request

Erin LaSorsa, the seller's agent, noted the property had a reverse mortgage on it. Discussion ensued on the \$7,200 that had been left off the closing statement. Commissioner Coyle asked about the assessed value of the property, and discussion ensued on the assessed price and appraisal price. Discussion ensued on the resident not being able to get on Medicaid until the house is sold.

**Moved:** Commissioner Tombarello to approve the discharge of a lien held on real property located at 58 South Main Street, Newton, New Hampshire, pending minimum payment of \$15,000 to Rockingham County. Commissioner Coyle seconded, voted, motion passed 2-1 with Commissioner St. James voting no.

**Moved:** Commissioner Tombarello to terminate the Keystone Hall contract per section 17 for non-budgeting/non-appropriation, effective December 31, 2017, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

Charles Nickerson provided an update on payroll and direct deposit on holidays. He noted budget planning packets would be going out today, and noted the upcoming workshops. Discussion ensued on the non-county special applications. Charles Nickerson also provided information on potential future borrowing.

Steve Church updated the Board on the Securus contract and software.

Alison Kivikoski reminded everyone of the open enrollment start date. She updated the Board on a previous discussion regarding wage decompression. She noted she didn't believe it would cost more than \$1,200 and would come out of the Long Term Care budget. The Board agreed to go forward.

Steve Woods noted there would be a need to do a line item transfer in Q4 for Glendale. He further noted the award that was won for the hot air balloon food donation for the NH Food Bank at the Deerfield Fair.

Discussion ensued on a congressional award won by one of the Sheriff's deputies. Discussion moved to looking at a holiday bonus for employees, and then to Adult Medical Daycare. Commissioner Tombarello noted there were not a lot of options for transportation service. Commissioner Coyle asked Steve Woods to contact the four facilities in Rockingham County to ask if they administered meds.

#### **VI. Public Comment**

No public comments received.

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

- 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 St. James seconded, voted all in favor.

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

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

#### **VIII. Jon Halle – 11:00am**

Jon Halle from Warrenstreet Architects provided an update on the space allocation planning and needs for the County Attorney's and Deeds' offices. He also provided an update on the current Long Term Care renovations.

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

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

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

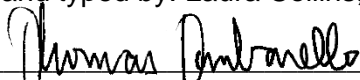
Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, and Laura Collins.

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

#### **X. Adjourn**

**Moved:** Commissioner Coyle to adjourn at 12:32pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Chairman's Office  
119 North Road ~ Brentwood, New Hampshire  
October 27, 2017 – 9:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director

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

Commissioner Coyle called the meeting to order at 10:15am.

### **II. Recess for Executive Committee Q3 2017 Review (9:30am)**

Commissioner Coyle declared a recess at 9:30am to attend the Executive Committee meeting.  
Commissioner Coyle reconvened the meeting at 11:20am.

### **III. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:20am. Commissioner St. James seconded, voted all in favor.

Minutes taken by Charles Nickerson, Finance Director, and typed by: Laura Collins, Senior Executive Assistant – Commissioners Office

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 1, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:11am.

## II. RFP Openings/Awards

- Opening: Computer Equipment/Laptops (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Aventis Systems, Block 5 Technologies, CDI Computers, Connection, Graham Magnetics, IT Savvy, JPC Online Holdings, Leepopo Corporation, OM Office Supply, PCMG Inc., SDF Professional Computers, Versatile, and VIG Solutions.

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

- Opening: Fire Sprinkler Piping (Engineering & Maintenance Services)

Commissioner Tombarello opened a proposal from Superior Fire Protection.

**Moved:** Commissioner Tombarello to authorize the Director of Facilities, Planning, & IT to review, evaluate the proposal, and return with a recommendation. Commissioner St. James seconded, and asked about another vendor. Jude Gates noted they were very busy currently and had also lost power. Voted all in favor.

- Opening: Chaplain Services (Long Term Care)

Commissioner Tombarello opened a proposal from Allison Purdie.

**Moved:** Commissioner Tombarello 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.

- Award: Janitorial Products (Corrections)

**Moved:** Commissioner St. James to award the Janitorial Products proposal to Central Paper Products Company and Verativ, for the period of November 1, 2017 through July 31, 2018 in a total amount not

to exceed \$17,000, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded, voted all in favor.

- Award: Insurance (Finance)

**Moved:** Commissioner Tombarello to award the Insurance proposal to USI Insurance Services for Excess Workers' Compensation insurance services for the period of January 1, 2018 through December 31, 2019, at a total premium amount of \$154,267; to Primex for Property and Liability insurance services for the period of January 1, 2018 through December 31, 2021, with a 2018 premium of \$323,606, and 2019-2021 premiums limited to a maximum 5 percent increase over the previous year's premium; and to Primex for Unemployment Compensation insurance services for the period of January 1, 2018 through December 31, 2018, with a premium amount of \$34,881, as recommended by the Finance Director. Commissioner St. James seconded. Discussion ensued on the vendors. Voted all in favor.

### III. Consent Agenda

1. Minutes: 10/19, 10/25 (Commissioners Office)

To approve the minutes of the October 19, 2017 and October 25, 2017 Board of Commissioners meetings.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,129,282.91 for the period ending October 29, 2017.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- Space Allocation

Discussion ensued on the space needs, and scope of the project, as well as the estimated costs. The Board concurred to budget for a wastewater study in the next budget. They also agreed they were not interested in spending money to renovate the courthouse. Discussion ensued on the conference room space leased by Deeds, and pros and cons of Deeds and County Attorney's Office being in the courthouse. Discussion moved to community corrections and how it would be paid for. Steve Church will provide a presentation at a future meeting.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he would be running the meeting on Friday. Further discussion ensued on NHAC expenses and the Commissioners' public information request, as well as the vote on the by-laws committee on Friday.

#### Finance Office – Charles Nickerson, Director

- NH Municipal Bank Bond Application

Chuck Nickerson explained the process of going through the NH Municipal Bond Bank for the bond and the rates available.

**Moved:** Commissioner Tombarello to approve the NH Municipal Bond Bank application for nursing home renovations in the amount of \$3,000,000, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- E4 Health Agreement Extension

**Moved:** Commissioner Tombarello to approve an extension of the E4 Health Services agreement, originally dated April 18, 2014, through the date of June 30, 2020, at a rate of \$1.37 per eligible employee per month, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

- Buy Out Attestation Form

Alison Kivikoski explained the form.

- Educational Assistance Reimbursement Program

Discussion ensued on the updated program.

**Moved:** Commissioner Tombarello to approve the updated Educational Assistance Reimbursement Program policy. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Pay Policy Update

Discussion ensued on the update to include admins that were covering nursing shifts, and that the policy was for the emergency coverage of shifts.

**Moved:** Commissioner Tombarello to approve the updated RN/LPN Temporary Assignment as Nursing Supervisor Pay Policy. Commissioner St. James seconded, voted all in favor.

**V. New Business / Old Business**

- RFP Award: Fire Sprinkler Piping (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Fire Sprinkler Piping proposal to Superior Fire Protection in an amount not to exceed \$15,000, and to reallocate \$15,000 from RCNH ceiling upgrades to RCNH fire alarm systems, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Line Item Transfer Request (Delegation)

**Moved:** Commissioner Tombarello to approve a line item transfer in the amount of \$131,581 from Contingency to Intermediate Nursing Care for the Delegation. Commissioner St. James seconded, voted all in favor.

- Weather Emergency (Human Resources) – walk in

**Moved:** Commissioner Tombarello to declare a weather emergency on October 30, 2017, with essential employees who reported to work within one hour of their scheduled shifts during the period of 6:00am to 8:00am, to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5. Commissioner St. James seconded, voted all in favor.



- Lien Release Request (Long Term Care) – walk in

Steve Woods noted the lien had been paid in full.

**Moved:** Commissioner Tombarello to approve the discharge of a lien held on real property located at 236 Mill Road, Hampton, New Hampshire. Commissioner St. James seconded, voted all in favor.

