



# Rockingham County Commissioners

Meeting Agenda  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 10, 2018 – 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  
Michael Hureau, High Sheriff  
Leslie Fabian, Nursing Director

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

Commissioner Coyle called the meeting to order at 10:05am.

## **II. RFP Openings/Awards**

- RFP Opening: Guardrails - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Premier Fence, GC/AAA Fence Company and Chasco, 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.

- RFP Opening: Security Cameras - Engineering & Maintenance Services

Commissioner Tombarello opened proposals from Stanley Security, Ockers Company, ECI Systems, Alegna Inc., PCM-G proposal and thumb drive, Exactitude (Precision Systems Integration), B&H Photo, Setronics Security Integrators, Comfort Systems, USA, Tessco, Howard Technology Solutions, Audio Visual Aids (no bid, they can't meet our specifications; WB Hunt co, Inc., Southwest Building Systems and Perlmutter Purchasing Power.

**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: Medical Supplies Prime Vendor (Long Term Care)

**Moved:** To award the Medical Supplies Prime Vendor to Geriatric Medical for the period of 2/1/18 – 1/31/2021 in an amount not to exceed \$320,000 annually, as recommended by the Long Term Care Services Director. Commissioner St. James seconded, voted all in favor.

### III. Consent Agenda

1. Minutes: 1/03/18 (Commissioners Office)

To approve the minutes of the January 3, 2018 Board of Commissioners Meeting.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,315,281.88 for the period ending January 6, 2018.

3. Warrants (Finance)

Chuck Nickerson asked that Warrants be taken off the agenda. Commissioner Coyle approved; Commissioner St. James seconded.

**Moved:** Commissioner Coyle to approve the consent agenda not including Warrants. Commissioner St. James seconded, voted all in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello will be attending a meeting on Friday, January 12<sup>th</sup> on Legislative updates. Commissioner Tombarello will be at the state house to hear discussions on Adult Medical Daycare on Wednesday, January 17, 2018.

- Commissioner Liaison Updates

Noted Department of Corrections incarcerated population is at 170 people.

- AMDC discussion

#### Corrections – Stephen Church, Superintendent

- Bid Waiver Request

**Moved:** To approve a bid waiver to Yankee Equipment in the amount of \$5,575 for the Department of Corrections. Stephen Church stated that he can run on three dryers; Jude Gates said that insurance will pay for two dryers and DOC will have to pay for the other two. Four new dryers will be purchased for Corrections. Approve bid waiver for \$11,150 for DOC and \$11,150 to be covered by insurance. Commissioner St. James seconded, voted all in favor.

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

- Line Item Transfer

Pat Conway received a few bills that were more than expected for expenses of prosecution (testimony of specialist higher than expected). Commissioner Coyle to approve a line item transfer in the amount of \$7,000 for the County Attorney's Office. Commissioner St. James seconded, voted all in favor.

Finance Office – Charles Nickerson, Director

- 2017 Write-offs

Vast majority of writeoffs for LTC go back previous to 2011. Medicare and co-insurance are a big portion. Commissioner Tombarello to approve 2017 Finance Office, Deeds, Department of Corrections, Long Term Care Services, Human Resources and Sheriff's Office write-offs totaling \$627,152.27. Commissioner St. James seconded, but he would like a full break-down by department; Chuck Nickerson will provide the breakdown.

- Exception Request: PPP 11-2

Request **tabled** as Financial Analyst opening can be posted internally for ten calendar days under PPP 9-3. Current individual, Kimly Harrison, is leaving employment with the County on January 9, 2018.

Opening due to internal promotion in department. Position has to be posted internally and externally per PPP 11-2. Commissioner Tombarello approved the request for the position to be posted internally only. Commissioner St. James seconded. Voted all in favor.

**V. New Business / Old Business**

- Chuck Nickerson: Operating transfer between Internal Service Funds which will be on 1/17/18 BOC meeting agenda.
- Pat Conway noted that they are very busy now with trials.
- Alison Kivikoski has three items; Cigna rate application for insurance coverage; Delta dental rate applications (rates have been checked), and the weather emergency memorandum.

Cigna Rate application dated 1.1.2018. Commissioner Tombarello to approve Cigna application for Stop Loss coverage effective 1/1/2018. Commissioner St. James seconded. Voted all in favor.

Delta Dental Group Contract Rate application effective 1/1/2018 – 6/30/2020. Commissioner Tombarello to approve Delta Dental application. Commissioner St. James seconded. Voted all in favor.



Weather emergency declared on 1/4/18 from 3pm -11pm. Commissioner Coyle approved. Commissioner Tombarello seconded. Voted all in favor.

Exception Request dated 1/9/18; During Open Enrollment, employee elected to change to HDHP plan for 2018, anticipating the HSA contribution from the County. IRS rules do not permit employee or employer contributions because employee is enrolled in Medicare Part A. Commissioner Tombarello approved exception request to cancel HDHP and re-enroll in OAP 10%. Commissioner St. James seconded. Voted all in favor.

We have online discount tickets to (4) ski areas (HR will post links); no agreements to be signed.

HR Director apprised Board of two recent hires above midpoint; LPN with 22 years of work experience and the Assistant Staff Development Coordinator who is also an instructor at Great Bay Community College. Their levels of experience lent to their wage rates over the midpoint.

- Steve Woods said that Long Term Care is getting ready for the open house event next week on January 18, 2018. Steve Woods asked the Board if he could invite Dr. Singer to the next BOC meeting. Commissioner Coyle approved Dr. Singer to join the meeting next week as 1<sup>st</sup> item on agenda. Commissioner Tombarello would also like to invite different people to the meeting.
- Commissioner Coyle started discussion on what is being done to replace the Senior Executive Assistant to the Commissioners. Alison Kivikoski stated that the position was posted and resumes were being received. Commissioner Coyle stated he would like 4-5 candidates to interview. Interviews will be on January 24, 2018 starting at 1pm. They will be scheduled for ½ hour increments. During the interim there will be coverage for BOC meetings; there will be an email set up for all correspondence including agenda items called BOC Executive.

## VI. Public Comment

No public comments received.

## VII. Budget Finalization

Pat Conway spoke about a grant on website, finishing up on that. The 1<sup>st</sup> year is free and the next 6 months will be \$500 which they would like added to budget.

Discussion ensued on the mural for the newly constructed area in the nursing home. Commissioner St. James said that he doesn't know what the cost will be to put together the mural; they are in the process of getting bids now. There is \$20,000 on the budget set aside as a placeholder for this. Commissioners Coyle and Tombarello both said that they were not inclined to approve \$20,000; they would agree to \$10,000. The budget will be revised to reflect \$10,000.

Alison Kivikoski brought forth Dispatchers Grievance of 12/14/17. It speaks to all union members. CBA grievance does not refer to steps on this situation. Willingness to move to



Level 4; send notification to R. Laughton on date and time; 1/24/18 at 4:30 with the Board of Commissioners.

Chuck Nickerson handed out three (3) different scenarios on the proposed budget for 2018; 2%, 2.5% and 3% increase. Commissioner Coyle called for input from all O/DD's present about potential salary % increases that Chuck provided. Commissioner St. James appreciates all the work that was done on the budget; Directors revisited budgets and were able to find potential savings. There were salary adjustments made this past year and that it would be nice to support the employees for years in which there were no increase. Commissioner Tombarello mentioned that employees have received discretionary bonuses or wage adjustment; he would not support 2.5%, that 2% is fair. Chuck Nickerson also mentioned that two of the unions are locked into 2% until 2020. 2% was approved after some discussion which is 1.043% annualized change in appropriations and 1.5% increase in new taxes for Rockingham County. Commissioner Coyle thanked Chuck Nickerson and his team for all the hard work done on the budget. Commissioner St. James and Commissioner Tombarello seconded. Chuck Nickerson will update the budget letter and the numbers and will send out a package to the delegation.

### VIII. Commissioners Non-Public Session

**Moved:** Commissioner asked to recess to meet with Legal Counsel at 11:08am. Commissioner St. James made a motion to go into non-public. Voted all in favor.

Meeting called back at 11:35am, Jude Gates, Steve Church, Steve Woods, Michael Hureau, Alison Kivikoski, Chuck Nickerson and Commissioners Coyle, St. James and Tombarello were present.

**Moved:** Commissioner St. James asked to go into Non-Public session at 12:10pm. Commissioner Coyle seconded. Voted all in favor.

Present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski and Stephen Church, Superintendent.

Concerns regarding Corrections Department personnel.

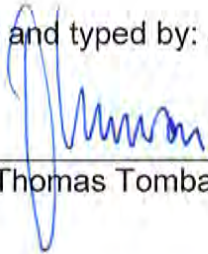
**Moved:** Motion to come out of Non-Public session at 12:25pm.

### IX. Adjourn

**Moved:** Commissioner Tombarello to adjourn at 12:25pm.

Minutes taken and typed by: Jeanne Chasen, Executive Assistant – Human Resources

Received by:

  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Agenda  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 17, 2018 – 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  
Michael Hureau, High Sheriff  
Major Dave Consentino, Asst Corrections Superintendent

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 9:12 am.

## II. RFP Openings/Awards

- RFP Award: Guardrails - Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Guardrails proposal to Premier Fence in an amount not to exceed \$12,000.00, as recommended by the Director of Facilities, Planning & IT. Commissioner Coyle seconded, voted all in favor.

## III. Consent Agenda

1. Minutes: 1/10/18 (Commissioners Office)

To approve the minutes of the January 10, 2018 Board of Commissioners Meeting.

2. Designation by Sheriff

Authorization memorandum for informational purposes.

3. Census Report (Corrections)

Routine report for informational purposes.

4. Warrants (Finance)

To approve departmental warrants T170818, T170863, T170864, T171025, T171026, T171027, T171028, T171056, T171057, T171058, T171059, T171067, T171078, T171079, T180023, T180051, T180061, T180081, T180091, T180101, T180102 totaling



\$1,764,675.30; departmental warrants entered by Finance T171122, T171123, T171124, T171125, T171126, T171126, T180111, T180112, T180113 totaling \$53,094.60; "autopay" warrants T180001, T180002, T180003, T180004, T180005, T180008, T180009, T180010, T180012, T180013 totaling \$185,068.03; previously authorized payments T171077, T171121 totaling \$224,402.23; payroll warrants 0104MR, 0105VD, 0105MR, 0111MR totaling \$9,625.27; general ledger warrants GL17788, GL17789, GL17814, GL17815, GL17816, GL17817, GL17818, GL17819, GL17820, GL17867, GL17868, GL17869, GL17897, GL18023, GL18027 totaling \$555,730.97, for a grand total to be approved of \$2,792,596.40.

**Moved:** Commissioner Tombarello 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 Tombarello will be attending a meeting on 2/2/18 and bring forward the budget; he attended a meeting on 1/12/18 which lasted for 5 hours and the \$100,000 match as revenue could be an issue.

- Commissioner Liaison Updates

Steve Woods and Commissioner Tombarello are going to the state house on 1/17/18 at noon to speak with state representatives on Adult Medical Daycare.

Alison Kivikoski attended the Delegation meeting on 1/12/18 and stated the meeting went well. There was no talk about personnel matters, we are all set with bids, and that nobody will be held accountable for missed bids. There is coverage for the Commissioners until they hire someone for the Executive Assistant position.

Commissioner St. James joined the meeting.

- Meeting with Dr. Singer

Steve Woods introduced Dr. Singer and stated that we appreciate all that he does. Dr. Singer started at the Nursing Home in 1975 and became the Medical Director in 1982. Dr. Singer is instrumental in helping to open up units, recruit nurse practitioners and leads quality assurance meetings at the county. He has a very long standing history with county. The new construction is almost complete and the entrance and courtyard will be named after Dr. Singer. Dr. Singer spoke about his history with the county. In 2015 he decided it was time to stop working in the office but wanted to stay in medicine; he is continuing his clinical practice at the nursing home. Nursing staff is so warm and welcome, can see the quality of the nursing home. Staffing is unique here with doctor in the house every day along with a Nurse Practitioner. Everyone is looking forward to the opening tomorrow 1/18/18. He thanked everyone for their support.



Human Resources – Alison Kivikoski, Director

- Exception Request: PPP 11-6

**Moved:** Commissioner Tombarello to approve an exception request to Personnel Policies and Procedures 11-6 for a County Attorney's Office employee.

Discussion ensued on how much earned time the employee had built up. They do bring staff in before big trials on holidays, if needed. Language was written in the policy to cover situations like this. Commissioner Tombarello said he would approve one day of earned time, Commissioner St. James seconded. Motion passed 2-1 with Commissioner Coyle voting no.

- Exception Request: Open Enrollment/Employee HFSA amount

**Moved:** Commissioner Tombarello to approve an exception request to Open Enrollment procedures to permit a change to an employee's annual HFSA withholding amount for a Long Term Care employee. Alison Kivikoski stated that employee put the bi-weekly amount to be taken out under the annual amount. Commissioner Coyle made a motion to approve, Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director

- Lamprey Health Care Agreement

**Moved:** Commissioner Tombarello to approve a Nurse Practitioner Fellowship Affiliation Agreement with Lamprey Health Care for a period of one year, and to authorize the Chair to sign all necessary documents with risk review already having been completed, as recommended by the Long Term Care Services Director. Commissioner Coyle stated that we could skip the legal review and 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 request to Personnel Policies and Procedures 6-15 for all Sheriff's Office eligible, non-administrative employees. Commissioner St. James seconded, voted all in favor.

**V. New Business / Old Business**

Sheriff's Office – Michael Hureau, High Sheriff

- 2017 Equitable Sharing Agreement and Certification

**Moved:** Commissioner Tombarello to approve the 2017 Equitable Sharing Agreement and Certification, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner St. James seconded, voted all in favor.

Finance – Charles Nickerson, Director

- 2018 General Obligation Bond Documents – Request made for the Commissioners to sign all necessary remaining documents for the issuance and sale of the (net) \$2,611,300 general obligation bond. While the interest rate is 5.1%, the true interest cost is only 2.1625% (below the 3% not-to-exceed amount) due to bond premium of \$388,700 which is being utilized to reduce the principal owed. The County is still receiving \$3,000,000 of bond proceeds from the NH Municipal Bond Bank.

Jude Gates stated that the Fire Marshall's office was here and did walk through in the cafeteria. Everyone said it looks good and were very pleased.

Yankee is re-assembling two dryers until new ones come in.

Dave Consentino had one administrative transfer from Corrections. Commissioner Tombarello made a motion to approve, Commissioner St. James seconded, voted all in favor.

Alison Kivikoski called a weather emergency late Wednesday after, 1/17/2018. We are trying to use the weather emergency phone system for employees. There was a letter written from an employee regarding weather emergencies. Steve Woods mentioned that there were three employees that came into work that evening, but they were between 10-13 minutes late and asked if we could allow that. Commissioner Tombarello moved to give back the minutes to staff. Voted all in favor.

Alison Kivikoski met with Dr. Timmons, Rose Phillips and MaryJean Uhrich from Occupational Health. The drug screening that we use for Rockingham County covers five different drugs, most of the panels have now been expanded to cover twelve drugs. We believe that the increase in cost would serve the County well going to the twelve panel screening (which includes some opioids). Everyone agreed it is a good idea.

Michael Hureau stated that they have finished interviews for the dispatcher position. Radio upgrades are moving quickly, more than half are done. Newfield Police Department and Fire Department will be using Newmarket to do their dispatching. There has been two suits filed against us; one paperwork wasn't filed correctly and the second is a federal suit.

Steve Woods's group is getting ready for the open house on 1/18/18. Feb 5<sup>th</sup> is when it opens, all policies and procedures in place. HR working with LTC for recruiting LNA's and staff for the new unit.

Open house on 1/18/18 is from 3:30 – 7:30; Governor Sununu is arriving before 5pm. There will be a ribbon cutting tomorrow with governor. All food and refreshments are being done by our in-house staff.

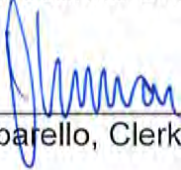
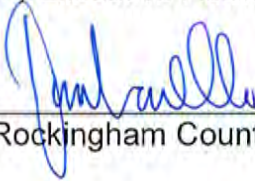
**VI. Public Comment**

No public comment received.

**VII. Adjourn**

**Moved:** Commissioner Tombarello to adjourn at 11:25am. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Jeanne Chasen, Executive Assistant – Human Resources

Received by:    
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes – Amended 2.21.18  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 24, 2018 – 3:30pm

## 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  
Darin Melanson, Major  
Michael Hureau, High Sheriff  
Steve Woods, Long Term Care Services Director  
Cathy Stacy, Register Of Deeds  
Annalise Wolf, Attorney

## I. **Personnel Interviews – Conference Room (1:00pm – 3:30pm)**

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

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

## III. **RFP Openings/Awards**

- RFP Award: Security Camera's – Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Security Camera proposal to Perlmutter Purchasing Power in an amount not to exceed \$27,322.00, as recommended by the Director of Facilities, Planning & IT. Commissioner St. James seconded. Voted all in favor.

- RFP Opening: Install Steam Flow Meter – Engineering & Maintenance Services

Commissioner Tombarello opened the proposal from ECS Construction Services, Incorporated.

**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.

## IV. **Consent Agenda**

1. Minutes: 1/17/18 (Commissioners Office)

To approve the minutes of the January 17, 2018 Board of Commissioners Meeting.

2. December Turnover Report

A report provided by Human Resources for informational purposes.