Chuck Nickerson provided updated health benefit scenarios.

Jude Gates provided an update on the equipment damage from Sunday's storm. Discussion ensued on the ESP and maintenance needs.

Robin Bernier noted the new email archiving RFP that would be going out and that it would require a transfer due to it being subscription based.

Cathy Stacey provided an update on revenues. She also noted she had attended a health insurance conference and brought back materials on ways to save on health related costs. Discussion ensued on NHRS and the unfunded liability.

Alison Kivikoski noted she is waiting on the departments to get their regrade and position change requests in. Discussion ensued on whether there would be a discretionary bonus this year.

**Moved:** Commissioner Tombarello to approve a one-time, non-binding and non-precedent setting, \$125 discretionary bonus, to all employees who are benefits eligible as of October 31, 2017 or before, with union employees eligible only with an approved, signed MOU by November 20, 2017 to be paid in the third payroll in November 2017. Commissioner St. James seconded, voted all in favor.

**Moved:** Commissioner Tombarello to approve Health Scenario 1 for benefits for the period of January 1, 2018 through June 30, 2019. Commissioner St. James seconded, voted all in favor.

Steve Woods clarified the transfer request from the previous week. He further noted nursing did a great job of covering the weather emergency. He further noted the Berthel lien had been paid as agreed. Steve said that the nursing staff situation is very tight. He noted the new Environmental Services Director would be starting Monday. Steve gave an update on the medical daycares in Rockingham County. Discussion ensued on the ability to subsidize non-profit facilities. Commissioner Coyle noted the County could pay for a spot at each of the facilities for use by Rockingham County residents. Further discussion ensued.

Sheriff Hureau praised the dispatch team during the storm and how they handled technical issues and the calls that came in. He noted that AOC is stating the Sheriff's Office is overrunning the security budget. He stated the Sheriff's Office schedules security based on the Court's schedule. He further noted the AOC budget never changes despite pay increases. Sheriff Hureau also noted they are talking to a grant writer about a grant for the installation of cruiser/van cameras, but that he wasn't confident they would receive it.

Commissioner St. James began a discussion on the wage increase in next year's budget.

## **VI. Public Comment**

No public comments received.

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

- 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 St. James seconded, voted all in favor.

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

Laura Collins and Steve Woods left the meeting at 12:01pm.

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

**VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 12:25pm. Commissioner St. James seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 8, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Michael Hureau, High Sheriff  
Attorney Diane Gorrow, Soule Leslie Kidder Sayward & Loughman  
Attorney Jim Reidy, SPB+G (by phone)  
Kevin Warwick, Alternative Solutions Services

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:01am.

## II. RFP Openings/Awards

- Opening: Televisions (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from America's Computer Company, B&H Photo Video, Business Services Solutions, Leepopo Corporation, OM Office Supply, PCMG Inc., SDF Professional Computers, Tiles in Style, Visions of Video, and Y&S Technologies.

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

- Award Amendment: Air Handler Replacement D Block (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to amend the October 25, 2017 Air Handler Replacement D Block proposal award, due to vendor error, to Arakalian Plumbing & Heating in the amount of \$164,800, and to further authorize the reallocation of \$10,000 from the jail security line to the jail HVAC line, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Award: Chaplain Services (Long Term Care)

**Moved:** Commissioner Tombarello to award the Chaplain Services Proposal to Reverend Allison Purdie, for the period of November 10, 2017 through November 9, 2020, in an amount not to exceed \$14,000 annually, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

- Award: Pressure Compartment Cooker (Long Term Care)

**Moved:** Commissioner Tombarello to award the Pressure Compartment Cooker proposal to Douglas Equipment in an amount not to exceed \$19,031.52, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

### III. Consent Agenda

1. Minutes: 10/27, 11/01 (Commissioners Office)

To approve the minutes of the October 27, 2017 and November 1, 2017 Board of Commissioners meetings.

2. Warrants (Finance)

To approve departmental warrants T170716, T170812, T170825, T170846, T170848, T170856, T170857, T170887, T170925, T170926, T170927, T170939 totaling \$195,883.56; departmental warrants entered by Finance T170807, T170889, T170959, T170962, T170963, T170964, T170965, T170966 totaling \$42,717.28; AP wire payments T170883, T170890 totaling \$131,046.30; payroll warrants 1025DR, 1102DR, 1102VD totaling \$16,040.89; and general ledger warrants GL17706, GL17707, GL17708, GL17709, GL17710 totaling \$18,034.64, for a grand total to be approved of \$403,722.67.

3. Inmate Population Report (Corrections)

Routine report for informational purposes.

4. Surplus Equipment Request (Engineering & Maintenance Services)

To declare the equipment outlined in the Director of Facilities, Planning, and IT's email dated November 2, 2017, as surplus pursuant to NH RSA 28-8a to be sold through competitive bid.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on last Friday's meeting. Commissioner St. James noted his disagreement with President Maglaras' solution regarding the DSRIP funds going back to NHAC. Further discussion ensued on the NHAC budget, and discrepancies in the revenue numbers.

#### Corrections – Stephen Church, Superintendent

- Bid Waiver Request: Green Mountain Communications / Motorola \$20,000

**Moved:** Commissioner Tombarello to approve a bid waiver to Green Mountain Communications / Motorola in the amount of \$20,000 for the Department of Corrections. Commissioner St. James seconded, voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Leave Request (Long Term Care – Nursing)

Alison Kivikoski explained the request and noted there would likely be one more forthcoming for this employee.

**Moved:** Commissioner Tombarello to approve a leave without pay request, with County portion of benefits not applicable, for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

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

- Training Request

**Moved:** Commissioner Tombarello to approve a DEA Narcotics School training request, at a cost to the County of \$945.20 plus tax for accommodations, for a Sheriff's Office employee. Commissioner St. James seconded. Discussion ensued on the employee's position. Voted all in favor.

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

Chuck Nickerson noted the budget meeting that took place and that he would email the presentation out to the departments as well. He also noted there were two departments that would be slightly over budget for the proposed discretionary bonus. He stated they would still be under the \$2,000 threshold for a line item transfer.

Steve Church discussed his appearance in front of the Derry town council and presented the proclamation of efforts they provided in regards to the Department of Corrections.

Sheriff Hureau noted a current warrant out for the arrest of David Lovejoy.

Alison Kivikoski provided an update on union MOUs regarding the bonus, and renovations affecting occupational health. She also noted work was being done on various job descriptions in the County.

### **VI. Public Comment**

No public comments received.

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

- NH RSA 91-A:3 II (a) personnel – Engineering & Maintenance Services

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Jude Gates, 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 Coyle to seal the minutes of the non-public session as divulgence of the information could adversely affect the reputation of a person other than the public body itself. Commissioner St. James seconded, voted all in favor.

### **VIII. Legal Services Interviews 10:45-11:15am**

Attorney Diane Gorrow from Soule Leslie Kidder Sayward & Loughman joined the meeting to discuss the firm's legal services proposal.

The Board called Attorney Jim Reidy from Sheehan Phinney Bass + Green to discuss the firm's legal services proposal.

### **IX. Kevin Warwick – Community Corrections Presentation 11:15am**

Kevin Warwick from Alternative Solutions Services joined the meeting to provide a presentation on community corrections to the Board.

### **X. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:59am. Commissioner St. James seconded, voted all in favor.

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

Received by: Thomas Tombarello  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 15, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Becky Burns, Deputy Register of Deeds  
Michael Hureau, High Sheriff  
Major Darin Melanson, Deputy Sheriff  
Attorney Dan Mullen, Ransmeier & Spellman

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

Commissioner St. James called the meeting to order at 10:04am

## II. **RFP Openings/Awards**

- Opening: Office 365 Subscriptions (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Connection, PCMG Inc., Versatile, and Visual Government Solutions.

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

Discussion ensued on the date of the jail's laundry chemicals RFP. Commissioner St. James stated he wanted the department directors to get back together and to coordinate bids.