3. Warrants (Finance)

To approve departmental warrants T170819, T171060, T171061, T171068, T171069, T171070, T171080, T171082, T171101, T117128, T171129, T171131, T180025, T180027, T180103 totaling \$464,944.90; departmental warrants entered by Finance T171132, T171133, T171134, T171135, T171136, T180117, T180118, T180119 totaling \$25,666.15; "autopay" warrant T180009 totaling \$1,259.62; accounts payable wire payments T171137, T171138, T180095, T180116 totaling \$3,246,545.94; payroll warrants 0112MR, 0118MC, 0118MR totaling \$5,003.56; general ledger warrants GL17900, GL17905, GL17906, GL17907, GL17908, GL17909, GL17910, GL17911, GL18032 totaling \$2,670,228.41, for a grand total to be approved of \$6,413,648.58.

4. Payroll (Finance)

To approve a payroll expense in the amount of \$1,127,276.88 for the period ending January 20, 2018.

**Moved:** One edit to minutes, adding Commissioner St. James joined meeting as Dr. Singer was being introduced. Commissioner Tombarello to approved 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 Tombarello asked for letter to go out regarding \$100,000 match. He will be going up this week for status.

- Commissioner Liaison Updates

No updates at this time.

Human Resources – Alison Kivikoski, Director

- Exception Request: PPP 6-3

**Moved:** Commissioner St. James to approve an exception request to Personnel Policies and Procedures 6-3 for a County Attorney's Office employee. Commissioner Tombarello seconded. Voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Out of State Training

Michael Hureau stated that the training will be at the NY Tactical Officers Training and Conference in Middletown, NY. Expenses of lodging and training registration will be covered by a grant. They will probably use (2) vehicles with (4) deputies attending the training.

**Moved:** Commissioner Tombarello to approved out-of-state training request for four (4) deputies to attend training in Middletown, NY as recommended by the High Sheriff. Commissioner St. James seconded. Voted all in favor.

Registry of Deeds – Cathy Stacey, Register of Deeds

- Waiver of Personnel Policy Section 9-3(B)

Cathy Stacy stated that position is already filled. Currently the employee has a different title but is doing the job. They would like to change her job title so that it is consistent with the job description.

**Moved:** Commissioner Tombarello to approve an exception request to Personnel Policy Section 9-3(B) for a County Attorney's Office employee. Commissioner St. James seconded. Voted all in favor.

**VI. New Business / Old Business**

- Old Business - Exception Request – County Attorney's Office

Alison stated that employee had submitted her resignation letter and then proceeded to ask for three days of earned time off. At the 1.17.18 BOC meeting she was granted to take one day of earned time and would not receive the other two. Employee attended meeting and explained her thoughts and would like the other two days. A decision will be made and Alison will contact Pat Conway and let her know.

Chuck has all the W-2's prepared, and will be attached to their pay stub. W-2 will be mailed if they don't have a paycheck this week. All tax forms are ready to be distributed before the January 31<sup>st</sup> deadline.

Steve Church had an inmate transfer form. Commissioner Tombarello made motion to approve. Commissioner St. James seconded. Voted all in favor.

Jude Gates mentioned that there was a water leak and that is being taken care of.

They had two dryers cleaned up, one was consistently smoking when being used and they are awaiting repair on that dryer. They are still using the Nursing Home laundry for Corrections.

Alison Kivikoski stated that Loon Mountain needs to have an agreement signed for employees to received discounted tickets. Commissioner Coyle said that Alison could sign the form.

Michael Hureau stated that the cars should be done today.



They are doing background checks now on the Dispatcher positions; two of the candidates have dropped out.

Commissioner St. James talked about how well the open house went; Glendale did a great job, tours all went well. It was great to see the Governor at the opening. He commended Steve Woods on a great job getting everything ready for the event.

**VII. Public Comment**

No public comments received.

**VIII. Commissioners Non-Public Session**

**Moved:** Commissioner Tombarello to go into non-public session at 4:00pm 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, Darin Melanson, Michael Hureau, Attorney William Cahill and Matthew Steer.

**Moved:** Commissioner Tombarello to go out of non-public at 4:26pm. Commissioner St. James seconded. Voted all in favor

**Moved:** Commissioner Coyle to approve recess until 6:00pm. Commissioner St. James seconded. Voted all in favor.

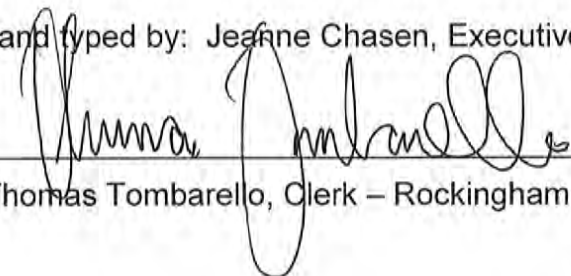
Meeting reconvened at 6:00pm with the start of the public hearing on the Commissioners Proposed 2018-2019 Budget.

**IX. Adjourn**

**Moved:** Meeting adjourned at 6:32pm with the completion of the Delegation's Executive Committee meeting. Commissioner Tombarello to adjourn meeting. Commissioner Coyle seconded. Voted all in favor.

Minutes taken and typed by: Jeanne Chasen, Executive Assistant – Human Resources

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

  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Agenda  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 24, 2018 – 3:30pm

## 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  
Darin Melanson, Major  
Michael Hureau, High Sheriff  
Steve Woods, Long Term Care Services Director  
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V. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello asked for letter to go out regarding \$100,000 match. He will be going up this week for status.

- Commissioner Liaison Updates

No updates at this time.

Human Resources – Alison Kivikoski, Director

- Exception Request: PPP 6-3

**Moved:** Commissioner St. James to approve an exception request to Personnel Policies and Procedures 6-3 for a County Attorney's Office employee. Commissioner Tombarello seconded. Voted all in favor.



Sheriff's Office – Michael Hureau, High Sheriff

- Out of State Training

Michael Hureau stated that the training will be at the NY Tactical Officers Training and Conference in Middletown, NY. They will be paying for everything but travel to get there. They will probably use (2) vehicles with (4) officers attending the training.

**Moved:** Commissioner Tombarello approved out-of-state training request for four (4) officers to attend training in Middletown, NH as recommended by the High Sheriff. Commissioner St. James seconded. Voted all in favor.

Registry of Deeds – Cathy Stacey, Register of Deeds

- Waiver of Personnel Policy Section 9-3(B)

Cathy Stacey stated that position is already filled. Currently the employee has a different title but is doing the job. They would like to change her job title so that it is consistent with the job description.

**Moved:** Commissioner Tombarello approved an exception request to Personnel Policy Section 9-3(B) for a County Attorney's Office employee. Commissioner St. James seconded. Voted all in favor.

**VI. New Business / Old Business**

- Old Business - Exception Request – County Attorney's Office

Alison stated that employee had submitted her resignation letter and then proceeded to ask for three days of earned time off. At the 1.17.18 BOC meeting she was granted to take one day of earned time and would not receive the other two. Employee attended meeting and explained her thoughts and would like the other two days. A decision will be made and Alison will contact Pat Conway and let her know.

Chuck has all the W-2's prepared, and will be attached to their pay stub. W-2 will be mailed if they don't have a paycheck this week. All tax forms are ready to be distributed before the January 31<sup>st</sup> deadline.

Steve Church had an inmate transfer form. Commissioner Tombarello made motion to approve. Commissioner St. James seconded. Voted all in favor.

Jude Gates mentioned that there was a water leak and that is being taken care of.

They had two dryers cleaned up, one was consistently smoking when being used and they are awaiting repair on that dryer. They are still using the Nursing Home laundry for Corrections.

Alison Kivikoski stated that Loon Mountain needs to have an agreement signed for employees to receive discounted tickets. Commissioner Coyle said that Alison could sign the form.

Michael Hureau stated that the cars should be done today.

They are doing background checks now on the Dispatcher positions; two of the candidates have dropped out.

Commissioner St. James talked about how well the open house went; Glendale did a great job, tours all went well. It was great to see the Governor at the opening. He commended Steve Woods on a great job getting everything ready for the event.

**VII. Public Comment**

No public comments received.

**VIII. Commissioners Non-Public Session**

**Moved:** Commissioner Tombarello to go into non-public session at 4:00pm 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, Darin Melanson, Michael Hureau, Attorney William Cahill and Matthew Steer.

**Moved:** Commissioner Tombarello to go out of non-public at 4:26pm. Commissioner St. James seconded. Voted all in favor

**Moved:** Commissioner Coyle to approve recess until 6:00pm. Commissioner St. James seconded. Voted all in favor.

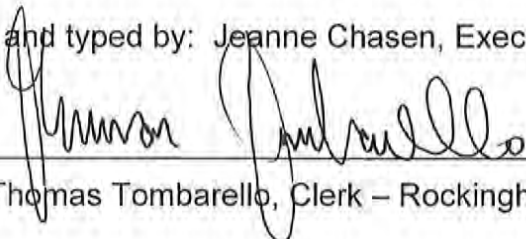
Meeting reconvened at 6:00pm with the start of the public hearing on the Commissioners Proposed 2018-2019 Budget.

**IX. Adjourn**

**Moved:** Meeting adjourned at 6:32pm with the completion of the Delegation's Executive Committee meeting. Commissioner Tombarello to adjourn meeting. Commissioner Coyle seconded. Voted all in favor.

Minutes taken and typed by: Jeanne Chasen, Executive Assistant – Human Resources

Received by:

  
\_\_\_\_\_  
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 31, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Jude Gates, Director of Facilities, Planning & IT  
Charles Nickerson, Finance Director  
Pat Conway, County Attorney  
Cathy Stacy, Register of Deeds  
Darin Melanson, Major  
Steven Church, Superintendent  
Alison Kivikoski, Human Resources Director  
Steve Woods, Long Term Care Services Director

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:07am.

## II. RFP Openings/Awards

- RFP Award: Steam Meter – Engineering & Maintenance Services

**Moved:** Commissioner Tombarello to award the Steam Meter proposal to ECS Construction Services, Inc. in an amount not to exceed \$7,190.00, as recommended by the Director of Facilities, Planning & IT. Commissioner Coyle seconded. All in favor. Commissioner St. James not present.

## III. Consent Agenda

1. Minutes: 1/24/18 (Commissioners Office)

To approve the minutes of the January 24, 2018 Board of Commissioners Meeting.

2. Population Report (Department of Corrections)

A report provided by Department of Corrections for informational purposes.

3. Census Memo

A report provided by Long Term Care Services for informational purposes.

4. Warrants (Finance)





To approve departmental warrants T180029, T180052, T180062, T180063, T180064, T180082, T180093, T180096, T180097, T180104 totaling \$209,032.25; departmental warrants entered by Finance T180071, T180072, T180073, T180122, T180123, T180124 totaling \$366,398.31; A/P wire payment T180098 for \$101,175.86; "autopay" warrant T180009 for \$1,259.62; for a grand total to be approved of \$677,866.04.

**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 and Commissioner Coyle will be attending a Commissioners Council meeting on Friday, February 2, 2018 in Concord. Cathy Stacy has not received the information she requested from New Hampshire Association of Counties on 91-A. If and when she receives the information, she will share with Commissioner Coyle and Tombarello.

- Commissioner Liaison Updates

Service Link will be coming in on 1/31/18 to meet with Commissioner Tombarello and Steve Woods regarding Adult Daycare.

- Discussion and Vote on Grievance – Sheriff's Office Dispatch

Attorney Cahill asked if they could have further discussion. Commissioner Coyle suggested that they come back in two weeks and a decision will be made after the meeting.

##### County Attorney's Office - Pat Conway, County Attorney

- LWOP - County Attorney's Office

Pat Conway explained that employee doesn't have any time left and is not able to be in the office due to a medical issue. Employee has applied for Short Term Disability and that will start 1/31/18. Employee will need to be in touch with County regarding his status within 30 days.

**Moved:** Commissioner St. James to approve a Leave without Pay request for a County Attorney's Office employee. Commissioner Tombarello seconded. Voted all in favor.

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

- Legal Review of Non-NEPOOL Participant Account Holder Agreement

**Moved:** Commissioner Tombarello to approve the Non-NEPOOL Participant Account Holder Agreement pending legal and risk review, and authorize the Chair to sign all necessary documents, as recommended by the Director of Facilities, Planning & IT. Commissioner St. James seconded. Voted all in favor.

- Microsoft Agreement

**Moved:** Commissioner Tombarello to approve the Volume Licensing Microsoft Products and Services Agreement with risk review already having been completed, and authorize the Chair to sign all necessary documents, as recommended by the Director of Facilities, Planning & IT. Commissioner St. James seconded. Voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Exception Request: PPP 6-3 Hire Above Mid-Point

Alison Kivikoski stated that all Nursing positions are covered under this policy and the positions are re-evaluation every 6 months.

**Moved:** Commissioner Tombarello to approve an exception request to Personnel Policies and Procedures 6-3 to hire above mid-point for all Nursing positions. Commissioner St. James seconded. Voted all in favor.

- Exception Request: PPP 6-4 Step Increases

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

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

- QAPI Plan

Steve Woods explained that the state has enhanced the rules towards leadership and to make sure the governing body is aware of what is going on in the nursing home. There has been work done on the Performance Improvement Plan.

**Moved:** Commissioner Tombarello to approve the Long Term Care Services QAPI plan, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Voted all in favor.

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

- Exception Request: PPP 6-16

**Moved:** Commissioner Tombarello to approve an exception request to Personnel Policies and Procedures 6-16 for all Unaffiliated Deputies, as recommended by the High Sheriff. Commissioner St. James seconded. Voted all in favor.

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

Steve Woods and Bill Connolly met with Alison Kivikoski regarding one more Floor Tech position to be added. Steve said that we need more staff to clean and buff floors. What he would like to do is change the housekeeper position to a Floor Tech position. This will need to



be approved by the Delegation. Commissioner Tombarello made a motion to repurpose the housekeeping position from Grade 1 to Grade 2 effective in March 2018. Commissioner St. James seconded. Voted all in favor.

Darin Melanson reported that IEA instances along with drug related and mental health issues are on the rise. Offenders are now having to go to Serenity Place for treatment and that has increased as well.

Dispatcher interviews have been completed and background checks are now being done.

Alison Kivikoski reported that she has been in touch with the Lawson Group (Workers Compensation). The Lawson Group recommended to add a new investigator to cases if needed; the investigator will be paid at the rate that Lawson Group has. They also said that we now have access to Case Managers if needed.

Pat Conway stated that the Phillips Exeter Academy right to know requests are going out today.

Jude Gates said that construction is going very well. Occupancy for the new unit will be February 5<sup>th</sup>. The cafeteria should open on 2/12/18; they are testing the new equipment now.

Chuck Nickerson reported that they are continuing with the year-end process. Munis has been closed for 2017. The auditors will be coming in March for year-end reports.

**VI. Public Comment**

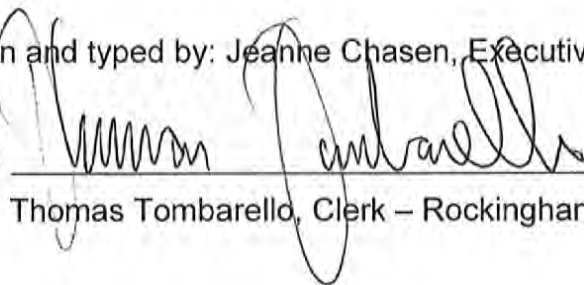
No public comments at this time.

**VII. Adjourn**

Commissioner Coyle to adjourn the meeting at 11:00am. Commissioner Tombarello seconded. Voted all in favor.

Minutes taken and typed by: Jeanne Chasen, Executive Assistant – Human Resources

Received by:



Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 7, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Jude Gates, Director of Facilities, Planning & IT  
Charles Nickerson, Finance Director  
Patricia Conway, County Attorney  
Steven Church, Superintendent  
Michael Hureau, High Sheriff  
Alison Kivikoski, Human Resources Director  
Steve Woods, Long Term Care Services Director  
Leslie Fabian, Nursing Director

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

Commissioner St. James called the meeting to order at 10:04am.

## **II. Consent Agenda**

1. Minutes: 1/31/18 (Commissioners Office)

To approve the minutes of the January 31, 2018 Board of Commissioners Meeting.

2. 2017 Annual Turnover Report

A report provided by Human Resources for informational purposes.

3. Job Descriptions (Human Resources)

4. Payroll (Finance)

To approve a payroll expense in the amount of \$1,131,534.46 for the period ending February 3, 2018.

**Moved:** Commissioner St. James to approve the consent agenda. Commissioner Tombarello seconded. Voted all in favor. (Commissioner Coyle not present).

Commissioner Coyle joined the meeting.

## **III. Reports**

Commissioners Office – Kevin Coyle, Chair



- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello has a meeting on Friday in Concord and he will be working on what can be done to cut the budget and save money; not using any carryover funds. Commissioner Tombarello is now the President of the New Hampshire Association of Counties. Pat Conway stated that she would like to be on the distribution list for items regarding legislation only.

- Commissioner Liaison Updates

Commissioner Tombarello and Steve Woods met with Adult Medical Daycare committee last week. They have come up with some great ideas and they will be meeting with Service Link this week.

#### Finance – Charles Nickerson – Finance Director

- Allowance for Uncollectible Accounts as of 12/31/17

Chuck mentioned that there is \$500,000 decrease this year in uncollectible accounts.

**Moved:** Commissioner Tombarello to approve the Allowance for Uncollectible Accounts as of 12/31/17 as recommended by the Finance and Long Term Care Services Directors. Commissioner Coyle seconded. Voted all in favor.

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

- Assistant County Attorney Appointment

**Moved:** Commissioner Tombarello to approve the appointment of Calvin Skeirik to Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney. Commissioner Coyle seconded. Voted all in favor.

- Surplus Equipment Request

**Moved:** Commissioner Tombarello to declare the equipment outlined in the County Attorney's memorandum dated January 26, 2018 as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering & Maintenance Services. Commissioner Coyle seconded. Voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Consent & Release of Photo / Video Approval

Alison Kivikoski stated that we would like to add this Consent & Release of Photo / Video Approval to the new-hire packet. The wording was sent to us by Primex. Commissioner Coyle stated that it did not have to go through Legal.