- Opening: Laundry Chemicals (Engineering & Maintenance Services)

Commissioner Tombarello opened a proposal from Central Paper Products Co.

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

- Opening: Medical Supplies Prime Vendor (Long Term Care)

Commissioner Tombarello opened proposals from Central Paper Products Co., First Choice Medical Supply, Geriatric Medical, McKesson, Medical Solutions, Inc., Medline, New Dimension Rx, and Simmco Distribution.

Commissioner Coyle joined the meeting at 10:13am.

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

- Award: DOC Showers (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the DOC Showers proposal to Clear Sky Coatings Solutions in the amount of \$51,882.00, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

### III. Consent Agenda

1. Minutes: 11/8 (Commissioners Office)

To approve the minutes of the November 8, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,134,872.56 for the period ending November 12, 2017.

3. Census (Long Term Care)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the follow-up letter to the NHAC. Commissioner Tombarello noted he would be going to Washington in January for the NHAC. He further discussed the opening for the Legislative Committee Chair.

- Commissioner Liaison Updates

Commissioner Tombarello noted discussions he had surrounding Glendale and Meals on Wheels.

#### Finance Office – Charles Nickerson, Director

- Gorham Savings Bank Lease Proposal

**Moved:** Commissioner Tombarello to approve a three (3) year capital lease quote for the Sheriff's Office mobile radios to Gorham Savings Leasing Group LLC, with an annual lease payment of \$15,953.71, for a grand total of \$47,861.13 including principal and interest, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner St. James seconded, voted all in favor.

- Devine Millimet Engagement Letter

**Moved:** Commissioner Tombarello to approve the engagement of Devine Millimet as bond counsel for the \$3,000,000 renovations bond, with a fee of \$4,500, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner St. James seconded, voted all in favor.



Human Resources – Alison Kivikoski, Director

- Bid Waiver Request: eCompany / Vista Print \$5,465.40

Alison discussed the promotional items to be purchased with the wellness funds.

**Moved:** Commissioner Tombarello to approve a bid waiver to eCompany and Vista Print, in a total amount of \$5,465.40, for the Human Resources Department. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Café Pricing

Discussion ensued on the three tiers of subsidized pricing. The Board concurred on using the 25 percent subsidized scale.

- Preferred Pharmacy Services Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Preferred Pharmacy Services for the period of October 1, 2017 through September 30, 2020, in an annual amount not to exceed \$325,000, and authorize the Chair to sign all necessary documents pending risk review. Commissioner St. James seconded, voted all in favor.

- Assisted Living Licensing Application

**Moved:** Commissioner Tombarello to approve the Assisted Living Licensing application and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

Registry of Deeds – Cathy Stacey, Register

- Holiday Schedule Change Request

**Moved:** Commissioner Tombarello to approve a change in the 2018 holiday schedule, with November 6, 2018 a workday and December 24, 2018 a County holiday, for the Registry of Deeds. Discussion ensued on it also affecting the County Attorney's Office. Voted all in favor.

**V. New Business / Old Business**

Steve Woods discussed dates for the open house.

Sheriff Hureau noted the AOC and the pay raise issued. Discussion ensued on the budget impact. Further discussion ensued on the Felonies First program and that the Superior Court is now open the day after Thanksgiving. He noted further costs associated with the program. Discussion ensued about court rules and video arraignments, and the pending legislation which may allow for video arraignments.

Discussion ensued on the December 1<sup>st</sup> NHAC meeting.

Alison Kivikoski noted an RN was finally hired, but at the max pay point. She noted there were some complaints on the weather emergency from October 30. Jude Gates noted she had two employees that couldn't come in due to major storm damage that were grieving not being able to use earned time, and that it was likely to come before the Board. Further discussion ensued.

Chuck Nickerson provided an update on the bond process. He also noted longevity would be paid in the December 14 payroll.

Discussion ensued about the proposed funding idea for the adult medical daycare facilities already serving Rockingham County.

**VI. Public Comment**

No public comments received.

**VII. Commissioners Non-Public Session**

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

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

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

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

**VIII. Legal Services Interview 11:15am**

The Board met with Attorney Daniel Mullen from Ransmeier & Spellman to discuss the firm's legal services proposal.

**IX. Commissioners Non-Public Session**

- NH RSA 91-A:3 II (a) personnel – Finance / Corrections

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

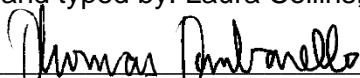
Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, and Alison Kivikoski.

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

**X. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:55am. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 22, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Maj Dave Consentino, Asst Corrections Superintendent  
Patricia Conway, County Attorney  
Jennifer Hagggar, Deputy County Attorney  
Kate Winter, Victim Advocate  
Jude Gates, Director of Facilities, Planning, & IT  
Robin Bernier, IT Manager  
Jessica Tonry, Accounting Manager  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director  
Michael Hureau, High Sheriff  
Maj Darin Melanson, Deputy Sheriff

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

Commissioner St. James called the meeting to order at 10:19am. Commissioner Coyle joined the meeting at 10:21am.

## II. **RFP Openings/Awards**

- RFP Opening: Documentation Preservation - Engineering & Maintenance Services

Commissioner Tombarello opened a proposal from Kofile, Inc.

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

- RFP Award: Legal Services – Commissioners Office

**Moved:** Commissioner Tombarello to award the Legal Services proposal to Ransmeier & Spellman and Sheehan Phinney Bass + Green, at the stated rates and fees, for the period of January 1, 2018 through June 30, 2020. Commissioner St. James seconded, voted all in favor.

- RFP Award: Televisions - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Televisions proposal to Visions of Video in the amount of \$2,988.00; SDF Professional Computers in the amount of \$3,200; and to OM Office Supply in the amount of \$2,034, for the models and quantities listed in the Director of Facilities, Planning, and IT's email dated November 16, 2017, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Commissioner St. James asked about the quality of the televisions. Jude Gates noted she, the Environmental Services Director, and Long Term Care Services Director reviewed the televisions and that they will meet the needs and come in within budget. Voted all in favor.

- RFP Award: Laundry Chemicals - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Laundry Chemicals proposal to Central Paper Products Company, at the stated rates, in an amount not to exceed \$30,000 for the period of January 1, 2018 through June 30, 2019, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Discussion ensued on central purchasing. Voted all in favor.

### III. Consent Agenda

1. Minutes: 11/15 (Commissioners Office)

To approve the minutes of the November 15, 2017 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T170717, T170813, T170826, T170827, T170828, T170858, T170893, T170928, T170929, T170930, T170941, T170943, T170944, T170946, T170948, T170973 totaling \$1,359,519.56; departmental warrants entered by Finance T170894, T170988, T170989, T170990, T170991, T170992, T170993, T170994, T170995, T170997, T170998 totaling \$\$113,389.90; AP wire payments T170996 totaling \$1,564,113.00; payroll warrants 1109MC, 1116DR, 1116MC, 1117MC totaling \$12,427.13; and general ledger warrants GL17733, GL17734, GL17735, GL17736 totaling \$1,002.50, for a grand total to be approved of \$3,050,452.09.

3. Turnover Report (Human Resources)

Routine report for informational purposes.

4. Inmate Population Report (Corrections)

Routine report for informational purposes.

Discussion ensued on the HR turnover report.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he appointed Commissioner Piper from Grafton County as the Legislation Committee Chair. He also noted Commissioner St. James would be the Chair of the By-Laws Committee. He also noted he would not be attending the Washington trip in January, but would be going in March.

- Commissioner Liaison Updates

No updates.

#### Corrections – Stephen Church, Superintendent

- Training Request

**Moved:** Commissioner Tombarello to approve the Archonix Software training request, at no cost to the County, for two (2) Corrections employees and one (1) Engineering & Maintenance Services employee, as recommended by the Corrections Superintendent and the Director of Facilities, Planning, and IT.

Commissioner St. James seconded. Discussion ensued on adding THREADS to the Securus system and the training request. Voted all in favor.