**Moved:** Commissioner Tombarello to approve the Consent & Release of Photo/Video Approval form, as recommended by the Director of Human Resources. Commissioner Coyle seconded. Voted all in favor.

#### IV. New Business / Old Business

Steven Church reported that they are very busy. There are a lot of inmates coming in through the Drug Court and they bring in drugs which is a danger to the staff. There has been a couple officers exposed to drugs and have needed medical treatment.

Jude Gates stated that there are two dryers running temporarily at the jail. They are 7 – 10 days out for the two dryers that were purchased. The old dryers will go into surplus. They had a minor setback in the opening of the new kitchen; new parts have been ordered and it might set opening back a couple days.

The water leak has been located; they are not sure of the cost for repair. Chuck Nickerson will work with Jude Gates on transferring money for the cost of the water leak repair.

Chuck Nickerson reported that the subcommittee meetings are coming to an end. He has distributed a spreadsheet that has incorporated the new titles and new positions. The report also shows updated position lists and pay plans which have been slightly revised; no rounding issues.

Alison Kivikoski would like to declare a weather emergency for February 7, 2018 for the 2<sup>nd</sup> and 3<sup>rd</sup> shift workers.

**Motion:** Commissioner St. James made a motion to approve the weather emergency for February 7, 2018 for 2<sup>nd</sup> and 3<sup>rd</sup> shift staff.

**Moved:** Commissioner St. James to approve the weather emergency for February 7, 2018 for 2<sup>nd</sup> and 3<sup>rd</sup> shift staff. Commissioner Tombarello seconded. Voted all in favor.

Wellness funds have now been used up. Three laptops were purchased for staff dining for the purposes of wellness initiatives and health and wellness articles. Our insurance offers initiatives for completing certain items like signing up for MyCigna. There was a small amount of money left and two more items were purchased for the fitness center; a rower and a disinfectant to be hung on the wall to use after using the machines.

There is a position for the County Attorney's office, Victim Witness Advocate that they would like to change the title to Victim Witness Coordinator.

**Motion** to change the title of Victim Witness Advocate to Victim Witness Coordinator for the County Attorney's office at the direction of the Human Resources Director.

**Moved:** Commissioner St. James to approve to change the title of Victim Witness Advocate to Victim Witness Coordinator for the County Attorney's office at the direction of the Human Resources Director. Commissioner Coyle seconded. Voted all in favor.

Michael Hureau stated that all the radios have been updated. The Town of Rye accidentally dug up cables going to the transmitters. Cables will have to be replaced; they are doing a temporary repair until spring. No price on repairs yet.

Steve Woods wanted to thank everyone for the incredible work that has been done to open up the new wing in the Nursing Home. We have one occupancy and three more slated for this week.

**V. Public Comment**

No public comments at this time.

**VI. 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, Steven Woods, Leslie Fabian, Alison Kivikoski and Jeanne Chasen.

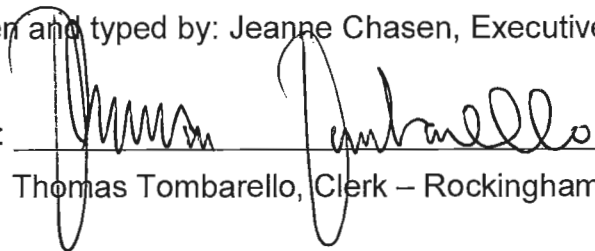
Moved: Commissioner Tombarello to go out of non-public session. Commissioner Coyle seconded. Voted all in favor.

**VII. Adjourn**

Commissioner Coyle to adjourn the meeting at 11:30am. Commissioner St. James seconded. Voted all in favor.

Minutes taken and typed by: Jeanne Chasen, Executive Assistant – Human Resources

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

  
Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 14, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Steven Church, Superintendent  
Darin Melanson, Major  
Jude Gates, Director of Facilities, Planning & IT  
Charles Nickerson, Finance Director  
Cathy Stacey, Registrar of Deeds  
Alison Kivikoski, Human Resources Director  
Steve Woods, Long Term Care Services Director

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:03am.

## II. Consent Agenda

### 1. Minutes: 02/07/18 Minutes (Commissioners Office)

To approve the minutes of the February 7, 2018 Board of Commissioners meeting.

### 2. Warrants (Finance)

To approve departmental warrants T180034, T180036, T180037, T180053, T180054, T180065, T180066, T180083, T180106, T180146 totaling \$776,490.97; departmental warrants entered by Finance T180018, T180019, T180184, T180185, T180186, T180187, T180188, T180189 totaling \$50,927.85; A/P wire payment T180098 for \$101,175.86; "autopay" warrants T180001, T180002, T180003, T180004, T180005, T180007, T180008, T180009, T180010, T180011, T180012, T180013 for \$186,396.53; previously authorized payments T180125, T180130, T180131, T180132 totaling \$83,466.17; A/P wire payments T180129, T180134 totaling \$3,319.59; payroll warrants 0125MR, 0129MR, 0201MR, 0205MR totaling \$30,314.68; general ledger warrants GL18043, GL18068 totaling \$419.50; for a grand total to be approved of \$1,013,815.35

Commissioner St. James had changes to the February 7, 2018 minutes.

**MOVED:** Commissioner Tombarello to approve the consent agenda with the exception of the February 7, 2018 meeting minutes. Commissioner St. James seconded. Voted all in favor.

Commissioner Coyle mentioned that we received a late submission to the submersible pump RFP. Jude Gates said that we just shred the submission. Commissioner Tombarello took the RFP to shred.

### III. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello reports that things are in the works at NHAC. They are making basic changes so everything is in compliance. Cathy Stacey asked if something needs to be sent out in order to fill an empty position. Commissioner Tombarello sent a letter to the state house regarding the matching funds from Commissioner Myers and that should take a couple weeks.

- Commissioner Liaison Updates

Steve Woods mentioned that the cafeteria is now open. They are working on a few more items and in a couple weeks the cafeteria should be running in full capacity. There are more people using the new entrance to the building. There will be staff covering that entrance once the desk and computers are all set.

Commissioner St. James said that he went to the Elected Officials delegation meeting. It was a very positive meeting. He also mentioned that the two dryers from the jail are going to Londonderry and Kingston. Steve Church will fill out a surplus equipment request.

#### Finance Office – Charles Nickerson, Director

- Out-of-State Training

Chuck Nickerson mentioned that he would like for (4) of his full-time staff to attend a conference in Boston and they will be staying for two nights in Boston near the conference. This training happens every five or six years. Commissioner Coyle stated that he approved the conference but does not approve the overnight stays.

**Moved:** Commissioner Tombarello to approve an out-of-state training request for four Finance Office employees to attend Munis training in Boston at the 2018 Tyler Technologies user conference as recommended by the Finance Director. Commissioner St. James seconded. Commissioner Coyle opposed.

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

- PatientPing, Inc. Business Associate Agreement

Steve Woods would like to send the PatientPing agreement to legal for review. PatientPing allows customers to share information with other health care entities that are involved in the care of patients.

**Moved:** Commissioner Tombarello to approve the PatientPing, Inc. Business Associate agreement, pending legal review with risk review having been completed, and to authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Voted all in favor.

- X-Ray Services Extension

Steve Woods stated that there will be no language changes in agreement. It is the same company, just an extension of the current contract.

**Moved:** Commissioner Tombarello to approve an extension to the existing X-Ray Services agreement through March 15, 2018 and authorize the Chair to sign all necessary documents, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Permission to Apply for a Grant

**Moved:** Commissioner Tombarello to approve the Law Enforcement Terrorism Prevention Activities grant application with the New Hampshire Department of Safety and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner St. James seconded. Voted all in favor.

IV. New Business / Old Business

Steve Woods reported that the opening of the new wing and the cafeteria has been very successful.

Alison Kivikoski and Steve Woods would like a non-public after the meeting.

High Sheriff Michael Hureau stated that there is a Seabrook Station drill going on today.

Alison Kivikoski confirmed that they have used up all the wellness money. Everything has gone through Cigna and we are waiting for reimbursement.

Kronos is progressing; we are having weekly meetings with Payroll / Accounting. Notifications will be going out in April on Usage of Time.

Steve Church has two administrative transfers. Commissioner Tombarello made a motion to approve, Commissioner St. James seconded. Voted all in favor.

On February 26<sup>th</sup>, Merrimack County is opening a Community Correction Center. All are invited.

Chuck Nickerson stated there was a quick turnaround that he got the sub-division budgets distributed. He has received a word version of public notice for the Convention Meeting.

There is the final executive meeting this Friday at 5:30pm., voting for draft resolutions and subcommittee budgets meetings.



There will be one last request for a transfer on next week's agenda.

The February 21<sup>st</sup> Board of Commissioners meeting will be held at 2:00pm. The February 28<sup>th</sup> meeting will be at 3:30pm.

Commissioner St. James stated that the MOU with UNH Cooperative extension is up this September. He asked that they bring forward a new MOU around April.

V. Public Comment

No public comments received.

VI. Commissioners Non-Public Session

- NH RSA 91-A:3 II (a) personnel (11:00 am)

**Moved:** Commissioner Tombarello to go into non-public session at 10:39am 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 Jeanne Chasen.

**Moved:** Commissioner Tombarello to go out of non-public at 10:56am. Commissioner St. James seconded. Voted all in favor.

Meeting reconvened at 11:03am. Commissioner Coyle asked the teamsters how they wanted to handle the continuation of Level 4 Grievance Dispatchers/Teamsters. Attorney Cahill asked that it stay public.

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, Darin Melanson, Michael Hureau, Attorney William Cahill, Rick Laughton (via phone) and Jeanne Chasen.

Discussion ensued on misunderstanding of new contract. Rick Laughton will put together a memorandum of agreement for consideration. Grievance is still open.

Commissioner Tombarello to make a motion to seal the non-public notes of the February 7, 2018 Board of Commissioner's meeting. Commissioner St. James seconded. Commissioner Coyle abstained.

VII. Adjourn

Commissioner Tombarello to adjourn the meeting at 11:35am. Commissioner St. James seconded. Voted all in favor.

Minutes taken and typed by: Jeanne Chasen, Executive Assistant – Human Resources

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

Thomas Tombarello, Clerk – Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 21, 2018 – 2:00pm

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Steven Church, Superintendent  
Jude Gates, Director of Facilities, Planning & IT  
Alison Kivikoski, Human Resources Director  
Steve Woods, Long Term Care Services Director

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 2:04pm.

## II. Consent Agenda

### 1. Minutes: 02/14/18 Minutes (Commissioners Office)

To approve the minutes of the February 14, 2018 Board of Commissioners meeting.

### 2. January Turnover Report (Human Resources)

A report provided by Human Resources for informational purposes.

### 3. LTC Census Memo (Long Term Care)

A report provided by Long Term Care Services for informational purposes.

### 4. Payroll (Finance)

To approve a payroll expense in the amount of \$1,134,083.38 for the period ending February 17, 2018.

**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

Commissioner St. James stated that the new Sr, Executive Assistant to the Commissioners starts on Monday, 2/26/18. She will get a full tour of the facility and will meet with HR in the

morning. Alison Kivikoski stated that Commissioner Coyle will be in on Monday to meet with her also.

Commissioner Tombarello and Steve Woods went to NHAC today to testify. The chairman wasn't there so he will have to go back next week. No update on the matching grant; Commissioner Tombarello will have status next week.

Commissioner St. James was up at NHAC last week and went through the Bylaws line by line, which was very helpful. The hope is to have finalized the Bylaws by March 9, 2018.

- Commissioner Liaison Updates

Commissioner Tombarello met with Adult Medical Daycare providers this week. There will be three out of the five coming to give a presentation on March 25<sup>th</sup> at 1:00pm.

Commissioner St. James went to the Eagle Scout presentation, very nice presentation. Kudos to Human Resources for the presentation that was given.

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

- Permission to apply for a VOCA Grant

**Moved:** Commissioner Tombarello to approve the SFY 2019 VOCA Grant application and authorize the Chair and County Attorney to sign all necessary documents, as recommended by the County Attorney. Commissioner St. James seconded. Voted all in favor.

#### Finance Office – Charles Nickerson, Director

- Line Item Transfer

**Moved:** Commissioner Tombarello to approve a line item transfer request in the amount of \$27,248 from Delegation Contingency to Categorical Assistance Intermediate Nursing Care as recommended by the Finance Director. Commissioner St. James seconded. Voted all in favor.

#### Human Resources – Alison Kivikoski, Director

- Exception Request: PPP 6-3

Alison Kivikoski stated that this housekeeper came in with 13 years' experience and they would like to hire above midpoint. It is in line with the Hiring Grid that was established and previously approved by the Board of Commissioners.

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

- Position Control – Discussion

Alison Kivikoski stated that Kronos is the system of record. Position numbers are assigned by position, not by person. She would like to have an import created to map the information as close to the current report given to the Executive Committee/Delegation during budget & quarterly meetings.

Kronos – Working on the Employee Self Service with two departments now. Every employee needs reporting structure. Benefits module to be in production in 30 days or so for all new hires.

Long Term Care Services – Steven Woods, Director

- MOU for Therapy Dogs International

*Moved:* Commissioner Tombarello to approve the Memorandum of Understanding with Therapy Dogs International, with risk review having already been completed, and authorize the Chair to sign any necessary documents, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Voted all in favor.

- Correction to previously approved LNA Temporary Coverage Incentive Program

*Moved:* Commissioner Tombarello tabled this item until the 2/28/18 BOC Meeting. Commissioner St. James seconded. Voted all in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- January 24, 2018 Minutes correction

*Moved:* Commissioner Tombarello to approve a correction to the January 24, 2018 Board of Commissioners meeting minutes, as recommended by the High Sheriff. Commissioner St. James seconded. Voted all in favor.

IV. New Business / Old Business

Michael Hureau, High Sheriff stated that the spare van is being used temporarily by Stratford County. This van was going to surplus and Stratford County asked if they could buy the van. The radio and tracking system will need to come out of the van before they can buy it. Commissioner St. James asked the High Sheriff what he thought would be a fair price to sell it to Stratford County; after some discussion, \$6,000 seems to be fair. Jude Gates will let them know the price; the van was slated to go into surplus.

Jude Gates has lots going on. They had an industry tour with educators last week and now have some good contacts for HVAC service.

Commissioner Tombarello asked about having interns. Good opportunity for kids.

Water leak is still being worked on and is still leaking a little bit. We now have a grid of all the underground pipes etc. They know that they need to have a valve insertion done in the spring.

Steven Church stated that the two new dryers are up and running. Commissioner St. James stated that not all the dryers are wired the same and that should be looked at. Thank you to Long Term Care for staff putting an extra effort into helping with the jail laundry being dried in the Nursing Home.

All four dryers need to be disposed of. Two of the dryers will be donated to Londonderry and Kingston. The other two need to be declared surplus.

**Motion:** Commissioner St. James made a motion that four dryers listed in the Superintendent's memo dated February 21, 2018, be declared surplus, two are sitting in DOC basement and the other two will be donated to Londonderry and Kingston.

**Moved:** Commissioner St. James to approve that the four old dryers be declared surplus. Commissioner Tombarello seconded. Voted all in favor.

Superintendent met with Commissioner Tombarello and Steve Woods to discuss a judgement made by the state that anyone with felony can't cross the threshold. Discussion ensued. The inmates that we have working outside the jail do not come in contact with any residents; they are not employed by the County.

Chuck Nickerson reported that he sent an email to the Executive Committee and all the Commissioners of the budget that will be discussed on 2/28/18.

Finance is getting ramped up for the auditors coming on March 12<sup>th</sup>; prepared for Medicaid cost report as well.

V. Public Comment

No public comments at this time.

VI. Commissioners Non-Public Session

- NH RSA 91-A:3 II (a) personnel – Long Term Care 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 St. James, Commissioner Tombarello, Steven Woods, Alison Kivikoski and Jeanne Chasen.

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

**Motion:** To accept the recommendations of the Director of Long Term Care Services regarding a Long Term Care Services employee.

**Moved:** Commissioner Tombarello to accept the recommendations of the Director of Long Term Care Services regarding a Long Term Care Services employee. Commissioner St. James seconded. Voted all in favor.



VII. Adjourn

Commissioner St. James to adjourn the meeting at 3:30pm. Commissioner Tombarello seconded. Voted all in favor.

Minutes taken and typed by: Jeanne Chasen, Executive Assistant – Human Resources

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

   
Thomas Tombarello, Clerk – Rockingham County Commissioners



# Rockingham County Commissioners

Minutes

Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 28, 2018 – 3:30 P.M.

## 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  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director

Charles Nickerson, Finance Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Jeanne Chasen, Executive Assistant  
Brenda Santos, Sr. Executive Assistant  
Nick Tsecaris, Central Paper Products  
Henry Goodwin, Rockingham Electric

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings/Awards

- **LED Security Light Fixtures -Engineering & Maintenance Services**

Commissioner Tombarello opened proposals from NorthEast Electrical Distributors, Bryan Bell/Indoff Inc., Rockingham Electrical Supply Co., Inc., Graybar/Philip Giandello, CED Dover  
**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review and evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded, voted all in favor.

- **Gloves (added to agenda)-Long Term Care**

Commissioner Tombarello opened proposals from ICS Jail Supplies, Inc., Bob Barker Company, Inc., McKesson Medical-Surgical Minnesota Supply Inc., Daigger Scientific, Clean Safety Inc., Wesco Distribution, Inc., Central Paper Products Co., Interboro Packaging Corp., Saf-T-Glove, Inc., Unipack Corp., Tronex International, Inc., Geriatric Medical, Clearwater Distribution Inc., Dash Medical Gloves, 4MD Medical Solutions LLC., Healthstar,

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

## III. Consent Agenda

1. **Minutes: February 21, 2018 (Commissioners Office)**

To approve the minutes of the February 21, 2018 Board of Commissioners Meeting.