- Bid Waiver Request: APPRISS \$19,532.37

**Moved:** Commissioner Tombarello to approve a bid waiver to APPRISS in the amount of \$19,532.37, and further to approve the APPRISS Service Agreement renewal for the period of January 1, 2018 through December 31, 2018, and authorize the Chair to sign all necessary documents having previously completed legal and risk reviews. Commissioner St. James seconded. Discussion ensued on APPRISS being sole source and that it is integrated with the jail's system. Voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- 2018 Holiday Schedule Change Request

**Moved:** Commissioner Tombarello to approve a change in the 2018 holiday schedule, with November 6, 2018 a workday and December 24, 2018 a County holiday, for the County Attorney's Office. Commissioner St. James seconded, voted all in favor.

Pat Conway noted she was required to have an attorney in the office on holidays for the Felonies First program.

- Exception Request: PPP 6-15.F

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-15.F for a County Attorney's Office employee. Commissioner St. James seconded, voted all in favor.

- Exception Request: CBA Article 15.3.4

**Moved:** Commissioner Tombarello to approve an exception to the Legal Assistants CBA (Teamsters Local #633) Article 15.3.4 for a County Attorney's Office employee. Commissioner St. James seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- Gorham Savings Lease Agreement

**Moved:** Commissioner Tombarello to approve a three (3) year capital lease agreement for the Sheriff's Office mobile radios to Gorham Savings Leasing Group LLC, with an annual lease payment of \$15,953.71, for a grand total of \$47,861.13 including principal and interest, and authorize the Chair to sign all necessary documents having previously completed risk and legal reviews, as recommended by the Finance Director. Commissioner St. James seconded, voted all in favor.

Human Resources – Alison Kivikoski, Director

- Wage Adjustments (Sheriff's Office, County Attorney's Office)

Alison Kivikoski explained the request and why it had been missed during the classification study. Discussion ensued on the impact to the budget.

**Moved:** Commissioner Tombarello to approve an amendment to the Wage Adjustment Sheet and Pay Plan, approved on January 10, 2017, for the Sheriff's Office Assistant Office Administrator with an effective date of July 1, 2017 and no change to evaluation date, and the County Attorney's Office Assistant Office Administrator with an effective date of July 1, 2017 to October 16, 2017 with no change in evaluation date. Commissioner St. James seconded, voted all in favor.

- Leave Request (Long Term Care – Nursing)

**Moved:** Commissioner Tombarello to approve a leave without pay request, with County portion of benefits not applicable, for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

- Leave Request (Sheriff's Office – Dispatch)

**Moved:** Commissioner Tombarello to approve a leave with pay request, with County portion of benefits to continue, for a Sheriff's Office employee. Commissioner St. James seconded, voted all in favor.

- Additional Position Request (Human Resources)

Alison explained her request to have the per diem employee hired on as a part time employee.

**Moved:** Commissioner Tombarello to approve an additional position request for a part time, benefits eligible Recruiter, grade 7. Commissioner St. James seconded. Commissioner St. James noted he thought the employee was an asset. Pat Conway also commented that the employee has been a huge help in hiring for her office. Voted, motion passed 2-0 with Commissioner Coyle abstaining.

- PT to FT Change Request (Corrections)

**Moved:** Commissioner Tombarello to approve a status change request from Part Time to Full Time for the Department of Corrections Accountant position (position number 161402002). Commissioner St. James seconded. Voted, motion 1-1 failed with Commissioner St. James abstaining and Commissioner Coyle voting no.

- Additional Position Request (Corrections)

A lengthy discussion took place regarding the position and merits of the request.

**Moved:** Commissioner Tombarello to table the request pending further discussion. Commissioner St. James seconded, voted all in favor.

- Additional Position Request (County Attorney's Office)

Pat Conway discussed the need for the position. Kate Winter explained the amount of hours required in the position and how many cases are open at a time on average. Discussion ensued.

**Moved:** Commissioner St. James to table the request pending further discussion. Commissioner Tombarello seconded, voted all in favor.

Kate Winter left the meeting.

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

- Exception Request: PPP 6-3

**Moved:** Commissioner Tombarello to approve an exception to Personnel Policies and Procedures 6-3 for a Long Term Care Services employee. Commissioner St. James seconded, voted all in favor.

- Hiring Above Midpoint Vote Amendment

**Moved:** Commissioner Tombarello to approve the addition of LNAs to the list of positions the Long Term Care Director and Human Resources Director may hire above mid-point without seeking prior

Board approval, through February 15, 2018. Commissioner St. James seconded. Voted, motion passed 2-1 with Commissioner Coyle voting no.

- Exeter Health Resources Observer Agreement

**Moved:** Commissioner Tombarello to approve an Exeter Health Resources Observer Agreement, at no cost to the County, and authorize the Chair to sign all necessary documents pending risk review. Commissioner St. James seconded, voted all in favor.

- Glendale Contract Amendment

Steven Woods noted the reasons for the increase, and also noted it was still more than \$600,000 less than the original dietary budget prior to Glendale taking over food management.

**Moved:** Commissioner Tombarello to approve a change in the not-to-exceed amount for the Glendale Senior Dining agreement from \$3,662,770 to \$3,817,540. Commissioner St. James seconded. It was noted this would impact next year's budget, not the 2017 budget. Voted all in favor.

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

- Fire Training Site (Engineering & Maintenance Services)

Discussion ensued on the GZA budget projection letter. Further discussion ensued. The letter will be forwarded to the Delegation.

Steve Woods asked to have a personnel non-public.

Sheriff Hureau noted position openings and hiring in his office.

Alison Kivikoski reminded everyone of the Years of Service Ceremony the following week. She provided an update on how many open enrollment forms still had not been turned in. The Board granted permission for Alison to sign the Allegiant Care form when it arrived. She also noted Nancy Lang would be retiring in December.

Major Consentino provided an update on training programs in the jail and the pre-trial release program.

Pat Conway noted Bethany Sylvester was hired as the Office Administrator and that she was doing a great job.

Jessica Tonry noted the current work on the bond/borrowing. She updated on the Financial Analyst interviews.

#### VI. **Public Comment**

No public comments received.

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

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

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Steven Woods, Jude Gates, Michael Hureau, Darin Melanson, Alison Kivikoski, and Laura Collins.

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

Discussion ensued on a right to know request in the County Attorney's Office.

**Moved:** Commissioner Tombarello to approve an unpaid administrative leave from November 27, 2017 through December 6, 2017 for a Long Term Care Services employee. Commissioner Coyle seconded, voted, motion passed 2-0 with Commissioner St. James abstaining.

**Moved:** Commissioner Tombarello to approve a grievance from two (2) Engineering & Maintenance Services employees regarding Personnel Policies and Procedures 7-5B. Commissioner St. James seconded, voted all in favor.

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

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

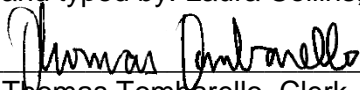
Those present were Commissioner Coyle, Commissioner St. James, and Commissioner Tombarello.

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

#### VIII. Adjourn

**Moved:** Commissioner Tombarello to adjourn at 12:15pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 29, 2017 – 12:00pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Tracy Sawyer, Asst Nursing Director

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

Commissioner Coyle called the meeting to order at 12:02pm.

## II. **Consent Agenda**

1. Minutes: 11/22 (Commissioners Office)

To approve the minutes of the November 22, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,218,649.31 for the period ending November 26, 2017.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

## III. **Reports**

### Commissioners Office – Kevin Coyle, Chair

- SPB+G Engagement Letter

**Moved:** Commissioner Tombarello to approve the Sheehan Phinney Bass + Green engagement letter for legal services for the period of January 1, 2018 through June 30, 2020, at a rate of \$200 per hour plus disbursements, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the upcoming meeting on Friday. Discussion ensued on various committees and positions.

- Commissioner Liaison Updates

Discussion ensued on the ADMC meeting and the jail inmate population.

### Corrections – Stephen Church, Superintendent

- Securus Technologies Fifth Amendment

**Moved:** Commissioner Tombarello to approve the Securus Technologies Fifth Amendment to the Master Agreement, and further to extend the period to January 27, 2019, and authorize the Chair to sign all necessary documents pending risk review. Commissioner St. James seconded, voted all in favor.

County Attorney's Office – Patricia Conway, County Attorney

- ACA Appointment

Discussion ensued on the hire and pending prosecution contract.

**Moved:** Commissioner Tombarello to approve the appointment of Marielle Abou-Mitri to Assistant County Attorney, pursuant to NH RSA 7:33-f, pending a fully executed Plaistow district prosecution contract. Commissioner St. James seconded, voted all in favor.

Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver: Honeywell \$68,000

Jude Gates noted the sole source request was for software updates for jail equipment.

**Moved:** Commissioner Tombarello to approve a bid waiver request to Honeywell in the amount of \$68,000, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- Bond Resolution: \$3,000,000

**Moved:** Commissioner Tombarello to adopt the \$3,000,000 general obligation bond resolution as written. Commissioner St. James seconded, voted all in favor.

## **ROCKINGHAM COUNTY, NEW HAMPSHIRE**

### **Authorization of \$3,000,000 General Obligation Bonds by County Commissioners**

**RESOLVED:** That the Commissioners hereby approve the issuance of Three Million Dollars (\$3,000,000) in general obligation bonds for the purpose of financing the capital expenditures of the County for the Long Term Care Space Allocation project, along with related costs and expenses, under and in compliance with the provisions of New Hampshire RSA Chapters 28 and 33, as amended; and

**RESOLVED:** that all actions heretofore taken in a manner consistent with the foregoing are hereby ratified and confirmed.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on November 29, 2017.

Human Resources – Alison Kivikoski, Director

- EyeMed Agreement

**Moved:** Commissioner Tombarello to approve the renewal of EyeMed at the stated rates for the 2018 benefits year, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

Discussion ensued on the RN positions and the estimated costs. Further discussion ensued on the possibility of some positions being eliminated and what the future needs would be when the new unit is opened.

- Position Status Change: RN (Long Term Care) (5)

**Moved:** Commissioner Tombarello to approve a position status change request, from Part Time to Full Time, for five (5) Registered Nurse positions (positions 170901103, 170901105, 170901106, 170901108, 170901109). Commissioner St. James seconded. Commissioner Coyle noted he could not support it because even though they would likely not be able to filled, they would still have to be budgeted for. Discussion ensued on budgeting for the positions also including the per diems that were currently budgeted for now. Motion passed 2-1 with Commissioner Coyle voting no.

- Position Repurpose Request: Asst Staff Development Coordinator (Long Term Care)

**Moved:** Commissioner Tombarello to approve a position repurpose request for a Part Time – 32 hours Registered Nurse position, (position 170901102) grade 9, to a Part Time – 32 hours Assistant Staff Development Coordinator, grade 9. Commissioner St. James seconded, voted all in favor.

- Regrade/Title Change: Medical Biller (Long Term Care)

**Moved:** Commissioner Tombarello to approve a regrade and title change request for the Medical Biller & Records Assistant, grade 3, to Program Case Specialist, grade 4 (position 171410001). Commissioner St. James seconded. Alison Kivikoski explained the position and duties. Voted all in favor.

- Position Repurpose/Decrease Hours: LNA (Long Term Care)

**Moved:** Commissioner Tombarello to approve a position repurpose and decreased hour request for an LNA position Part Time – 32 hours, grade 2, to Administrative Assistant, Part Time – 24 hours, grade 2 (position 170402140). Commissioner St. James seconded, voted all in favor.

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

Steve Woods introduced the new Assistant Director of Nursing, Tracy Sawyer.

Alison Kivikoski noted there were approximately 25 employees who had not turned in open enrollment paperwork.

Pat Conway noted the amount of other victim witness coordinator positions in other counties.

Jude Gates noted there was a tentative stack test next week. She further noted the repair work and insurance issues from the weather emergency. Further discussion ensued on the boiler plant.

Steve Church advised of the upcoming NCCHC inspection.

- Inmate Transfer – walk-in (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 November 28, 2017. Commissioner St. James seconded, voted all in favor.

Chuck Nickerson noted the deadline for the longevity sheets. He noted the deadline for the fourth quarter line item transfers. He further noted the bond documents had just been received and will be on the next week's agenda.

Commissioner St. James noted there is an EOC drill at the Seabrook Station.

Discussion ensued on budget meetings.

**V. Public Comment**

Tim Harris from Shaman's Dream joined the meeting to gauge the Commissioners interest in building a convention center in Rockingham County.

**VI. Commissioners Non-Public Session**

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

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

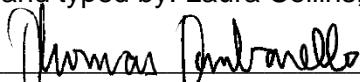
Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, and Alison Kivikoski.

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

**VII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 1:15pm. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 6, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:01am.

## II. RFP Openings/Awards

- Opening: Food Tray Drying Racks (Corrections)

Commissioner Tombarello opened proposals from Alternative Sales Corporation, CortechUSA, and Jones Zylon Company.

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

- Opening: Surplus Equipment (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Barry Moses, Kevin Coyle, and Jon's RT 114 Auto Sales.

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

- Award: Laptops (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Laptops proposal to OM Office Supply, for the purchase of six (6) laptops with warranty and three (3) docking stations in an amount not to exceed \$6,141; and to Connection for the purchase of three (3) laptops with warranty in an amount not to exceed \$2,667.12, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Award: Office 365 Subscriptions (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Office 365 Subscriptions proposal to Connection, in an amount not to exceed \$8,752 for fifty (50) G3 subscriptions, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

- Award: Documentation Preservation (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Documentation Preservation proposal to Kofile Technologies in an amount not to exceed \$21,274, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

### III. Consent Agenda

1. Minutes: 11/29 (Commissioners Office)

To approve the minutes of the November 29, 2017 Board of Commissioners meeting.

2. Warrants (Finance Office)

To approve departmental warrants T170718, T170719, T170720, T170814, T170829, T170859, T170931, T170932, T170933, T170950, T170952, T170974 totaling \$493,751.59; departmental warrants entered by Finance T170895, T171031, T171032, T171033, T171034, T171035, T171036, T171037, T171038, T171039 totaling \$155,357.34; payroll warrants 1121DR, 1122DR, 1130DR, 1130VD totaling \$3,314.10; and general ledger warrants GL17773, GL17774, GL17775 totaling \$702.50, for a grand total to be approved of \$653,125.53.

3. Inmate Population Report (Corrections)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Discussion ensued on the NHAC minutes that were received the day before, and on the discussion surrounding the bookkeeper. Further discussion ensued about current proposed legislation regarding the retirement system.

- Commissioner Liaison Updates

No updates.

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

- Conservation Grant Award: \$10,000

**Moved:** Commissioner Tombarello to accept the FY2017/2018 Moose License Plate Conservation grant award in the amount of \$10,000. Commissioner St. James seconded and noted his thanks for applying for the grant. Voted all in favor.

#### Finance Office – Charles Nickerson, Director

- Primex Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Primex, for the period of January 1, 2018 through December 31, 2021, in a premium amount of \$323,606 year one, with a five (5) percent

increase cap per year thereafter, based on the previous year's premium, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

- NHMBB Resolution and Agreement

**Moved:** Commissioner Tombarello to approve the resolution for Authorization of Bonds and Approval of Loan Agreement with the New Hampshire Municipal Bond Bank as written, and further to approve the New Hampshire Municipal Bond Bank Loan Agreement and payment schedule, for a period of ten (10) years, with a principal amount of \$3,000,000 and a maximum annual interest rate of three (3) percent, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

ROCKINGHAM COUNTY, NEW HAMPSHIRE  
(the "Issuer")

CERTIFICATE OF VOTE REGARDING AUTHORIZATION  
OF BONDS AND APPROVAL OF  
LOAN AGREEMENT WITH THE NEW HAMPSHIRE MUNICIPAL BOND BANK

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to a resolution of the Issuer's County Convention duly adopted on March 1, 2017 and to a vote of the Board on November 29, 2017 there be and hereby is authorized the issuance of a \$3,000,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing capital expenditures related to the Long Term Care Space Allocation project.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of three percent (3.00%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful life of the project being financed is in excess of fifteen (15) years.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on December 6, 2017.