2. **DOC Population Report- Dated February 22, 2018**

3. **Warrants (Finance)**

To approve departmental warrants T180055, T180067, T180068, T180084, T180107, T180108, T180147, T180148, T180150, T180165, T180167, T180168, T180170, T180171, T180173, T180174 totaling \$776,038.61; departmental warrants entered by Finance T180195, T180196, T180197, T180198 totaling \$16,219.30; "autopay" warrants T180009 totaling \$1,259.62; previously authorized payments T180133 totaling \$100,541.55; payroll warrants 0208MR, 0209MR, 0214MR, 0214VD, 0215MR, 0217MR, 0217VO, 0222MR totaling \$25,975.96; general ledger warrants GL18077, GL18078, GL18093 totaling \$618.50; for a grand total to be approved of **\$920,653.54**

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

#### IV. Reports

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

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

Commissioner Tombarello noted his attendance in Concord on behalf of NHAC.

Commissioner St. James spoke on bylaws committee work for NH Association of County.

- **Commissioner Liaison Updates**

Commissioner Tombarello and Steve Woods will meet on the 21<sup>st</sup> @ 1:00 pm re Adult Medical Day care. There are five (5) groups to see about getting this program started.

Commissioner Tombarello spoke on Meals on Wheels and the food preparation currently coming from Lynn Mass. Deb Perou will meet with Commissioner Tombarello to see about Rockingham County making the meals.

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

- **Assistant County Attorney Appointment**

Attorney Conway requested the appointment of Jaye Ann Duncan.

**Moved:** Commissioner St. James moved to authorize appointment of Jaye Ann Duncan to Assistant County Attorney, pursuant to NH RSA 7:33-F, as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

- **Equitable Sharing Agreement & Certification 2017**

**Moved:** Commissioner St. James moved to approve the 2017 Equitable Sharing Agreement and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Coyle seconded, voted all in favor.

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

- **Voluntary Benefits**

**Moved:** Commissioner St. James moved to approve Nationwide as the Product Administrator for the Pet Insurance voluntary benefit, allowing for payroll deductions. Enrollment shall be on a rolling basis. Commissioner Tombarello seconded, voted all in favor.

**Moved:** Commissioner St. James moved to approve that Liberty Mutual continue as the Product Administrator for the Auto and Home voluntary benefit program, allowing for payroll deductions. Enrollment shall be on a rolling basis. Commissioner Tombarello seconded, voted all in favor.

- **Hold Harmless and Marketing Agreement**

**Moved:** Commissioner St. James moved to approve the Hold Harmless and Marketing Agreement with Liberty Mutual Insurance Company, pending legal and risk review, and authorize the Chair to sign all necessary documents as recommended by the Human Resources Director, pending Legal and Risk review. Commissioner Tombarello seconded, voted all in favor.

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

- **Affiliation Agreement with St. Joseph’s College of Maine**

**Moved:** Commissioner St. James moved to approve the Affiliation Agreement with Saint Joseph’s College of Maine-Department of Nursing, for a term of one (1) year, pending completion of risk review and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded, voted all in favor.

- **Merrimack Valley Hospice Agreement**

**Moved:** Commissioner St. James moved to approve the Nursing Facility Services Agreement with Merrimack Valley Hospice, Inc. for an initial term of one (1) year, and authorize the Chair to sign all necessary documents as recommended by the Long Term Care Services Director. Commissioner Tombarello seconded for initial term of one (1) year, voted all in favor.

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

- **Inmate Administrative Transfer Request (Corrections)**

**Moved:** Commissioner Tombarello moved to approve two (2) inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent’s transfer report. Commissioner St. James seconded, voted all in favor.

- Charles Nickerson reminder of Executive meeting will begin at 5:30 pm and Delegation meeting will begin at 6:00 pm to pass the budget.
- Steven Woods noted Driscoll is still closed due to the flu.
- Per the CMS survey, the Nursing Home earned five (5) stars.
- Alison Kivikoski gave update on Kronos and the proposed March 10th deadline.
- Commissioner St. James noted he will not attend the March 14th, 2018 meeting.



**Moved:** Alison Kivikoski proposed 6-4 Step increase for HR employee coverage for January 2, 2018. Commissioner Tombarello moved to approve 6-4 Step Increase for HR employee for January 2, 2018. Commissioner St. James seconded, voted all in favor.

**VI. Public Comment**

No Public comments received

**VII. Adjourn**

- Commissioner Coyle declared recess at 4:17 pm to reconvene to the Delegation Executive Committee meeting at 5:30pm.
- The three Commissioners were present to approve the final 2018/2019 annual budget that commenced at 6 pm at the Hilton Auditorium.
- Commissioner Tombarello moved to adjourn at 7:35pm. Commissioner St. James seconded, voted all in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners Office.

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## MINUTES

Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 7, 2018 – 3:30 P.M.

### PRESENT

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Charles Nickerson, Finance Director  
Stephen Church, Corrections Superintendent  
Patricia Conway, County Attorney

Jude Gates, Director of Facilities, Planning & IT  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Michael Hureau, High Sheriff  
Brenda Santos, Sr. Executive Assistant

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

Commissioner Coyle called the meeting to order at 10:05am.

### II. RFP Openings/Awards

- Award: Security Light Fixtures- Engineering & Maintenance Services

**Moved:** Commissioner St. James moved to award Northeast Electrical Distributors for the purchase of 128 detention security light fixtures in the amount of \$49,664.00, as recommended by the Director of Facilities Planning, and IT. Commission Coyle seconded, all voted in favor.

### III. Consent Agenda

1. Minutes: February 28, 2018 (Commissioners Office)

To approve the minutes of the February 28, 2018 Board of Commissioners meeting.

2. DOC Population Report

For information purposes only.

3. Payroll- (Finance)

To approve a payroll expense in the amount of \$1,115,940.54 for the period ending March 3, 2018.

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

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner St. James noted he will be attending the March meeting.

- Commissioner Liaison Updates

No updates.

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

- National Association of Extradition Officials Training

**Moved:** Commissioner St. James moved to approve sending the Assistant Office Administrator and the County Attorney to the National Association of Extradition Officials 54<sup>th</sup> Annual Training Conference in Providence, Rhode Island, as recommended by the County Attorney. Commissioner Coyle seconded, all voted in favor.

- Prosecutor by Karpel National User Group Training

**Moved:** Commissioner St. James moved to approve sending the Assistant Office Administrator and the Deputy County Attorney to the PBK annual training in St. Louis, MO, as recommended by the County Attorney. Commissioner Coyle seconded, all voted in favor.

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

- Exception Request 6-4; Step Increases

**Moved:** Commissioner St. James moved to approve an exception request pursuant to PPP 6-4; Step Increase as recommended by the Long Term Care Services Director. Commissioner Coyle seconded, all voted in favor.

#### Registry of Deeds – Cathy Stacey, Register

- Surplus Equipment Request

**Moved:** Commissioner St. James moved to declare the equipment outlined in the Registry of Deeds memorandum dated February 20, 2018 as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by Engineering and Maintenance Department. Commissioner Coyle seconded, all voted in favor.

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

- Jude Gates noted Electrical Contract discussion is pending legal review.
- Jude Gates noted 3 Ponds Campground will send a draft copy of proposed contract.
- Jude Gates gave update on permits for Biomass and T/Rec
- Annual Report Discussion: Agreement to have departments submit by the end of the month.
- Charles Nickerson updated status of various audits.
- Patricia Conway requested the County Attorney's website, [www.rockca.org](http://www.rockca.org), be linked with the County website.
- Alison Kivikoski noted the problem with Kronos has since been resolved.
- Alison Kivikoski requested a Weather Emergency.

**Moved:** Commissioner St. James moved to approve the Weather Emergency beginning March 7, 2018 at 3pm ending March 8, 2018 at 8am, pursuant to PPP 7-5; Weather Emergencies as recommended by the Human Resources Director. Commissioner Coyle seconded, all voted in favor.

- Michael Hureau gave updates about EMS and Warm Zone and Deputy Cunningham assisting local communities.
- Steven Woods noted all units are currently open.
- Steven Woods noted that a new Rehab Director will be brought on board by Select Rehab on April 9<sup>th</sup>.

**VI. Public Comment**

- No public comments received.

**VII. Commissioners Non-Public Session**

**VIII. Adjourn**

- At 10:29am Commissioner St. James moved to adjourn. Commissioner Coyle seconded, all voted in favor.

Minutes taken and typed by Brenda Santos, Sr. 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 14, 2018 – 10:00am

### Present

Commissioner Coyle, Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Stephen Church, Corrections Superintendent  
Robin Bernier, IT Manager  
Jennifer Hagggar, Deputy County Attorney  
Alison Kivikoski, Human Resources Director  
Becky Burns, Deputy Register  
Michael Hureau, High Sheriff  
Brenda Santos, Sr. Executive Assistant

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

Commissioner Coyle called the meeting to order at 10:34am.

### II. RFP Openings/Awards

- Computer Equipment-Servers – Engineering and Maintenance Services

Open proposals from: Todd Jacquez/PCMG, Sul Finck/Y& S Technologies, Eastern Data, Hypertec USA, Inc., Block 5 Technologies, MVATION Worldwide, INC/Barry Weinstein,

*Moved:* Commissioner Tombarello moved to authorize the Director of Engineering and Maintenance Services to review and evaluate the proposals for Computer Equipment-Servers, and return with a recommendation. Commissioner Coyle seconded, all voted in favor.

### III. Consent Agenda

1. Minutes: March 7, 2018 (Commissioners Office)
2. Warrants (Finance): to approve Department Warrants T180056, T180069, T180070, T180085, T180109, T180149, T180156, T180160, T180176, T180178, T180181, T180182, T180213 totaling \$292,807.07; Departmental Warrants entered by Finance T180152, T180198, T180199, T180074, T180255, T180256, T180257 totaling \$50,066.29; AP Wire Payments T180151 totaling \$98,222.55; Payroll Warrants 0226MR, 0026VD, 0301MR, 0301VD, 0302MR, 0305MR, 0308MR totaling \$58,639.41; General Ledger Warrants GL18100, GL18103 totaling \$380.50; AutoPayments-full amount previously approved by BOC T180001, T180002, T180003, TT180004, T180005, T180006, T180007, T180008, T180009, T180010, T180011, T180012, T180013, totaling \$188, 363.93; BOC previously authorized payments T180155 totaling \$31, 645.84; for a grand total to be approved of \$720,125.59.
3. Census Report (Long Term Care Services)  
  
For information purposes only.
4. Job Description Updates (Human Resources)

° Assistant Office Administrator – Sheriff

- Unit Manager – Long Term Care Services Nursing
- Administrative Assistant (40 hour) – Long Term Care Services Nursing
- Central Supply Coordinator – Long Term Care Services Nursing
- Staff Scheduler – Long Term Care Services Nursing
- Office Administrator – Long Term Care Services Nursing

*Moved:* Commissioner Tombarello moved to approve consent agenda. Commissioner Coyle seconded, all voted in favor.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello attended the NHAC meeting on March 9, 2018 and shared updates.

Commissioner Tombarello was elected president to the NHAC.

Discussion ensued regarding the NHAC on issues such as voting, budget, fund balance, and member dues.

Commissioner Tombarello attended the NACo legislative conference in DC representing NHAC. He was present at a discussion with Senator Maggie Hassan as she addressed the opioid crisis situation and her frequent contact with Governor Sununu.

- Commissioner Liaison Updates

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

- CDBG Discussion

After a discussion, it was agreed a meeting with the commissioners will be scheduled.

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

- LWOP pursuant to PPP 8-11 (Long Term Care Services)

*Moved:* Commissioner Tombarello moved to approve the Leave with Pay request pursuant to Personnel Policies and Procedures 8-11 for a Long Term Care Services employee. Commissioner Coyle seconded, all voted in favor.

- Exception Request pursuant to PPP 7-5; Weather Emergencies (Deeds/County Attorney)

*Moved:* Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 7-5; Weather Emergencies regarding hourly payment without utilizing accrued time. Commissioner Coyle seconded, all voted in favor

- Weather Emergency declared pursuant to PPP 7-5, Tuesday, March 13, 2018 from 6:00am to 11:00 pm.

*Moved:* Commissioner Tombarello moved to approve Weather Emergency beginning March 13, 2018 from 6:00am to 11:00pm pursuant to Personnel Policies and Procedures Chapter 7-5. Commissioner Coyle seconded, all voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request to PPP 6-4; Step Increase

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

- Exception Request to PPP 6-3; Hire Above Mid-Point

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

**V. New Business / Old Business**

Charles Nickerson gave updates on the financial statement audits, OPEB and staff attending NHRS seminar in Concord.

Stephen Church gave updates on inmate count being down 10.

Alison Kivikoski noted the upcoming Primex workshop.

Alison Kivikoski gave update on Cigna issuing a rebate of \$28,195 for the prescription program.

Michael Hureau gave updates on the modulating change over.

Michael Hureau spoke favorably of the support from the Epping Fire Department and the State of New Hampshire Department of Homeland Security during the power outage situation. He commended the additional dispatchers that had to be brought in.

**VI. Public Comment**

No public comments received

**VII. Commissioners Non-Public Session**

**VIII. Adjourn**

*Moved:* Commissioner Tombarello moved to adjourn meeting at 11:10 am. Commissioner Coyle seconded, all voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. 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 21, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections Superintendent  
Jennifer Hagger, Deputy County Attorney  
Julie Hoyt, Sr. HR Generalist

Charles Nickerson, Finance Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Jude Gates, Director of Facilities, Planning & IT  
Brenda Santos, Sr. Executive Assistant

## I. Call to Order / Pledge of Allegiance

## II. RFP Openings/Awards

## III. Consent Agenda

1. Minutes: March 14, 2018 (Commissioners Office)

To approve the March 14, 2018 minutes.

2. Payroll (Finance)

To approve a payroll expense in the amount of \$1,185,898.99 for the period ending March 17, 2018

3. Amend: Exception dated January 17, 2018 relating to FSA enrollment. (Human Resources)

To approve Exception Request to a previously approved Open Enrollment Forms Deadline exception for an employee in Long Term Care Services to change her deductions for Dependent Care FSA election.

4. Amend: Warrant T180070 and revised March 14, 2018 Warrant totals. (Finance)

To approve to amend Warrant T180070 to \$4414.48 and total invoice entry proof for A/P check run to \$531,237.49.

5. February 2018 Turnover Report (Human Resources)

For Information purposes.

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

## IV. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey noted legislative items that were not passed. As the Deeds affiliate, she was in support of legislation not being passed.



Commissioner Tombarello gave updates with regards to NHAC and the legislation regarding MMC. A discussion ensued about the article in the Union Leader and the meeting he and Steve Wood's had with Commissioner Meyers of DHHS and the 1816 Amendment. Commissioner St. James added to the handling of the MMC. Commissioner Tombarello will meet again tomorrow with DHHS.

- Commissioner Liaison Updates
- Website Discussion

Robin Bernier gave updates on the approximate cost and the recommendation of how the website should be managed. Robin explained it would cost approximately \$1500 to update the website internally rather than outsourcing at a much higher cost. After a brief discussion it was determined Robin Bernier and Brenda Santos will work on improving the website.

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

- Exception Request pursuant to PPP 7-5; Weather Emergencies

*Moved:* Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 7-5; Weather Emergencies, payment to an hourly employee without utilizing accrued time as courthouse was closed March 13, 2018 at 2:30pm. Commissioner St. James seconded. Cathy Stacey said the building was not closed and the Deeds staff remained working. Charles Nickerson defined the PPP 7-5. Voted 0-3-0 (Request Denied). After vote, Kevin St. James noted they should use their earned time.

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

- Bid Waiver: Electrical Engineering & Services Co., INC. \$8,330.00

*Moved:* Commissioner Tombarello moved to approve a bid waiver to Electrical Engineering & Service Co., Inc. in the amount of \$8,330.00 for Engineering & Maintenance Service. Commissioner St. James seconded. All voted in favor.

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

- Discussion Request for Exclusive Medical Staffing Agency Prime Time Healthcare

Commissioner St. James suggested more information was needed and requested further discussion at a later date.

- Healthcare Academy Subscription Agreement

*Moved:* Commissioner Tombarello moved to approve the Healthcare Academy Subscription Agreement for the Nursing Center an Assisted Living for a term of one (1) year at a cost of \$4,995.00 to the County. Steve Woods explained how good this was and the positive impact it has in training the nursing staff. Commissioner St. James seconded, all voted in favor.

- (Walk-In added to agenda): Exception Request pursuant to PPP 7-5; Weather Emergencies

Steve Woods explained if not authorized this person would have to use earned time. He noted the nurse came in during the weather emergency. Charles Nickerson noted the staff in the finance department will make up the time at the end of the day and work longer in these situations.

*Moved:* Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 7-5; Weather Emergencies allowing an essential employee to utilize her accrued time to be paid for work time missed between 8am and her arrival at 10:45 am on March 8, 2018. Commissioner St. James second. Commissioner St. James suggest that the PPP should be reviewed and there should be clarity on who interprets the policy. Commissioner Tombarello and Charles Nickerson both agreed there should be updates with the wording in the PPP. Voted 2-1-0 (Coyle) (Exception Request approved).

**V. New Business / Old Business**

Charles Nickerson noted he was working on the write-off report requested and it will be completed soon. He further noted the week with the auditors went very well and they would be back in 2 weeks.