Human Resources – Alison Kivikoski, Director

- Exception Request: Open Enrollment Deadline

**Moved:** Commissioner Tombarello to approve an exception to the 2018 Open Enrollment deadline for four (4) Rockingham County employees. Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no.

- NEDD Admin Services Agreement

**Moved:** Commissioner Tombarello to approve the Northeast Delta Dental Administrative Services agreement for the period of January 1, 2018 through December 31, 2018, and authorize the Chair to sign all necessary documents pending risk review. Commissioner St. James seconded, voted all in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Elliot Hospital Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Elliot Hospital for laboratory services, for the period of January 1, 2018 through December 31, 2020, in an amount not to exceed \$35,000 annually, as awarded on October 4, 2017, and authorize the Chair to sign all necessary documents pending risk review. Commissioner St. James seconded, voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request: Atlantic Tactical \$5,605

**Moved:** Commissioner Tombarello to approve a bid waiver request to Atlantic Tactical in the amount of \$5,605, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

**V. New Business / Old Business**

- Additional Position Request (Corrections – previously tabled)

Discussion ensued on the request as well as impact on other positions and budget in the jail.

**Moved:** Commissioner Tombarello to approve an additional position request for a full time Director of Inmate Services and Programming, grade 8, for the Department of Corrections. Commissioner St. James seconded, voted all in favor.

- Additional Position Request (County Attorney's Office – previously tabled)

Discussion ensued on the position request and increase in case load at the County Attorney's Office.

**Moved:** Commissioner Tombarello to approve an additional position request for a full time Victim Witness Coordinator, grade 5, for the County Attorney's Office. Commissioner St. James seconded, voted all in favor.

- Bid Award: Surplus Equipment (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the surplus equipment/vehicles bid to Jon's Rt 114 Auto Sales in the amount of \$1,422.00 for the 1999 Jeep Cherokee (VIN1227); to Jon's Rt 114 Auto Sales in the amount of \$2,073.00 for the 2007 Ford E350 van (VIN8719); and to Barry Moses in the amount of



\$26.00 for the Quincy compressor (model 216QRB), as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded, voted all in favor.

Chuck Nickerson reminded the departments to get their longevity sheets in. He noted a new Financial Analyst had been hired and would be starting next week.

Steve Church noted the inmate count was down and in the 170s.

Pat Conway noted her office was very busy. She noted she would be sending out the RTK materials today and anticipated media coverage soon. Discussion ensued on the prosecution contracts.

Jude Gates noted a contract was received to do a wastewater assessment. She further noted projects underway at the jail. She noted the ESP is still not up and running and discussed the reasons. She also noted her employees were thankful for the bonus.

Cathy Stacey noted her staff was also appreciative of the bonus.

Alison Kivikoski gave an update on the Kronos module integration. She also noted a new essential/non-essential list would be going out for sign-off.

Sheriff Hureau noted the radios that were ordered have already been shipped. Discussion ensued on the modulation switchover. He noted he had received a call from a town asking for the RCSO to do a background check on a Town Manager applicant. Sheriff Hureau noted he declined as it is not in the purview of the Sheriff's Office. He also noted Raymond was inquiring about dispatch services. Discussion ensued on space issues.

Steve Woods provided some notes on adult medical daycare alternatives. Discussion ensued.

## **VI. Public Comment**

No public comments received.

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

- NH RSA 91-A:3 II (a) personnel – Long Term Care (11:00am)

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

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Steven Woods, Alison Kivikoski, and Laura Collins.

**Moved:** Commissioner Tombarello to go out of non-public session. Commissioner St. James 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 November 22, 2017 regarding a Long Term Care Services employee, effective December 16, 2017. Commissioner St. James seconded. Motion passed 2-0 with Commissioner Tombarello abstaining.

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

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

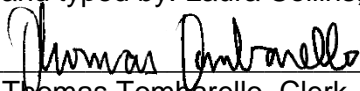
Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Charles Nickerson, and Laura Collins.

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

**VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:46am. Commissioner St. James seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 13, 2017 – 9:00am

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
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  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 9:52am.

## II. RFP Openings/Awards

- Opening: Servers (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Block 5 Technologies, ByteSpeed, Connection, DataQDirect, Diltex, GHA Technologies, Howard Technology Solutions, ION Computer Systems, ITX3, LVN Systems, SAI, Stallard Technologies, Strictly Tech, UNIX Surplus, and Y&S Technologies.

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

- Opening: Submersible Sewage Pump (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from Carlsen Systems, PSI Pump Systems, and The Insco Group/DL Thurrott.

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

## III. Consent Agenda

1. Minutes: 12/6 (Commissioners Office)

To approve the minutes of the December 6, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,247,211.82 for the period ending December 10, 2017.

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted both in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- Legal Services Engagement Letter

**Moved:** Commissioner Tombarello to approve the Ransmeier & Spellman engagement letter for legal services for the period of January 1, 2018 through June 30, 2020, at a rate of \$175 per hour for attorneys and \$100 per hour for paralegals, plus stated disbursements and mileage, and authorize the Vice Chair to sign all necessary documents. Commissioner St. James seconded, voted both in favor.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he had a meeting on Friday. He also noted President Maglaras is currently in the hospital. Commissioner Tombarello stated the situation with the bookkeeper will be addressed. Further discussion ensued on the meetings and procedures. Steve Woods also noted a follow-up meeting on HMA for the following week.

- Commissioner Liaison Updates

No updates.

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

- Wastewater Capacity Evaluation Agreement

**Moved:** Commissioner Tombarello to approve an agreement with Hoyle, Tanner & Associates in the amount of \$4,890, and authorize the Vice Chair to sign all necessary documents having already completed risk review. Commissioner St. James seconded. Discussion ensued on the scope of the work. Voted both in favor.

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

- Exception Request: Open Enrollment Deadline (multiple depts.)

A lengthy discussion ensued about the exception requests and communication that had gone out about open enrollment deadlines.

**Moved:** Commissioner Tombarello to approve an exception request to the 2018 Open Enrollment deadline for two (2) employees from various departments. Commissioner St. James seconded, voted both in favor.

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

- Hairdressing Agreement

**Moved:** Commissioner Tombarello to approve two (2) Independent Contractor Hairdressing agreements with Lisa Schultz and Leigh Anderson, respectively, for the period of December 6, 2017 through December 5, 2020, at no cost to the county, and authorize the Vice Chair to sign all necessary documents having already completed risk review. Commissioner St. James seconded. Commissioner St. James noted he would like to see hairdressing go out to bid next time. Voted both in favor.

#### V. New Business / Old Business

Commissioner Tombarello provided an update on the ADMC meeting December 11<sup>th</sup>. He noted the AMDC Study Committee was in agreement about providing funds to existing organizations that support Rockingham County residents in need of AMDC. Further discussion ensued.

Sheriff Hureau noted one of the deputies had been exposed to narcotics in a traffic stop. He noted he was checked out at the hospital and that he was given Narcan. He noted IMC training was being held in the Hilton.

Alison Kivikoski noted there were some obstacles in the Kronos mapping for the HR module. She reviewed time off plans for HR over the next few weeks.

Cathy Stacey noted next Wednesday they would be caroling at the nursing home at 4:30pm. She further noted letters from Cigna that were received stating certain hospitals/physicians would no longer be covered. Alison Kivikoski noted a two year contract had been negotiated and new letters would be going out.

Commissioner St. James praised Jude Gates' responsiveness in facility emergencies.

Patricia Conway asked to re-discuss the right to know requests about Phillips Exeter Academy. She noted the PEA attorney letter and she still feels the names should be redacted from the information surrounding Phillips Exeter. She noted she understood Commissioners Coyle and St. James point that it should be as transparent as possible, but that she believed there was a case for removing the names. Further discussion ensued. Commissioner St. James noted he would reverse his opinion and agree to redact the names in the documents.

Patricia Conway noted an award three of her attorneys had received. Discussion ensued on the procedures for the exculpatory evidence schedule.

Chuck Nickerson reminded everyone that Q4 line item transfers needed to be turned in by this week's BOC deadline. He noted write-offs would be done in one submission. He noted taxes that had been collected and those still outstanding. He also noted the new Financial Analyst had started. Chuck further noted the auditors would be starting in January. He also updated everyone on the Delegation budget meeting schedule.

Commissioner St. James noted for departments to get their payroll entered earlier if possible so that Finance personnel do not need to be in on Christmas Day as long.

Discussion ensued on the Downing Way sign.

## **VI. Public Comment**

No public comments received.

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

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

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

Those present were Commissioner St. James, Commissioner Tombarello, Charles Nickerson, Alison Kivikoski, Michael Hureau, and Laura Collins.

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

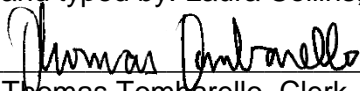
Those present were Commissioner St. James, Commissioner Tombarello, Steve Woods, Alison Kivikoski, and Laura Collins.

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

**VIII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:55am. Commissioner St. James seconded, voted both in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 20, 2017 – 8:30am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, 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  
Julie Hoyt, Sr HR Generalist  
Steven Woods, Long Term Care Services  
Director

Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Nancy Lang, Worker's Comp Coordinator  
Kim Cataldo, Corrections  
Robin Bernier, IT Manager  
Janice Demers, Long Term Care  
Maj Darin Melanson, Sheriff's Office  
Capt Jim Lussier, Sheriff's Office  
Lt Kevin Walsh, Sheriff's Office  
Martha Breen, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Jayne Jackson, Corrections  
Jennifer Haggar, Deputy County Attorney  
Bethany Sylvester, County Attorney's Office

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 8:38am.

## II. RFP Openings/Awards

- Opening: Taco Heath Exchanger Tube Bundle (Engineering & Maintenance Services)

Commissioner Tombarello opened proposals from F.W. Webb, Pinnacle Rock, and Standard of New England.

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

- Award: Food Tray Drying Racks (Corrections)

**Moved:** Commissioner Tombarello to award the Food Tray Drying Racks proposal to CortechUSA in the amount of \$4,154.54 per cart and \$12,463.62 total, as recommended by the Corrections Superintendent. Commissioner St. James seconded, voted all in favor.

- Award: Servers (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Servers proposal to Block 5 Technologies in the amount of \$10,098, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. Discussion ensued on lower bidders not being to specifications and offering lesser warranties. Voted all in favor.

## III. Consent Agenda

1. Minutes: 12/13 (Commissioners Office)

To approve the minutes of the December 13, 2017 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T170815, T170830, T170860, T170861, T170934, T170954, T170956, T170979, T171021, T170980, T170982, T171019, T171020, T171042, T171044, T171046, T171047, T171048, T171062, T171063 totaling \$753,302.16; departmental warrants entered by Finance T171090, T171091, T171092, T171093, T171094, T171095, T171096, T171097, T171098 totaling \$60,263.92; AP wire payments T170977 and T171099 totaling \$1,668,505.24; payroll warrants 1204DR, 1207DR, 1214DR, 1215MC totaling \$25,345.54, for a grand total to be approved of \$2,507,416.86.

3. Census Report (Long Term Care)

Routine report for informational purposes.

4. Inmate Population Report (Corrections)

Routine report for informational purposes.

5. Job Description Updates (Human Resources)

To approve the following updated job descriptions:

- o Director of Nursing – Long Term Care
- o Assistant Director of Nursing – Long Term Care
- o Staff Development Coordinator – Long Term Care
- o Quality Improvement Nurse – Long Term Care
- o Nursing Supervisor Day Shift – Long Term Care
- o Nursing Supervisor Evening Shift – Long Term Care
- o Nursing Supervisor Night Shift – Long Term Care
- o Nursing Supervisor Weekender – Long Term Care

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- Line Item Transfer Requests
  - o Engineering & Maintenance Services ~~\$8,000~~ \$4,000

**Moved:** Commissioner Tombarello to approve a line item transfer in the amount of \$4,000 for Engineering & Maintenance Services. Commissioner St. James seconded, voted all in favor.

- o Engineering & Maintenance Services ~~\$8,700~~ \$8,500

**Moved:** Commissioner Tombarello to approve a line item transfer in the amount of \$8,500 for Engineering & Maintenance Services. Commissioner St. James seconded, voted all in favor.

- o Long Term Care \$136,000

**Moved:** Commissioner Tombarello to approve a line item transfer in the amount of \$136,000 for Long Term Care Services. Commissioner St. James seconded, voted all in favor.

- o Sheriff's Office \$31,900



**Moved:** Commissioner Tombarello to approve a line item transfer in the amount of \$31,900 for the Sheriff's Office. Commissioner St. James seconded, voted all in favor.

- New Hampshire Association of Counties Legislative Updates

Steve Woods provided an update on the HMA meeting and discussion on Medicaid managed care. Commissioner Tombarello noted the January 5<sup>th</sup> NHAC meeting is cancelled because the budget is not yet finished. Further discussion ensued on the bookkeeper and that it was meant to be temporary.

- Commissioner Liaison Updates

Commissioner Tombarello noted he and Steve Woods would be visiting the adult medical daycare facilities that they are proposing to provide funds to on Friday.

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

- Bid Waiver Request: FM Generator \$6,248.44

**Moved:** Commissioner Tombarello to approve a bid waiver request to FM Generator in the amount of \$6,248.44 for Engineering & Maintenance Services. Commissioner St. James seconded, voted all in favor.

#### Finance Office – Charles Nickerson, Director

- Proposed Discretionary Bonus

**Moved:** Commissioner Tombarello to approve a one-time, discretionary bonus of \$100 for certain employees, as outlined in the Finance Director's memorandum dated December 14, 2017. Commissioner St. James seconded, voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Wage Adjustments / Salary & Hiring Grid

Alison Kivikoski explained the hiring grid that was developed to fix some of the wage disparities previously discussed in some of the Long Term Care positions, and discussion ensued.

**Moved:** Commissioner Tombarello to approve the salary implementation/hiring grid for five (5) Long Term Care Services positions, as outlined in the memorandum dated December 13, 2017 by the Directors of Human Resources, Finance, and Long Term Care, and approve a wage adjustment for the thirteen (13) employees identified, with an effective date of December 10, 2017 and no change to their annual evaluation dates. Commissioner St. James seconded, voted all in favor.

- Exception Request: Open Enrollment Deadline

Alison Kivikoski described each of the exception requests and noted some were being pulled due to not being actual exceptions. Commissioner St. James suggested allowing the HR Director to use her discretion to accept or deny the exceptions to open enrollment without going to the Board, and discussion ensued. Commissioner Coyle noted he was not in favor of giving up the Board's authority on the exceptions. Further discussion ensued on the deadline and the exceptions. Kim Cataldo briefed the Board on her situation.

- HSA Contributions

Alison Kivikoski asked for the HSA contributions exception request to be pulled due to being unnecessary and not an actual exception.

- Buyouts

Alison noted HR could not confirm whether the buyout attestation form had been received or not.

**Moved:** Commissioner Tombarello to approve an exception to the 2018 Open Enrollment Deadline for buyout election for five (5) employees from various departments. Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no.

- Continuation of Current Benefits

Alison Kivikoski asked for the exception request to be pulled due to being unnecessary.

- Buyout / Newly Elected Plan

**Moved:** Commissioner Tombarello to approve an exception to the 2018 Open Enrollment Deadline for buyout election and for a newly elected coverage plan, respectively, for two (2) employees in the Department of Corrections. Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no.