Stephen Church noted the NCC committee is coming and we continue to be the only facility in New Hampshire certified. He further noted DOC has a twitter account and it is working well. He clarified the Facebook page for DOC was created by Facebook and this site was not approved to be managed by DOC. He also noted Superintendent affiliates put in for the BOCA Grant which equals \$20,000 per year and that it is a 3 year grant.

Jude Gates gave updates on the electrical purchase as she sent out e-mails to the vendors. Discussion ensued regarding U Source. Jude believes we can do the RFP process and do it better.

Cathy Stacy reminded everyone about the County Cup.

Jennifer Haggar noted the positions were almost filled and that day three of the trial is going well.

Michael Hureau noted he made a conditional offer for a dispatcher. He clarified the advertisement about Rockingham County properties for sale, on the internet, was not put on by the Sheriff's and that it was a scam. He gave updates on radio modulation and the switch over. He further noted Motorola does not have firmware and will be sending it to us. Michael also noted there is a problem with the portables. He has asked the departments to audit the modulation/equipment.

Commissioner St. James asked if we should send them a legal letter. Michael said the portables may be fixed as the cost for new portable radios were about \$4-\$5000.

Commissioner Tombarello noted April 4, 2018 at 12:00pm will be the meeting with Deb Perou, Nutrition/Meals on Wheels and Jim Hecker, Glendale Sr. Dining and the preparing of the meals.

Commissioner Tombarello asked that the meeting with Adult Medical Daycare and the five groups be added to the March 28, 2018 at 12:00pm agenda and that was agreed to. He further asked for one member to appear telephonically and that was agreed to.

Commissioner St. James asked if there is a weather emergency for today and all said no.

**VI. Public Comment**

No public comments

**VII. Commissioners Non-Public Session**

**VIII. Adjourn**

Commissioner Coyle moved to adjourn at 11:02am. Commissioner St. James seconded, all voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioner

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

Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 28, 2018– 10:00am

## Present

Commissioner Coyle, Chair	Robin Bernier, IT Manager
Commissioner St. James, Vice Chair	Alison Kivikoski, Human Resources Director
Commissioner Thomas Tombarello	Steven Woods, Long Term Care Services Director
Jude Gates, Director of Facilities, Planning & IT	Michael Hureau, High Sheriff
Stephen Church, Corrections Superintendent	Brenda Santos, Sr. Executive Assistant
Charles Nickerson, Finance	

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:01 am.

## II. RFP Openings/Awards

- Opening: Concrete Repair (Engineering & Maintenance Services)

Commissioner Tombarello to open proposals from Associated Concrete Coatings, Williamson Electrical Co., Inc. and G.S. Bolton

**Moved:** Commissioner Tombarello moved to authorize the Director of Engineering & Maintenance Services to review, evaluate the proposals, and return with recommendation. Commissioner St. James seconded. All voted in favor.

- Award: Servers (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Block 5 Technologies for the purchase of Computer Equipment-Servers in the amount of \$31,175.00 as recommended by the Director Engineering & Maintenance Services. Commissioner St. James seconded. All voted in favor.

- Award: Gloves (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to award both Geriatric medical the glove bid from 2 years to 1 year and the pricing to be effective from 5/1/2018 thru 6/30/2019 and award Central Paper the glove bid through till June 30, 2019; total not to exceed \$100,000 as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor

## III. Consent Agenda

1. Minutes: March 21, 2018 (Commissioners Office)

To approve March 21, 2018 minutes. Commissioner St. James moved to Amend.

To approve the March 21, 2018 minutes.

2. Warrants ( Finance)

To approve departmental warrants T180057, T180075, T180076, T180077, T180086, T180110, T180201, T180202, T180203, T180216, T180217, T180218,

T180227, T180228, T180231, T180232, T180233, T180235, T180259, T180260 totaling \$882,391.49; departmental warrants entered by Finance T180200, T180271, T180272, T180274, T180275, T180276, T180277 totaling \$48,247.38; A/P wire payments T180212, T180274 totaling \$3,128,226.00; payroll warrants 0315MR, 0316MR, 0322MR totaling \$7,471.81; general ledger warrants GL18129, GL18142, GL18143, GL18144, GL18145 totaling \$12,136.84; AutoPayments previously approved T180009 totaling \$1,259.62; BOC previously authorized T180158, T180215 totaling \$46,873.08; general ledger warrants continued GL18146, GL18147, GL18148, GL18149, GL18150, GL18151, GL18152, GL18153, GL18154, GL18155 totaling \$68,866.69; grand total to be approved \$4,195,472.91

3. Population Report (Corrections)

For information purposes only.

4. Census (Long Term Care Services)

For information purposes only.

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

#### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello gave updates on the MCO meeting in Concord explaining the testifying was common. Steven Woods note he was the second person to testify and that many people were saying MCO was too early and that Neal Kurk was the last person to speak.

Commissioner St. James spoke of the rebuttal in the Concord Monitor to Meyers. Commission Tombarello noted he would be meeting with Meyers on April 6<sup>th</sup>.

- Commissioner Liaison Updates

No updates were reported.

Engineering & Maintenance Services – Jude Gates, Director

- (Walk-in Request) Surplus Equipment Request

**Moved:** Commissioner Tombarello moved to declare the equipment outlined in the Manager of IT's email dated March 20, 2018, as surplus pursuant to 28-8a, to be disposed of accordingly by Engineering and Maintenance Services. Commissioner St. James seconded. All voted in favor.

Finance Office – Charles Nickerson, Director

- Out-of-State Training Request



**Moved:** Commissioner Tombarello moved to approve Out-of-State Training Request for a Finance Officer Employee to attend the American Payroll Association's 36 Annual Congress, May 15-19, 2018. Commissioner St. James seconded. Voted 2-1-0 (Coyle), request approved.

- Medicaid Cost Report

Charles Nickerson noted there were late adjustments and a further review needed on the Medicaid Cost Report by DHHS. Commissioner Tombarello moved to approve after reviewed by the Commissioners. Commissioner St. James seconded. All voted in favor.

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

- X-Ray Services Agreement-Mobile Medical Diagnostic Services (MMDS)

**Moved:** Commissioner Tombarello moved to approve X-Ray Services Agreement-Mobile Medical Diagnostic Services (MMDS) March 15, 2018 – December, 14, 2020. Commissioner St. James seconded. All voted in favor.

- (Walk-in entry to Agenda) Lien Release pursuant to RSA 166:20

**Moved:** Commissioner Tombarello moved to accept \$12,848.00 to release Lien on property located at 3 Chester Road, Raymond, NH 03077. Commissioner St. James seconded. All voted in favor.

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

- Legal Services Discussion (Commissioners)

**Moved:** Commissioner Tombarello moved to approve legal services invoice in the amount of \$2,688.00 to Ranmeier & Spellman; services from 12/28/2017 through to 2/22/2018. Commissioner St. James seconded. Commissioner St. James asked for an explanation to the expenses. Alison Kivikoski explained. Commissioner St. James requested a summary of current legal expenses. All voted in favor.

Charles Nickerson noted there is a new calculator on [IRS.gov](http://IRS.gov) for people to access and review their deductions to make sure they are claiming enough per year. Charles also noted the self-insured application was in process. He then noted the next delegation meeting will be May 4, 2018 @ 9:30 am.

Stephen Church noted IDN was working with Manchester Mental Health in helping with housing and other services.

Jude Gates noted being ready for the 3 year inspection. She gave update on Biomass and that it started up yesterday.

Robin Bernier noted grant money for conservation.

Alison Kivikoski spoke about open enrollment testing and scheduling deeds.

Michael Hureau spoke about the continued modulations issues.

Commissioner Tombarello noted there will be a preliminary talk with Meals- On-Wheels on April 4<sup>th</sup> at 12:00 pm.

Commissioner Tombarello moved to move the May 9<sup>th</sup> BOC meeting (Primex Day) to May 8<sup>th</sup>. Commissioner St. James noted he was back to his regular job. Commissioner St. James moved to

change the following BOC meeting dates: April 11th to April 10th, April 25th to April 24th, May 9th to May 8th. All voted in favor.

- Adult Medical Daycare Discussion – 12:00pm

Those present at 12:00 pm were Commissioner Coyle, Commissioner Tombarello, Commissioner St. James, Mary Griffin, Cheryl Hurley, Steven Woods, Charles Nickerson, Connie Young, Ann Major, Maria Comerlengo, Paul Antonella, Linda Steir, Sue Reynaisd, Laurie Duff, Arleen Harty and Brenda Santos.

Discussion ensued as representatives from Adult Medical Daycare organizations gave explanation to support the County subsidizing some of the costs for Medicaid clients and exceptions for those that do not qualify for Medicaid.

**VI. Public Comment**

No public comments

**VII. Commissioners Non-Public Session**

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

Those present were Stephen Church, Alison Kivikoski, Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Brenda Santos and by phone Attorney Elizabeth Bailey.

**Moved:** At 11:00 am Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (e) personnel. Commissioner St. James seconded. All voted in favor.

**Moved:** At 11:35 am Commissioner Tombarello moved to go out of non-public session and into brief recess. Commissioner St. James seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Meeting adjourn at 1:55 pm.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioner

Received by:

  
  
\_\_\_\_\_  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
April 4, 2018 – 10:00am

## Present

Commissioner Coyle, Chair	Robin Bernier, IT Manager
Commissioner St. James, Vice Chair	Patricia Conway, County Attorney
Commissioner Tombarello, Clerk	Lt. Kevin Walsh, Sheriff's Office
Charles Nickerson, Finance	Maj. Darin Melanson, Sheriff's Office
Stephen Church, Corrections Superintendent	Michael Hureau, High Sheriff
Jude Gates, Director of Facilities, Planning & IT	Brenda Santos, Sr. Executive Assistant
Steven Woods, Long Term Care Services Director	Laurel Adams, REDC
Alison Kivikoski, Human Resources Director	Daniel Roberts Gray, CEDC

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order @ 10:00 am.

## II. RFP Openings/Award

- Open: Key Management Systems (Department of Corrections)

Commissioner Tombarello to open proposals from Morse Watchmans Inc.

**Moved:** Commissioner Tombarello moved to authorize the Corrections Superintendent to review, evaluate the proposals, and return with recommendation. Commissioner Coyle seconded. All voted in favor.

- Open: Metal Roof Replacement/Beef Barn (Engineering & Maintenance Services)

Commissioner Tombarello to open proposals from Martin Remodeling, Ridge Runner Construction LLC, VR Viking Roofing, Dan Reynolds/Avatar Construction Corp., and J-N-R Gutters Inc.,

**Moved:** Commissioner Tombarello moved to authorize the Director of Engineering & Maintenance Services to review, evaluate the proposals, and return with recommendation.

- Open: Submersible Sewage Pump (Engineering & Maintenance Services)

Commissioner Tombarello to open proposals from Williamson Electric Co. Inc. and Carlsen Systems.

**Moved:** Commissioner Tombarello moved to authorize the Director of Engineering & Maintenance Services to review, evaluate the proposals, and return with recommendation. Commissioner Coyle seconded. All voted in favor.

- Award: Concrete Repair (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello moved to award G.S. Bolton the Concrete Repair bid in the amount of \$14,700. as recommended by the Director of Engineering & Maintenance Services. Commissioner Tombarello seconded. All voted in favor

## III. Consent Agenda

1. Minutes: March 28, 2018 (Commissioners Office)

To approve March 28, 2018 minutes.

2. Payroll (Finance)

To approve payroll expense in the amount of \$1,127,757.92 for the period ending March 31, 2018.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner Coyle seconded. All voted in favor.

Commissioner St. James arrived at meeting at 10:10am.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he and Steven Woods will be going to the next Association of Counties meeting.

- Commissioner Liaison Updates

No updates to report.

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

- CDBG Discussion

Laurel Adams and Daniel Roberts Gray gave explanation on alternative loan grants. They noted how they have been asked by Johnson's Seafood and Steak Restaurant to be considered for financing through a CDBG for their restaurant expansion to involve a brewery, brew house restaurant and meeting facility and gave a brief breakdown on what the expansion entailed. Commissioner St. James asked about the bankruptcy with Smuttynose. Laurel Adams and Daniel Roberts Gray clarified Smuttynose was a foreclosure and that the CDBG for Smuttynose was successful in creating jobs. Commissioner Coyle asked what would happen if they were not able to pay back. Daniel Roberts Gray noted the numbers were already run and the operations, as they currently are, can handle the debt. Daniel Roberts Gray said they would have liens in place on the property as well. Commissioner Coyle asked how much work would there be for the County's Finance department. Charles Nickerson responded there would be minimal to no impact and that Donna Lang would be involved. Discussions continued and it was decided a public hearing will be scheduled. Laurel Adams further noted any funds from the County will be reimbursed.

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

- LWOP pursuant to PPP 8-11 (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the Leave with Pay request pursuant to Personnel Policies and Procedures 8-11 for a Long Term Care Services employee. Commissioner St. James seconded. All voted in favor.

- In-State HR Strategic Conference Training for the HR Director

Alison Kivikoski explained that it was strategic. Commissioner Coyle asked if she went to this last year. She said no and gave explanation for the basis in attending this seminar.

**Moved:** Commissioner Tombarello moved to approve the In-State HR Strategic Conference Training from October 28<sup>th</sup> to October 30<sup>th</sup>, 2018 for the Human Resources Director. Commissioner St. James seconded. Commissioner Coyle opposed because of cost. Voted 2-1-0 (Coyle).



Long Term Care Services – Steven Woods, Director/Administrator

- Surplus Equipment Request (TV's)

**Moved:** Commissioner Tombarello moved to approve to declare the equipment outlined in the list provided by the Director of Long Term Care Services as surplus pursuant to 28-8a to be disposed of accordingly by Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Surplus Equipment Request (Frames)

**Moved:** Commissioner Tombarello moved to approve to declare the equipment outlined in the list provided by the Director of Long Term Care Services as surplus pursuant to 28-8a to be disposed of accordingly by Long Term Care Services. Commissioner St. James seconded. All voted in favor

**V. New Business / Old Business**

- Meals on Wheels Discussion (12:00 noon) (Commissioners)
- Surplus Equipment Request pursuant to NH RSA 28-8a (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to declare the 2012 Ford Econoline Windowless Van outlined in the Sheriff's Office memorandum dated April 2, 2018 as surplus pursuant to NH RSA 28-8a to be disposed of accordingly by the Sheriff's Office. Commissioner St. James seconded. All voted in favor.

- Bid Waiver: Engineering and Maintenance Services

**Moved:** Commissioner Tombarello moved to approve bid waiver to the Sheriff's Office and to waive the competitive bidding process and to sell the van to Strafford County for \$6000. Commissioner St. James seconded. All voted in favor.

- Permission Discussion (Human Resources for Commissioners)

A discussion ensued with regards to a request to fly battery powered radio-controlled airplanes over County property. Jude Gates and Stephen Church gave explanation on the safety risk this would pose. It was determined permission will not be given to fly powered airplanes or drones over County property.

- Inmate Administrative Transfer Request (Corrections)

**Moved:** Commissioner Coyle moved to approve one (1) inmate administrative transfer pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's transfer report. Commissioner St. James seconded, voted all in favor.

Robin Bernier brought to the meeting a sample of historical books that were preserved. Robin noted the plan is to display them in a glass case located in the front lobby area. She noted these books should last a few hundred years.

Pat Conway noted interviews were going well and the victim advocate position would soon be filled.

Alison Kivikoski gave updates on PCN training and phase II for applicant tracking.

Michael Hureau gave updates on the Motorola portables and noted Rye and Chester were all set.

Steven Woods asked for the glove bid be amended to not exceed \$70,000.

**Moved:** Commissioner Tombarello moved to amend the glove bid from not exceed \$100,000. to not exceed \$70,000. and to not exceed a 14 month period. Commissioner St. James seconded. All voted in favor.

Commissioner Tombarello confirmed the BOC meeting for next week would be Tuesday April 10<sup>th</sup> and not Wednesday April 11<sup>th</sup>. The time will be 10:00am to 12:00pm.

All Commissioners agreed the Spindel Eye Associates invoice of \$250 would be paid from out-side medical.

**VI. Public Comment**

No public comments.

**VII. Commissioners Non-Public Session**

- NH RSA 91-A:3 II (Agenda Amended from DOC to Sheriff's Department)

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II at 10:53am. Commissioner St. James seconded. All voted in favor

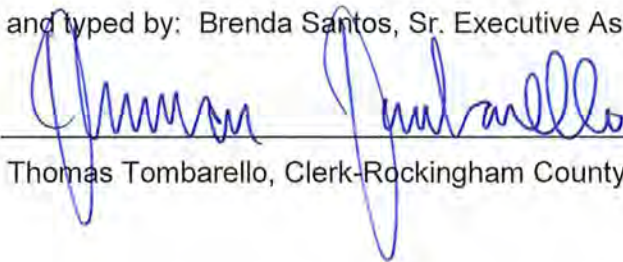
**Moved:** Commissioner Tombarello moved to go out of non-public session at 11:15am. Commissioner St. James seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Meeting adjourned at 1:00pm

Minutes taken and typed by: Brenda Santos, Sr. 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 10, 2018 – 10:00am

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning & IT  
Michael Hureau, High Sheriff

Patricia Conway, County Attorney  
Alison Kivikoski, Human Resources Director  
David Consentino, Corrections Asst. Superintendent  
Steven Woods, Long Term Care Services Director  
Brenda Santos, Senior Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 10:02am.

## II. RFP Openings/Awards

- Open: Laerdal Nursing Anne (1) (Long Term Care Services)

Opened proposals from Laerdal Medical Corporation, Moore Medical LLC, Gaumard Scientific Co.

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

- Open: Vinyl Siding Replacement/Maintenance Building (Engineering & Maintenance Services)

Opened proposals from Pellow E Construction LLC, Martin Remodeling LLC, J-N-R Gutters Inc., and Avatar Construction/Dan Reynolds.

**Moved:** Commissioner Tombarello moved to authorize the Director of Engineering & Maintenance Services to review, evaluate the proposals, and return with a recommendation. Commissioner St. James seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: April 4, 2018 (Commissioners Office)

To approve the minutes of the April 4, 2018 Board of Commissioners meeting.

2. Warrants (Finance)

To approve departmental warrants T180058, T180059, T180078, T180079, T180087, T180204, T180205, T180206, T180237, T180238, T180240, T180261, T180262, T180279, T180281, T180305 totaling \$581,666.69; departmental warrants entered by Finance T180219, T180283, T180329, T180330, T180331, T180332 totaling \$15,422.99; AP wire payments T180220, T180333 totaling \$1,335,513.55; payroll warrants 0329MR, 0329VD, 0330MR, 0405MR totaling \$20,050.52; general ledger warrants GL18188, GL18189, GL18194 totaling \$7,773.58; AutoPayments-full amount previously approved by BOC T180009 totaling \$1,259.62; BOC previously authorized payments T180282 totaling \$36,441.59; for a grand total to be approved \$1,998,128.54.

3. Census (Long Term Care)

Routine report for informational purposes.

4. Population Report (Department of Corrections)

Routine report for informational purposes.

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

**IV. Reports**

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted the budget was passed on Friday. He said the Governor will be going to the May meeting.

- Commissioner Liaison Updates

No liaison updates reported.

County Attorney's Office – Patricia Conway, County Attorney

- Surplus Equipment Request pursuant to NH RSA 28-8a.

**Moved:** Commissioner Tombarello moved to declare the Fellowes Powershred: Model-C-380C, Voltz 120V as surplus pursuant to 28-8a as recommended by the County Attorney, to be disposed of accordingly by Engineering and Maintenance Services. Commissioner St. James seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Out-of-State Conference Training Request- HR employee

At the request of Alison Kivikoski, this agenda item is moved to the April 18, 2018 Agenda.

Long Term Care Services – Steven Woods, Director/Administrator

- Adult Medical Day Care Discussion

**Moved:** Commissioner Tombarello moved to approve the AMDC requests as outlined in the letters from Silverthorne Adult Medical Day Center and Senior Class Adult Day & Home Services, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

- Exception Request pursuant to PPP 6-3

**Moved:** Commissioner Tombarello moved to approve the Exception Request pursuant to PPP 6-3: Hire Above Mid-Point a full time housekeeper as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

Charles Nickerson noted financial statements are targeted for the end of April. He also noted we will have to do a 6 month Medicaid cost report and possibly a separate RFP.



Jude Gates noted the test for ESP was scheduled for tomorrow and that Biomass should be up and running. Jude gave updates on the beaver dam. Both Commissioners agreed Jude could sign off with the State and the tracking of the beavers. She said this should help with the flooding situation.

Jude also noted the State was still reviewing the IEU report and she has petitioned to test the monitoring of the wells. Jude plans on attending the 3 Ponds Campground hearing on April 19<sup>th</sup> and Commissioner St. James suggested one of the Commissioners should attend as well.

Patricia Conway noted there will be training held at the Hilton on Human Trafficking. She spoke about the recent death of a toddler due to getting into fentanyl and presented this to the Child Review Committee expressing how there have been five (5) cases last year of this nature, in hopes it will make a difference on how they handle cases. She also spoke about funding needed for DCYF and that the number of children in custody are higher.

Dave Consentino reported staff was down about nineteen (19) and that they were leaving to pursue other jobs of which he could not compete with. He recognized the help from the County Attorney's office in helping with the release of an extremely ill female inmate.

Alison gave updates on Kronos and said the PLRB hearing was on the 19<sup>th</sup>. Upon asking for permission to revise the application for the applicant trafficking system, she was recommended to go through Primex.

Michael Hureau noted they hired a dispatcher with another dispatcher pending, leaving one (1) position still available. He also noted on May 11<sup>th</sup> there will be training on the handling of fentanyl. He is still waiting to hear from Motorola on how they will handle the problem.

Commissioner St. James reminded everyone the next BOC meeting was Wednesday April 18, 2018.

**VI. Public Comment**

There were no public comments.

**VII. Commissioners Non-Public Session**

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 10:48am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. 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 18, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Bethany Sylvester, Office Administrator CA  
Stephen Church, Corrections Superintendent

Jude Gates, Director of Facilities, Planning & IT  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Michael Hureau, High Sheriff  
Cathy Stacey, Register of Deeds  
Brenda Santos, Sr. Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- Open: Concealable/Tactical Body Armor (Sheriff's Office)

Opened proposals from Atlantic Tactical and Federal Eastern International

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

- Open: Supplier of Electricity for the Rockingham County Complex, Towns of East Kingston, North Hampton, Sandown and Atkinson (Engineering and Maintenance Services)

Opened Proposals from Constellation

**Moved:** Commissioner Tombarello moved to authorize the Director of Engineering and Maintenance Services to review, evaluate the proposals, and return with recommendation. Commissioner St. James seconded. Commissioner Tombarello suggested an inquiry as to why there was only one proposal submitted. Jude Gates agreed to do the inquiry. All voted in favor.

- Award: Submersible Sewage Pump (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award the Submersible Sewage Pump proposal to Williamson New England Electric Motor Service Corp. in the amount of \$6,319.72, as recommended by the Director of Engineering and Maintenance Services. Commissioner St. James seconded. All voted in favor.

- Award: Key Control System (Department of Corrections)

**Moved:** Commissioner Tombarello moved to award the Key Control System proposal to Morse Watchman of Oxford, CT for an amount not to exceed \$16,591.35, as recommended by the Corrections Superintendent. Commissioner St. James seconded. Commissioner Tombarello asked what a Key Control System was. Stephen Church explained it was an electronic key detecting/tracking system and the current system was a paper sign-in and sign-out. All voted in favor.

## III. Consent Agenda

1. Minutes: April 10, 2018 (Commissioners Office)



To approve April 10, 2018 minutes

2. Payroll (Finance)

To approve payroll expenses in the amount of \$1,147,286.98 for the period ending April 14, 2018.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner St. James seconded. All voted in favor.

**IV. Reports**

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello reported good news of Jeff Meyers surrendering and that legislation was going to pass which by-passes us out of the Nursing Home program. He also noted he will be attending the DHHS meeting tomorrow. He noted PACE is what all counties will go into.

As the bill is due from the Association of Counties, Commissioner St. James suggested this to be added to the Agenda for the first meeting in June.

- Commissioner Liaison Updates

Commissioner St. James asked for verification we received a check from Strafford County and Commissioner Tombarello said he would look into this.

- Environmental Notice for Johnsons

**Moved:** Commissioner Tombarello moved to approve the Chair to authorize Form 3-C: Categorically Excluded Subject to §58.5 Determination or Assessment Determination for Activities Listed at 24CRF §58.35(a). Commissioner St. James seconded. All voted in favor.

County Attorney's Office – Patricia Conway, County Attorney

- VOCA – Federal Grant

**Moved:** Commissioner Tombarello moved to authorize the County Attorney's office to apply for the VOCA grant, as recommended by the County Attorney. Commissioner St. James seconded. Bethany Sylvester noted an amendment made to an expiration date. All voted in favor.

Engineering & Maintenance Services – Jude Gates, Director

- 3-Ponds Development Discussion and Abutters Notice pursuant to RSA 676:4

Jude Gates noted the revenue per year would be \$25,000 if 3 Ponds were permitted to link into the County water supply. Commissioner Coyle recommended there should be a cost to hook up because the County has already invested in the infrastructure. He indicated the expense of a community septic and water system for this size project would be around \$300,000 and noted a portion of that should be paid up front as we have an investment in our water. A discussion ensued on what that amount should be. Jude Gates suggested a meeting with the Commissioners and 3 Ponds. Commissioner Coyle stated there is no proposed agreement with the County and 3 Ponds and that there would be a meeting in 2-3 weeks with the Board of Commissioners regarding a proposal agreement. Michael Hureau noted

3 Ponds was granted by the town an extension to their variance request. Jude Gates noted she will attend that meeting.

Jude Gates further noted the water main between the pump and the jail needed work.

Finance Office – Charles Nickerson, Director

- Out-of-State Training Request for a Finance Office Employee

**Moved:** Commissioner Tombarello moved to approve Out-of-State Conference and Travel Expense for one (1) Finance department employee to attend the 2018 KronosWorks Conference, an estimated conference cost of \$1,797.00, as recommended by the Finance Director. Commissioner St. James seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Out-of-State Conference and Travel Request for a Human Resources Employee

**Moved:** Commissioner Tombarello moved to approve Out-of-State Conference and Travel Expense for one (1) Human Resources employee to attend the national three day Kronos conference, an estimated conference cost of \$1,472.24, as recommended by the Human Resources Director. Commissioner St. James seconded. All voted in favor.

- Nursing Pay Plan Revision – Trades and Crafts (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the revisions for the Nursing Pay Plan –Trades and Crafts as recommended and outlined by the Human Resources Director and Director of Finance for the Assistant Director of Nursing, Director of Nursing and Nurse Practitioner positions. Kevin St. James seconded. Alison Kivikoski gave explanation for this request. She and Steven Woods spoke of a study that showed we would be at an 80% market target. Alison also noted the final decision would have to go before the Executive Committee. All voted in favor

Long Term Care Services – Steven Woods, Director/Administrator

- Thank you letter

Sheriff's Office – Michael Hureau, High Sheriff

- Surplus Equipment Request pursuant to NH RSA 28:8-a.

**Moved:** Commissioner Tombarello moved to declare the equipment outlined in the spreadsheet from the Sheriff's office dated April 5, 2018, as surplus pursuant to NH RSA 28:8-a, to be disposed of accordingly by Engineering and Maintenance Services, as recommended by the Sheriff's office. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

Charles Nickerson noted the April deadline for the financial statements will be closer to mid-May. He also noted, in about two payroll periods, checks will be printed from Kronos and that overtime will be reduced with the final change over.

Charles Nickerson reminded everyone of the May 4<sup>th</sup> at 9:30am First Quarter Review Executive Committee meeting at the Hilton. Commissioners Tombarello and St. James noted they would not be able to attend. Commissioner Coyle noted he will attend.

Stephen Church noted Sergeant Norton was back.



**VI. Public Comment**

**VII. Commissioners Non-Public Session**

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

**Moved:** Commissioner Tombarello moved to go into non-public session at 11:01am. Commissioner St. James seconded. All voted in favor.

Those present were: Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, Steven Woods and Brenda Santos

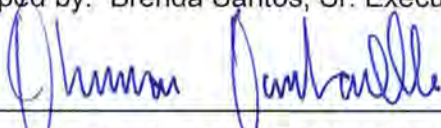
**Moved:** Commissioner Coyle moved to go out of non-public session. Commissioner St. James seconded. All voted in favor

**VIII. Adjourn**

**Moved:** Meeting adjourn at 11:45am.

Minutes taken and typed by: Brenda Santos, Sr. 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 24, 2018 – 10:00am

## Present

Commissioner Coyle, Chair	Michael Hureau, High Sheriff
Commissioner St. James, Vice Chair	Steven Woods, Long Term Care Services Director
Commissioner Tombarello, Clerk	Alison Kivikoski, Human Resources Director
Charles Nickerson, Finance Director	Cathy Stacey, Register of Deeds
Stephen Church, Corrections Superintendent	Nick Toumpas, IDN
Jude Gates, Director of Facilities, Planning and IT	Joe Falzone, 3 Ponds
Brenda Santos, Sr. Executive Assistant	Denise Madden, 3 Ponds

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00 am.

## II. RFP Openings/Awards

- Open: Computer Equipment-Hypervisor Hosts (Sheriff's Office)

Opened proposals from Connection, Insight Inc., Block 5 Technologies and PCMG Inc. Vibrant Technologies and Winxnet

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

- Award: Laerdal Nursing Anne (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to award the Laerdal Nursing Anne Manikin proposal to Laerdal Medical Corporation, not to exceed \$19,069.44, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Steven Woods gave an explanation for the purchase. All voted 2-1-0 (Coyle).

- Award: Concealable/Tactical Body Armor (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to award the Concealable/Tactical Body Armor proposal to Atlantic Tactical, Inc. in the amount of \$1947.50, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: April 18, 2018 (Commissioners Office)

To approve the April 18, 2018 meeting minutes

2. Warrants: (Finance)

To approve Departmental Warrants T180060, T180080, T180088, T180207, T180208, T180209, T180263, T180264, T180285, T180286, T180287, T180307, T180308, T180310, T180311 totaling \$481,599.41; Departmental Warrants entered by Finance T180345, T180346, T180354, T180355, T180356, T180357, T180358, T180369, T180370, T180371 totaling \$76,563.01; Payroll Warrants 0412MR, 0419MR, 0419VD, 0420MR totaling \$7,820.33; General Ledger Warrants GL18206, GL18207 totaling \$8,496.61; AutoPayments-Full amount previously approved by BOC T180001, T180002, T180003, T180004, T180005, T180007, T180008, T180009, T180010, T180011, T180012, T180013 totaling \$185,353.20; BOC previously authorized payments T180284, T180334 totaling of \$193,338.40; for a grand total to be approved \$953,170.96

3. Census Report (Long Term Care)

Routine report for informational purposes.

4. Population Report (Department of Corrections)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner Tombarello seconded. All voted in favor.

#### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Cathy Stacey noted the probate bill goes before the Senate tomorrow for an interim study.

- Commissioner Liaison Updates

Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver Request pursuant to 28:8-f

**Moved:** Commissioner Tombarello moved to approve a Bid Waiver to Honeywell Building Solutions in the amount of \$30,700 as recommended by Director of Engineering and Maintenance Services. Commissioner St. James seconded. All voted in favor.

- 3-Ponds Discussion (11:00 am)

Present at the discussion were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello (Commissioner Tombarello left meeting at 11:35am), Jude Gates, Charles Nickerson, Brenda Santos, Joe Falzone, and Denise Madden.

A discussion ensued with regards to 3 Ponds LLC proposed purchasing of water from the County's water supply for an approximate 107, over 55 housing unit complex. Joe Falzone presented a blue print of the complex and explained what the water from the County would be used for. He further noted this project would not be using the County water for outside plant/lawn watering, as the property had two wells for that purpose. Commissioner Coyle asked about the cost to build their own system. A discussion continued on subjects such as upfront and yearly costs to the County. Joe Falzone noted there would be a separate water meter installed in each home as well as a master meter to monitor usage. Jude Gates noted we would want a SCADA to read the meter from the Water Treatment Facility. After further discussion, Joe Falzone agreed to draft a proposed agreement to present to the Commissioners at a later date. Joe Falzone concluded with August as the target date for getting the housing complex project approved.

Long Term Care Services – Steven Woods, Director/Administrator

- MAS Medical Staffing Rate Increase

**Moved:** Commissioner Tombarello moved to approve a rate increase for MAS Medical Staffing of \$1/hour for each shift for MAS nurses and LNA's effective May 13, 2018, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner St. James asked about staffing. Steven Woods gave an explanation. All voted in favor.



- IDN Discussion

Nick Toumpas was present to give an update on the IDN (Integrated Delivery Network). He explained the difficulty in filling and training the positions. He said the area of focus was of three components: 1. Reporting Data, 2. Shared Care Plan and 3. Event Notification. He noted the significant impact on what they are doing in the funding of the Waiver and the future of long term care relating. Commissioner St. James asked when the productive aspects will be known in the towns of Rockingham for example Derry. Nick Toumpas noted he would follow up with that information with Steven Woods. A further discussion ensued on several issues such as funding, targeting the homeless, transitional aged children with developmental and mental disabilities, Dover as one of the first as a pilot, and how there are over 31,000 Medicaid recipients. Commissioner St. James asked when we will see the results of the service, i.e. tracking of the people utilizing the services. Nick Toumpas noted the community care team is working on that as a primary focus. Nick Toumpas said he would follow up with the Commissioners.

**V. New Business / Old Business**

Charles Nickerson noted being on track with the audit. He also noted, the GASB 45/75 OPEB report had no issues and would be finalized today. He mentioned there were four employees attending the Munis conference this week. Charles also noted, there will be a few members from his department that will attend the NH GFOA conference next week..

Stephen Church noted the counts were good at the jail and that the staff was doing a great job. He made a request of the Commissioners to do a walk through. Commissioner Coyle agreed to do the walk through today.

Jude Gates noted the flashing lights were keeping the speeds down. She also noted she heard from DES and there would be no direction until June on the site investigation at the drill yard.

Cathy Stacey noted one new employee and reported that another had given her notice. Alison Kivikoski recommended to use the pool of applicants rather than to repost for the deeds office position, as there were a large amount of applicants available in this pool. All Commissioners voted in favor.

Alison Kivikoski said she was ready to advertise the summer activities to promote getting excited about the good weather.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

- NH RSA 91-A:3, II (a) personnel (10:30 am) (Human Resources)

**Moved:** Commission Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II personnel at 10:54 am. Commissioner St. James seconded. All voted in favor.

**Moved:** Commissioner Tombarello moved to go out of non-public session at 10:50am. Commissioner St. James seconded. All voted in favor

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 11:51am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. 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 2, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Stephen Church, Corrections Superintendent  
Jude Gates, Director of Facilities, Planning and IT  
Robert J. Bonsignore, Lawyer

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Patricia Conway, County Attorney  
Robin Bernier, IT Manager  
Brenda Santos, Sr. Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- Open: Commercial Dryer (1) (Long Term Care Services)
- Open: Commercial Dryer (1) (Long Term Care Services)

Opened proposals from Yankee Equipment Systems, Daniels Equipment, and Tristate Laundry Systems

**Moved:** Commissioner Tombarello moved to authorize the director of Long Term Care Services to review, evaluate the proposals from both RFP's, and return with a recommendation for one (1) Commercial Dryer. Commissioner St. James seconded. All voted in favor.