- Buyout (tabled from 12/13)

**Moved:** Commissioner Tombarello to approve an exception to the 2018 Open Enrollment Deadline for buyout election for one (1) employees from Long Term Care Services. Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no.

## V. New Business / Old Business

- Inmate Administrative Transfer Request – Corrections (walk-in)

**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 December 18, 2017. Commissioner St. James seconded, voted all in favor.

- Revised Prosecution Contract – County Attorney's Office (walk-in)

Commissioner Coyle noted they did not have a breakdown of what everything was going to cost and was concerned if the contract would cover everything. Discussion ensued on the potential hire and training needs. The prosecution contract will be tabled until next week when the breakdown can be reviewed.

- ACA Appointment – County Attorney's Office (walk-in)

**Moved:** Commissioner Tombarello to approve the appointment of Garrett Bartlett to Assistant County Attorney, pursuant to NH RSA 7:33-f, pending an approved and signed prosecution contract. Commissioner St. James seconded. Motion passed 2-0 with Commissioner Coyle abstaining.

Chuck Nickerson noted most of the salary figures were complete but a few were still being worked on. He also noted the new financial analyst is settling in. He also noted all of the paperwork is in to the bond bank.

Pat Conway noted a recent prosecution case her office had won.

Jude Gates provided an update on the firepump.

Alison Kivikoski provided an update on the Kronos module integration and on the benefits interfaces.

Sheriff Hureau noted the shipment of radios had come in. He noted a letter will be sent out to each community impacted before the switchover.

Steve Woods noted it was a busy week.

## **VI. Public Comment**

No public comments received.

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

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

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

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

Nancy Lang, Alison Kivikoski, and Laura Collins joined the meeting.

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

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

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

**Moved:** Commissioner St. James to authorize the settlement of a worker's compensation claim in the amount of \$7,500. Commissioner Tombarello seconded, voted all in favor.

## **VIII. Department Budget Meetings**

Discussion ensued on the salary increases and the northeast CPI.

Jude Gates and Robin Bernier joined the meeting. Discussion ensued on the EMS/Projects/IT budget.

Steve Woods and Janice Demers joined the meeting. Discussion ensued on the Long Term Care budget.

Stephen Church and Jayne Jackson joined the meeting. Discussion ensued on the Department of Corrections budget.

Patricia Conway, Bethany Sylvester, and Jennifer Hagggar joined the meeting. Discussion ensued on the County Attorney's Office budget.

Alison Kivikoski joined the meeting. Discussion ensued on the HR budget.

Discussion ensued on the Commissioners, General Government, Grants, Statutory Programs, and Treasurer budgets.

Discussion ensued on the Finance budget.

Discussion ensued on the Delegation budget and Non County Specials.

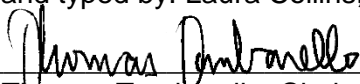
Sheriff Hureau, Major Melanson, Capt Lussier, Lt Walsh, Martha Breen, and Katherin Mann joined the meeting. Discussion ensued on the Sheriff's Office budget.

Cathy Stacey joined the meeting. Discussion ensued on the Registry of Deeds budget.

**IX. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 1:45pm. Commissioner St. James seconded, voted all in favor.

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

Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 27, 2017 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections Superintendent  
Patricia Conway, County Attorney  
Bethany Sylvester, COA Office Administrator  
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 Coyle called the meeting to order at 10:04am.

## **II. RFP Openings/Awards**

- Award: Submersible Sewage Pump (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello to award the Submersible Sewage Pump to Carlsen Systems in the amount of \$6,940, pending an approved line item transfer. Commissioner St. James seconded, voted all in favor.

## **III. Consent Agenda**

1. Minutes: 12/20 (Commissioners Office)

To approve the minutes of the December 20, 2017 Board of Commissioners meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,130,073.03 for the period ending December 25, 2017.

3. Surplus Equipment Request (Long Term Care)

To declare the equipment outlined in the Long Term Care Services Director's memorandum dated December 27, 2017, as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services.

4. Turnover Report (Human Resources)

Routine report for informational purposes.

5. Job Descriptions Update (Human Resources)

To approve the following updated job descriptions for Long Term Care:

- RN
- LPN
- LNA

**Moved:** Commissioner Tombarello to approve the consent agenda. Commissioner St. James seconded, voted all in favor.

#### IV. Reports

##### Commissioners Office – Kevin Coyle, Chair

- Worker's Compensation

Alison Kivikoski noted she planned to have Lisa Fioravante do the incident reports, and Alison would handle the billing. She noted she would be meeting with the Lawson Group soon.

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he would be going to Concord to meeting with the Dupont Group regarding some upcoming legislation.

- Commissioner Liaison Updates

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

- NH Library Grant Agreement

**Moved:** Commissioner Tombarello to approve an agreement with the New Hampshire State Library for a \$10,000 grant award, accepted on December 6, 2017, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded. Discussion ensued on the grant.

- ARD-1 Permitting Application

**Moved:** Commissioner Tombarello to approve the NHDES ARD-1 permit to operate application and authorize the Chair to sign all necessary documents. Commissioner St. James seconded, voted all in favor.

##### Finance Office – Charles Nickerson, Director

- 2018 Benefit Payments

**Moved:** Commissioner Tombarello to authorize the Finance Office to process 2018 payments for claims, administrative fees, premiums, and other benefit related expenses to Cigna, The Lawson Group, Delta Dental, NCEU Health Welfare Fund, AmWins, Allegiant (formerly NNEBT), Benefit Strategies, Symetra, Tandem Healthcare, Reliance Standard, and the federal government (for any ACA-related liabilities). Commissioner St. James seconded, voted all in favor.

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

- Salary Grid / Wage Adjustments – County Attorney's Office

A lengthy discussion ensued on the proposed hiring grid and wage adjustments. The item will be taken up in non-public later in the meeting.

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

- Bid Waiver Request: Green Mountain Comm / Motorola \$8,187

**Moved:** Commissioner Tombarello to approve a bid waiver to Green Mountain Communications/ Motorola in the amount of \$8,187 for the Sheriff's Office. Commissioner St. James seconded, voted all in favor.

**V. New Business / Old Business**

- Tabled: Prosecution Contract (County Attorney's Office)

**Moved:** Commissioner Tombarello to approve the Prosecution Contract between Rockingham County and the towns of Plaistow, Kinston, and Danville, for the period of January 1, 2018 through December 31, 2018, in an annual amount paid by Plaistow of \$64,148.78, an annual amount paid by Kingston of \$17,880.80, and an annual amount paid by Danville of \$10,673.13. Commissioner St. James seconded. Discussion ensued. Voted, motion passed 2-0 with Commissioner Coyle abstaining.

- Weather Emergency (Human Resources)

**Moved:** Commissioner Tombarello to declare a weather emergency from 11:00pm on December 22, 2017 to 8:00am on December 23, 2017, with essential employees who reported to work within one (1) hour of their scheduled shifts during the emergency period to be paid for their entire shifts, in accordance with Personnel Policies and Procedures 7-5. Commissioner St. James seconded, voted all in favor.

Steve Woods discussed the IDN developments.

Sheriff Hureau noted a dispatcher has resigned and they now have two openings. He also noted there was a cruiser accident last week due to the ice.

Jude Gates asked the Board to be able to send the NEPOOL agreement to legal counsel for review.

**VI. Public Comment**

No public comments received.

**VII. 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 Tombarello seconded, voted all in favor.

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

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

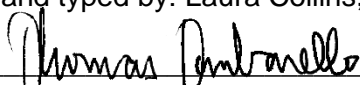
**VIII. Budget Reviews**

Discussion ensued on the adult medical daycare facilities and proposed funding options. Further discussion ensued on the overall budget, and will continue next week.

**IX. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:29am. Commissioner St. James seconded, voted all in favor.

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

Received by:   
Thomas Tombarello, Clerk – Rockingham County Commissioners