- Open: Sheriff's Office Vehicles (Sheriff's Office)

Opened proposals from Grappone Ford

**Moved:** Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation for Sheriff's Office Vehicles. Commissioner St. James seconded. Commissioner St. James asked about bids received from similar RFP's. Michael Hureau gave explanation. All voted in favor

- Open: Mobile Radios (Sheriff's Office)

No bids were received for Mobile Radios.

- Open: Aruba Controller (Engineering and Maintenance)

Opened proposals from PCMG, Inc., Ockers Company, Connection, Hyperteck USA, Inc. and Winxnet

**Moved:** Commissioner Tombarello moved to authorize the director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation for Aruba Controller. Commissioner St. James seconded.

## III. Consent Agenda

1. Minutes: April 24, 2018 (Commissioners Office)

To approve the April 24, 2018 meeting minutes

2. Payroll (Finance)

To approve payroll expenses in the amount of \$1,119,373.62 for the period ending April 28, 2018.

3. Surplus Equipment Request pursuant to NH RSA 28:8-A (Register of Deeds)

To declare the equipment outlined in the list provided from the Register of Deeds dated March 7, 2018, as surplus pursuant to NH RSA 28:8-A, to be disposed of accordingly by Engineering and Maintenance Services, as recommended by the Register of Deeds.

**Moved:** Commissioner St. James moved to approve consent agenda. Commissioner Coyle seconded. All voted in favor.

#### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he will be a guest in Strafford County tomorrow. He further noted, he will attend the meeting with AMDC on May 14, 2018. Commissioner Coyle noted he will attend the May 14, 2018 meeting in Concord with Meyers. Commissioner Tombarello noted he will attend the Executive Meeting on Friday May 4, 2018.

- Commissioner Liaison Updates

Corrections – Stephen Church, Superintendent

- Out-of-State Training and Travel Request

**Moved:** Commissioner Tombarello moved to approve Out-of-State Training and Travel Request for one Department of Correction's employee, total cost of \$3500, as recommended by the Superintendent. Commissioner St. James seconded. Superintendent Church gave explanation regarding the purpose of the training. All voted in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Two New Hires- Attorneys pursuant to NH RSA 7:33-F

**Moved:** Commissioner Tombarello moved to approve the hiring of two (2) attorneys: 1. Audriana Mekula Hanson and 2. Christopher O'Brien, pursuant to NH RSA 7:33-F, as recommended by the County Attorney. Commissioner St. James seconded. Patricia Conway gave her support and explained why. Voted 2-0-1 (St. James).

Long Term Care Services – Steven Woods, Director/Administrator

- AMDC Grant Request

**Moved:** Commissioner Tombarello moved to approve AMDC Grant request dated April 17, 2018 from Silverthorne Adult Medical Day Care, as recommended by the director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Surplus Request pursuant to NH RSA 28:8-A

**Moved:** Commissioner Tombarello moved to declare the equipment outlined in the list provided from the director of Long Term Care Services dated April 25, 2018, as surplus pursuant to NH RSA 28:8-A, to be disposed of accordingly by Engineering and Maintenance Services, as recommended by the director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.



**V. New Business / Old Business**

Steven Woods commented on how supportive the staff have been to each other while going through the loss of the Leslie Fabian. He spoke of the Memorial Service that will be held here on May 8, 2018 at 2:45pm and that all departments, friends and family are invited.

Michael Hureau noted he met with AT&T regarding first responders.

Alison gave updates on Cigna.

Pat Conway noted the guilty conviction on a sexual assault case. She also spoke of the bail reform initiative and how she is not in support of the legislation and her concern about the language not included. A further discussion ensued.

Jude Gates noted the one quote for electricity from Constellation and the pending legal review.

Charles Nickerson reminded everyone Friday was the First Quarter Budget review.

Commissioner St. James noted he will be at the meeting on Monday at 11:30 with Nick Toumpas. Commissioner St. James passed samples for the mural and gave explanation and estimated costs.

**VI. Public Comment**

Robert J. Bonsignore, a trial lawyer, spoke to the County. He is reaching out to the ten Counties and wants Rockingham to get on board with the lawsuit against the drug manufacturers. He is seeking to represent the county with his focus on the opioid crisis and litigation. He gave reasons why New Hampshire's voice needs to be heard. Robert explained how there would be no cost to the County and that if the case were to win, his fee would be 25% and the remaining amount would go to the County. The Commissioners invited him to return in two weeks for a further discussion.

**VII. Commissioners Non-Public Session**

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


**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II personnel, at 11:12am. Commissioner Coyle seconded. All voted in favor.

Those Present were: Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 11:17 am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 8, 2018 – 12:45pm

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Stephen Church, Corrections Superintendent  
Jude Gates, Director of Facilities, Planning and IT

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Patricia Conway, County Attorney  
Brenda Santos, Sr. Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 12:45pm.

## II. RFP Openings/Awards

- Open: Muffin Monster – Supply Only ( Engineering and Maintenance Services)

Opened proposals from: Williamson New England,

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation for a Muffin Monster – Supply Only. Commissioner Coyle seconded. All voted in favor.

- Open: Water Tower Inspection (Engineering and Maintenance Services)

Opened proposals from: Underwater Solutions Inc.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation for a Water Tower Inspection. Commissioner St. James seconded. All voted in favor.

- Open: Officer Uniforms/Equipment (Department of Corrections and Sheriff's Office)

Opened proposals from: Neptune Uniforms & Equipment, Inc., and Body Armor Outlet, LLC.

**Moved:** Commissioner Tombarello moved to authorize the Department of Corrections Superintendent and High Sheriff to review, evaluate the proposals, and return with recommendations for Officer Uniforms/Equipment. Commissioner St. James seconded. All voted in favor.

- Award: Vinyl Siding – Engineering and Maintenance Building (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award the Vinyl Siding- Engineering and Maintenance Building proposal to Pellowe Constructions, LLC for \$16,800, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

- Award: Roof Replacement – Beef Barn (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award the Roof Replacement – Beef Barn proposal to Avatar Construction, Inc. for \$59,296 and a transfer of \$32,000 from the remaining balance of \$318,860 in the paving/storm drainage project, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner Coyle asked about the use of the barn. Jude Gates gave explanation on its use and the equipment that was housed there. Commissioner St. James inquired about other similar RFP biddings. Jude Gates gave response and added the roof will have a 30 year warranty. All voted in favor.



- Award: Computer Equipment Hypervisor Host (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to award the Computer Equipment – Hypervisor Host to Block 5, in the amount not to exceed \$13,965, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: May 2, 2018 (Commissioners Office)

To approve the May 2, 2018 meeting minutes

2. Warrants (Finance)

To approve Department Warrants T180089, T180210, T180265, T180291, T180317, T180318, T180319, T180321, T180322, T180322, T180335, T180359, T180360, T180372, T180388, T180389 totaling \$647,342.87; Department Warrants Entered by Finance T180387, T180408 totaling \$13,296.04; AP Wire Payments T180290, T180373, T180409 totaling \$1,694,120.35; Payroll Warrants 0426MR, 1426VD, 0427MR totaling \$3,207.49; General Ledger Warrants GL18243, GL18244, GL18245, GL18246 totaling \$371,104.71; AutoPayments-full amount previously approved by BOC T180009 \$1,259.62; BOC previously authorized payments T180289 totaling \$41,154.41; Grant Total to be approved \$2,771,485.49.

3. Population Report (Department of Corrections)

Routine report for informational purposes.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner St. James seconded. All voted in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello spoke about his visit to Strafford County.

- Commissioner Liaison Updates

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

- LWOP pursuant to PPP 8-11

**Moved:** Commissioner Tombarello moved to approve the Leave with Pay request pursuant to Personnel Policies and Procedures 8-11, for greater than 10 days, for a County Attorney employee, as recommended by the County Attorney. Commissioner St. James seconded. Patricia Conway explained why she was requesting approval. Alison Kivikoski noted her reason for not recommending. Commissioner St. James referenced policy. A discussion ensued. Commissioner Tombarello moved to amend and approve to pay a County Attorney employee from April 23, 2018 to June 8, 2018; to be paid for time from earned-time with the remaining days to be unpaid and will not be paid the buy-out and will continue to pay for any voluntary benefits. Commissioner Coyle seconded. Commissioner St. James abstained. Voted 2-0-1 (St. James)

#### Human Resources – Alison Kivikoski, Director

- Legal Assistants and Paralegals -Letter of Intent to Negotiate



Alison Kivikoski asked who would serve as the negotiator and Commissioner Coyle said he would. It was suggested the meetings would be scheduled at 1:00pm on the same Board of Commissioner dates, with no dates in July.

- Summer Activities Flyer

Alison Kivikoski presented the flyer asking if she could have permission to sign the last four consignments. All Commissioners agreed to Alison signing them.

- LWOP pursuant to PPP 8-11 (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the Leave with Pay request pursuant to Personnel Policies and Procedures 8-11, for a Long Term Care Services employee, and recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- AMDC Grant

To approved Easterseals NH request dated May 1, 2018.

- AMDC Grant

To approved Easterseals NH request dated May 2, 2018

- AMDC Grant

To approved Easterseals NH request dated May 3, 2018

**Moved:** Commissioner Tombarello moved to approve AMDC Grant requests dated May 1, 2018, May 2, 2018 and May 3, 2018 from Easterseals, New Hampshire, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request – Mobile Radio RFP- pursuant to NH RSA 28:8-f

**Moved:** Commissioner Tombarello moved to approve a Bid Waiver Request – Mobile Radio RFP to Green Mountain Communications, pursuant to NH RSA 28:8-f, in the amount of \$9,037, as recommended by the High Sheriff. Commissioner St. James seconded. Michael Hureau explained how the proposal was dropped off at the Brentwood Police department in error. Commissioner St. James asked if the price reflected the discount and Michael Hureau said yes. All voted in favor.

- Opioid Grant Application

**Moved:** Commissioner Tombarello moved to approve the Opioid Grant Application, in the amount of \$73,932, as recommended by the High Sheriff. Commissioner St. James seconded. Michael Hureau gave an explanation on how it will be used. All voted in favor.

## V. New Business / Old Business

- Inmate Administrative Transfer Request (Corrections)

**Moved:** Commissioner Tombarello moved to approve one inmate administrative transfer request pursuant to RSA 30-B:21 as outlined and recommended in the Superintendent's transfer report. Commissioner St. James seconded. All voted in favor.

Charles Nickerson noted the \$4000 coming back to the County from unemployment. He also noted the items for Medicaid that are not required at the six month audit. Charles mentioned he had staff in training. Stephen Church noted the medical inspection was next week. He reminded everyone it was Corrections week and all were invited.

Jude Gates noted the walk through with Life Safety went well with the focus on emergency preparedness and a future Legionella plan. Jude also noted she will be on vacation and Robin Bernier will attend the Commissioners meetings in her place.

Alison Kivikoski noted she was working on the RFP for the third party Workman's Compensation. After a brief discussion, she was given permission by the Commissioner's to send to legal for review.

Commissioner St. James asked if the van has gone to Strafford and payment was received. Charles Nickerson responded yes to both.

Steven Woods noted the survey was this week. He also reminded everyone of the service for Leslie Fabian. Steven noted that next week was staff appreciation week.

Commissioner St. James asked about the teamsters dispatch. Alison Kivikoski gave updates. A brief discussion ensued and Commissioner St. James said he will be on that schedule.

Commissioner St. James spoke of his meeting with Nick Toumpas and said it was moving forward in the network.

Brenda Santos asked about pending matters/discussions and the dates they will be scheduled. The Commissioners responded with the following: Attorney Robert Bonsignore/Opioid Legislation-May 16, 2018; and Johnsons CDBG-May 16, 2018; 3-Ponds-date pending legal review.

A reminder was made of the reports due from departments for the Annual Report.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

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

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II personnel at 1:55pm. Commissioner St. James seconded. All voted in favor.

Those Present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, and Brenda Santos.

**Moved:** Commissioner Tombarello moved to go out of non-public session at 2:15pm and to adjourn. Commissioner St. James seconded. All voted in favor.

**VIII. Adjourn**

Meeting adjourn at 2:15pm.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 16, 2018 – 11:00am

## Present

Commissioner Coyle, Chair

Commissioner St. James, Vice Chair

Commissioner Tombarello, Clerk

Charles Nickerson, Finance Director

Robin Bernier, IT Manager

Donna Lane,

Mat Mattice

Daniel Gray

Nick Evans

Michael Hureau, High Sheriff

Steven Woods, Long Term Care Services Director

Alison Kivikoski, Human Resources Director

Stephen Church, Corrections Superintendent

Cathy Stacey, Register of Deeds

Brenda Santos, Sr. Executive Assistant

Jeff Fenerty

Darrell Halen

## I. Call to Order / Pledge of Allegiance

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

## II. RFP Openings/Awards

- Open: 2018 Vehicles (Engineering and Maintenance Services)  
Opened proposals from Autofair Ford and Grappone Ford and Robert H. Irwin Motors.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation for 2018 vehicles. Commissioner Coyle seconded. All voted in favor

- Open: Vehicle Upfit Equipment (Sheriff's Office)  
Opened proposals from Adamson Industries and Global Public Safety.

**Moved:** Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation for Vehicle Upfit. Commissioner Coyle seconded. All voted in favor.

- Award: Correctional Officer Uniforms (Department of Corrections)

**Moved:** Commissioner Tombarello moved to award the Correctional Officer Uniforms proposal to Neptune, Inc., for an amount not to exceed \$114,000, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner Coyle asked how long and Stephen Church responded eighteen months. All voted in favor.

- Award: Muffin Monster (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award the Muffin Monster proposal to Williamson New England Electric Motor Service Corp. in the amount of \$14,002.24, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. All voted in favor.

- Award: Water Tower Inspection (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award the Water Tower Inspection to Underwater Solutions, Inc., in the amount of \$4,390, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. All voted in favor.



### III. Consent Agenda

1. Minutes: May 8, 2018 (Commissioners Office)  
To approve the May 8, 2018 minutes
2. Payroll (Finance)  
To approve payroll in the amount of \$1,115,210.67, for the period ending May 12, 2018.
3. Amend Warrant T180290 approved on May 8, 2018 (Finance)  
To amend the amount approved for A/P voucher T180290 from \$96,355.55 to \$95,633.55, and also amend the approved May 10, 2018 A/P List Total to be \$2,770,763.49, as recommended by the Finance Director and the Director of Long Term Care Services.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner Coyle seconded. All voted in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Coyle attended the meeting with Commissioner Meyers on May 14, 2018. He was informed there was \$2,000,000 in the IDN for this County and suggested we work on keeping this money within our County especially where the Nursing Home is not profitable. Stephen Church made note about funding needed for services such as transitional housing. A discussion ensued and it was agreed there were many significant programs that would benefit from keeping this money here.

- Commissioner Liaison Updates
- Engagement to Represent-Opioid

Attorney Robert J. Bonsignore, a trial lawyer, was present to discuss Engagement to Represent proposal with the Commissioners. He explained, he was meeting with the counties of New Hampshire and reported Cheshire, Belknap and Carroll County said yes to this engagement. He further stated he was looking to represent them in a civil suit against those legally responsible for the wrongful manufacture and/or distribution of prescription opiates and damages caused thereby. He said some Counties have asked if pharmacies should be included as he confirmed there is evidence pharmacies may have violated the law as well. Commissioner Coyle asked if he could give an overview of the basis of the suit. Attorney Bonsignore explained, basically the manufacturers of the distributors of the opioid are to self-regulate and highlighted how they imposed restrictions to prevent what bad things on highly addictive drugs proposed, they did not regulate and they are making billions per year. He continued to say, they lied about the addictive qualities and said it was based on a study on patients, and that the study was conducted in a hospital controlled setting. He further added, studies are showing that after three days, frequently due to genetics, you become addicted and after thirty days you are addicted. Commissioner Coyle asked how the filing would be done. Attorney Bonsignore said Rockingham County v. Drug Manufacturers. Commissioner Tombarello asked to further explain. Attorney Bonsignore verified this was not a class action suit and it was a mass tort and that his team has already filed suits on behalf of over 100 Government entities. The goal is to recoup the losses incurred by the County taxpayers due to this epidemic and to have the cost of what is happened in the past as well as in the future, be the responsibility of the drug manufacturers. Commissioner Coyle asked if we choose to go this way, will you take on all the risks. Attorney Bonsignore said you do not pay anything, if we lose there is no expense to the County, I would engulf the cost entirely. He further noted we put up our own cost and if we should win, the fee to my team is 25% of the win. Commissioner Tombarello asked if there were other cases of this nature in which they could be represented at less than the 25% cost. Attorney Bonsignore said yes for example the Water Treatment

issue could possibly be at no cost. He gave example of a \$77 million case his team had won and how they were able to get a decision flipped to include other States.

Commissioner Coyle asked for public comments. There were no public comments

**Moved:** Commissioner Tombarello moved to have legal review the Engagement to Represent regarding County of Rockingham NH civil suit against those legally responsible for the wrongfully manufacturing and/or distribution of prescription opiates and damages caused thereby. Commissioner Coyle seconded. All voted in favor

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfer Request

**Moved:** Commissioner Tombarello moved to approve one inmate administrative transfer request pursuant to RSA 30-B:2, as outlined and recommended in the Superintendent's transfer report dated May 10, 2018. Commissioner Coyle seconded. All voted in favor

Finance Office – Charles Nickerson, Director

- CDBG-Application

**Moved:** Commissioner Tombarello moved to open Public Hearing- Northwoods Brewing Co, LLC Project. Commissioner Coyle seconded. All voted in favor.

Informational packets were available for the public

Donna Lane noted the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons.

This is a proposed application to the Community Development Finance Authority for up \$500,000 for an Economic Development project. The County will retain some of the CDBG funds to cover administrative expenses and sub-grant \$483,000 to Coastal Economic Development Corp (CEDC) & Regional Economic Development Center (REDC). CEDC/REDC will retain \$10,000 for loan servicing expenses and loan \$473,000 to Northwoods Brewing Co., LLC, 1334 First NH Turnpike, Northwood. Northwoods Brewing Co., LLC will use the loan for working capital/equipment for their expansion. As a part of this project, Northwoods Brewing Co will be creating a minimum of 25 jobs that will primarily be available to low and moderate income persons.

This project conforms to Rockingham County's Housing and Community Development Plan's Goal of: (1) encourage regional economic development efforts to increase quality industrial and commercial development and (2) encourage the expansion and retention of employment opportunities for the County's residents.

Funding request: \$500,000. Commissioner Coyle asked for public comments.

Charles Nickerson noted there would be money budgeted to include expenses to the County. Donna Lane explained funds were included for administrative expenses and to future consulting or audits and application writing. Donna Lane noted if you use funds you have to follow a Uniform Relocation Act – the Antidisplacement and Relocation Plan. Commissioner Coyle asked why they wanted the money. Jeff Fenerty said he was in the restaurant business for many years and noticed the trend taking place.

He believes New Hampshire is the place to be and saw a lot of job opportunities. Donna Lane noted this is a loan to the business and that it is a grant to the regional economic development corporations. Donna Lane noted CDBG funds are available for 2019 and if anybody is interested for them to contact her.

Jeff Fenerty anticipated a July opening date.

Daniel Gray noted when the application should be in.

Cathy Stacy arrived at approximately 11:15am.

There were no additional public comments.

**Moved:** Commissioner Coyle moved to close Public Hearing. Commissioner Tombarello seconded. All voted in favor.

- Public Hearing- Housing & Community Development Plan

**Moved:** Commissioner Coyle moved to open Public Hearing-Housing and Community Development Plan. Commissioner Tombarello seconded. All voted in favor.

Donna Lane noted the following:

The County has an existing Housing and Community Development Plan last adopted in 2015 that outlines housing and community development goals. This project conforms with the County's goals to encourage regional economic development efforts to increase quality industrial and commercial development, encourage the expansion and retention of employment opportunities for the County's residents, and encourage services to meet the needs of the County's residents, such as social services providing various assistance including shelter, meals, child and elder care services. Donna Lane also noted this plan has to be reviewed every three years.

Commissioner Coyle asked for public comments. There were no public comments.

**Moved:** Commissioner Coyle moved to close Public Hearing. Commissioner Tombarello seconded. All voted in favor.

- Public Hearing – Residential Antidisplacement and Relocation

**Moved:** Commissioner Coyle moved to open Public Hearing – Residential Antidisplacement and Relocation Assistance. Commissioner Tombarello seconded. All voted in favor.

Donna Lane noted the following:

Although this project does not involve any displacement or relocation of persons or businesses, if the County were to undertake a CDBG project which involved displacement or relocation it would follow this plan. The plan outlines the measures it would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Commissioner Coyle asked for public comments. There were no public comments.

**Moved:** Commissioner Coyle moved to Close Public Hearing. Commissioner Tombarello seconded. Commissioner Coyle asked for public comments. There were no public comments. All voted in favor.

**Moved:** Commissioner Tombarello moved to re-adopt the Housing and Community Development Plan, as presented. Commissioner Coyle seconded. Commissioner Coyle asked for public comments. There were no public comments. All voted in favor.



**Moved:** Commissioner Tombarello moved to adopt the Residential Antidisplacement and Relocation Assistance Plan, as presented. Commissioner Coyle seconded. Commissioner Coyle asked for public comments. There were no public comments. All voted in favor.

**Moved:** Commissioner Tombarello moved to approve the submittal of the application and vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate CDBG contract, and any amendments thereto, as presented. Commissioner Coyle seconded. Commissioner Coyle asked for public comments. There were no public comments. All voted in favor.

Commissioner St. James arrived at 11:35am.

Human Resources – Alison Kivikoski, Director

- Exception Request pursuant to PPP 6-3 (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve an exception request pursuant to Personnel Policies and Procedures 6-3: as recommended by the Director of Human Resources and the Director of Long Term Care Services. Commissioner St. James seconded. Alison Kivikoski noted the candidate has over twenty year experience. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Award/Discussion: Commercial Dryer

**Moved:** Commissioner Tombarello moved to award the Commercial Dryer proposal to Yankee Equipment Systems, Inc. of Barrington not to exceed \$10,845.00, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner Coyle asked why this was the choice. Steven Woods noted the warranty and drum were better than the competitors. All voted in favor

- 2018 Private Rate Increase Proposal

**Moved:** Commissioner Tombarello moved to approve the outlined 2018 Private Rate Proposal increase of 3% to be effective July 1, 2018, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner Coyle asked why are we choosing 3% and why are we not looking into having an incentive for private pay residents to coming here. Steven Woods defended the 3% increase saying it makes us competitive with private agencies within the County especially Portsmouth, noting how much we have to offer and how outstanding we are as a whole. Commissioner Coyle said our prices should be lower to encourage more private pay to benefit from what we have to offer, as well. Commission St. James suggested a table for further discussion. Commissioner St. James moved to table for two months and for the rate to stay. Commissioner Coyle seconded. All voted in favor.

- Proposed Legal Action-Harnois

**Moved:** Commissioner Tombarello moved to move forward with the foreclosure process as recommended by outside counsel. Commissioner St. James seconded. Commissioner Coyle asked why we did not foreclose earlier. It was noted Attorney Stanley was now handling this matter. All voted in favor.

**V. New Business / Old Business**

- Award: Electricity Supply Agreement (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Supplier of Electricity for the Rockingham County Complex to Constellation for a cost of \$.07890/kwh for the period of the first meter reading after December 2018 to the first meter reading after June 1, 2022 (42 months) and to authorize the Chair to sign the contract for 42 months, as recommended by the Director of Facilities, Planning & IT. Commissioner St. James seconded. Charles Nickerson noted he ran the numbers and said there would be 64% savings at the 42 months verses 30 months of which would equal about \$32,000. All voted in favor.

Steven Woods asked if an AMDC recipient was approved for two days and needed a third day, should they have to reapply. All three Commissioners said yes.

Michael Hureau gave updates on the radios. He said he is working with AT&T and the equipment the local agencies are using. Michael said there will be a conference to include the fire department to see how Firstnet works. Michael also noted, AT&T said there is something they can do with getting phones to work in the schools.

Alison Kivikoski noted Human Resources will be rolling out sensitivity training.

Stephen Church noted they were in the middle of the medical audit and things were going well and should be done today.

Charles Nickerson noted Leila sent out the e-mail regarding the Right-to-Know training in Rochester NH and that it was open to all departments.

Commissioner St. James noted he attended the Department of Corrections open house last week and was happy to report it was well attended.

Commissioner St. James noted there is an IDN all person meeting on May 22, 2018 at the Wentworth Douglas Hospital from 2pm-4pm.

**VI. Public Comment**

There were no public comments

**VII. Commissioners Non-Public Session**

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

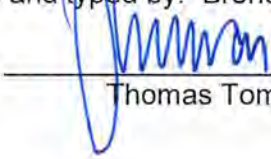
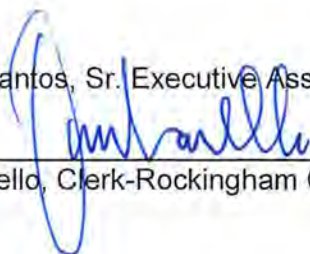
**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II personnel, at 11:55am Commissioner Coyle seconded. All voted in favor.

**Moved:** Commissioner Coyle moved to go out of non-public session and to adjourn at 12:15pm. Commissioner St. James seconded. All voted in favor.

**VIII. Adjourn**

Meeting adjourned at 12:15pm.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by:    
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 23, 2018 @ 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections Superintendent  
Patricia Conway, County Attorney  
Brenda Santos, Senior Executive Assistant

Charles Nickerson, Finance Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- Open: Forticare (Engineering and Maintenance Services)  
Opened proposals from SHI International Corp. and PCMG, Inc. and Block 5

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

- Award: Authorized Uniforms and Equipment (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to award the Authorized Uniforms and Equipment proposal to Neptune Uniforms and Equipment, Inc. in the amount of \$1962.95, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: May 16, 2018 (Commissioners Office)  
To approve the May 16, 2018 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T180090, T180336, T180337, T180338, T180361, T180377, T180378, T180379, T180390, T180391, T180392, T180398, T180400, T180401, T180403, T180404, T180412 totaling \$941,640.23; Departmental Warrants Entered by Finance T180376, T180422, T180423, T180424, T180425, T180426, T180427, T180430, T180430, T180431, T180432, T180433 totaling \$60,321.43; Payroll Warrants 0503MR, 0507MR, 0507VD, 1510MR, 0516MR totaling \$3,175.88; General Ledger Warrants GL18257, GL18258, GL18277, GL18277, GL18278, GL18278, GL18279 totaling \$14,520.99; Amounts previously approved/authorized by BOC T180001, T180002, T180003, T180004, T180005, T180006, T180007, T180008, T180009, T180010, T180011, T180012, T180013 totaling \$189,679.43; BOC previously authorized payments T180374 totaling \$214.20; Grand Total to be approved \$1,209,552.16
3. Population Report (Department of Corrections)  
Routine report for informational purposes.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner St. James seconded. All voted in favor.

## IV. Reports



Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates
- Commissioner Liaison Updates

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfers Report (dated May 17, 2018)

**Moved:** Commissioner Tombarello moved to approve the Inmate Administrative Transfers Report dated May 17, 2018, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

- Inmate Administrative Transfers Report (dated May 21, 2018)

**Moved:** Commissioner Tombarello moved to approve the Inmate Administrative Transfers Report dated May 21, 2018, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- 2018 IRS Limit for HSA Contributions

Alison Kivikoski gave explanation.

**Moved:** Commissioner Tombarello moved to approve and adjust the maximum HSA contribution limits from \$6,850 to \$6,900 as modified by the IRS as recommended by Human Resources Director. Commissioner St. James seconded. All voted in favor.

- Exception Request PPP 8-2 F (Various Departments)

Alison Kivikoski gave explanation on how the County sends out notice to remind people of the earned time they need to use by April 30, 2018 to meet minimum usage. A discussion ensued.

**Moved:** Commissioner Tombarello moved to approve payment of earned time hours, up to 12 hours, to three employees that did not know they had additional hours to account for in meeting minimum usage requirements. Commissioner St. James seconded. Commissioner St. James stated the entire amount should be paid and not only up to 12 hours. Voted 2-0-1 (St. James).

- Exception Request PPP 6-3 (Long Term Care Services)
- Exception Request PPP 6-3 (Long Term Care Services)
- Exception Request PPP 6-3 (Long Term Care Services)

Three Exception Requests pursuant to Personnel Policies and Procedures 6-3: Hire Above Mid-Point were filed for Long Term Care Services. One request was withdrawn and two, there being no objection, were filed for information purposes.

Long Term Care Services – Steven Woods, Director/Administrator

- AMDC Grant – Easterseals, New Hampshire

**Moved:** Commissioner Tombarello moved to approve AMDC Grant request dated May 16, 2018 from Easterseals, New Hampshire, as recommended by the Long Term Care Services Director.

Commissioner St. James seconded. A brief discussion ensued about the cost per year. All voted in favor.

## V. New Business / Old Business

- Authorization for deployment of eMessaging (Department of Corrections)

**Moved:** Commissioner Tombarello moved to approve the Authorization for Deployment of eMessaging through our Securus system, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

- Fidlar Technologies Discussion (Deeds)

Cathy Stacey noted she wants to meet with Fidlar to discuss the contract. She explained how the new system was unfairly billing towns for transfers and how she spent three months getting that issue fixed for the towns. Cathy made reminder that fixing a problem was part of the bid and should be at no cost to the towns. Discussion ensued to include the agreement, the product they want us to use, the system conversions and the concern this was happening to all 9 Registrars in NH.

Patricia Conway noted one investigator has left employment as well as an Assistant County Attorney.

Patricia Conway confirmed the Commissioners were approving pay to those County Attorney and Deeds employees for the time they went home early from Brentwood Courthouse on Friday May 18<sup>th</sup>, 2018, due to a plumbing issue.

Charles Nickerson noted the Medicare Cost Report was almost complete. He further noted the target date for checks through Munis was the end June.

Steven Woods noted staff appreciation week went well. He credited the staff on their great enthusiasm and creativity of which made it truly positive.

Steven Woods also noted the need for more LNA's.

Michael Hureau noted a dispatcher gave his notice. He said he spoke with Lt. Walsh on trying to collectively see what they can do about filling positions.

Michael Hureau suggested the purchasing of another speed sign by the Sheriff's Office, as the current sign works well at keeping the speed down. He advised a second sign would cover both ends of the road.

Michael Hureau spoke briefly about the Vehicles RFP for the Sheriff's Office and noted Grappone Ford was the only response to the Sheriff's RFP. He also explained why Grappone's response to the County's RFP was higher than the State bid. He recommended that future RFP's should say "do not exceed State bid". He continued to note an approximate \$6,000 savings with the use of a Bid Waiver in utilizing State bid pricing from Grappone Ford.

Michael Hureau noted it was the authority of the Sheriff to assign work to a Sworn employee returning to light duty work. A brief discussion ensued.

Alison Kivikoski recapped the memo that went out with regards to the Revisions to Employee Health Services coverage pending the replacement of the Physician's Assistant in the employees Occupational Health Office.

## VI. Public Comment

## VII. Commissioners Non-Public Session



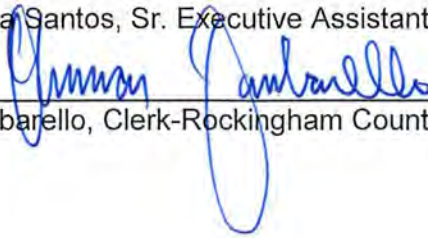
**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 11:05am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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

Thomas Tombarello, Clerk-Rockingham County Commissioners







# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 30, 2018 @ 10:00 am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Cathy Stacey, Register of Deeds  
Robin Bernier, IT Manager  
Patricia Conway, County Attorney

Michael Hureau, High Sheriff  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Steven Woods, Long Term Care Services Director  
Brenda Santos, Sr. Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- Award: 2018 Vehicle Upfit ( Sheriff's Office)

**Moved:** Commissioner Tombarello moved to award the 2018 Vehicle Upfit Equipment proposal to Adamson Industries Inc, of Haverhill, MA for a grand total Bid awarding of \$45,989.70, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

- Award: Forticare Support (Engineering and Maintenance)

**Moved:** Commissioner Tombarello moved to award the Forticare Support proposal to SHI, not to exceed the amount of \$9282.00, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: May 23, 2018 (Commissioners Office)  
To approve the May 23, 2018 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,128,126.52 for the period ending May 26, 2018.
3. Legal Invoices: Sheehan Phinney Bass & Green (Commissioners Office)  
To approve invoices in the amounts of \$10,422.50, \$1,658.34 and \$1,833.92; totaling \$13,914.76 to Sheehan, Phinney, Bass & Green.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner St. James seconded. Commissioner Coyle asked where the County stands at for legal. Charles Nickerson noted he would supply that information to the Commissioners. Voted 2-0-1 (St. James).

## IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello spoke of his visit to Newport. He noted the association office will be moving due to construction at the current site and the possibility of relocation to a Merrimack County facility. Commissioner Tombarello will attend the June 8<sup>th</sup> meeting and noted Attorney Bonsignore will be speaking then. Commissioner Tombarello also noted he will attend the Nashville meeting in July.

- Commissioner Liaison Updates

Commissioner Coyle noted the jail was two units down.

- Appointment of Deputy Treasurer pursuant to NH RSA 29:15

**Moved:** Commissioner Tombarello moved to appoint Robert Troy as Deputy Treasurer, at the recommendation of the Treasurer pursuant to NH RSA 29:15. Commissioner St. James seconded. All voted in favor.

Corrections – Stephen Church, Superintendent

- Bid Waiver Request pursuant to RSA 28:8-F

**Moved:** Commissioner Tombarello moved to approve a Bid Waiver for the 2018 Vehicle RFP pursuant to RSA 28:8-F to Grappone Ford, in the amount of \$27,748 as recommended by the Corrections Superintendent. Commissioner St. James seconded. Commissioner St. James asked about other vehicle bids. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Exception Request pursuant to PPP 6-3 (Long Term Care Services)

Alison Kivikoski gave a brief explanation.

**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-3; Hire Above Mid-Point, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Donation Approval

Commissioner St. James asked how the County was able to obtain these mattresses. Steven Woods explained the mattresses were displayed in a trade show and never used.

**Moved:** Commissioner Tombarello moved to approve a donation of two new OXY-MAT wound care pressure management mattresses, with an estimated total value of \$2,000, from Mr. Rand McAfoose of Random Medical Associates, LLC, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

- Aureus Medical Group – Medical Staffing Agreement

Steven Woods noted we were behind in staffing of LNA's and this would help. He added, he was working with Human Resources on incentives for hiring. Commissioner Tombarello asked where the pay rate would fall. Steven Woods responded, at the highest rate for LNA's.

**Moved:** Commissioner Tombarello moved to approve the Aureus Medical Group – Medical Staffing Agreement (5/21/2018-5/20/2019) as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request pursuant to RSA 28:8-F



**Moved:** Commissioner Tombarello moved to approve a Bid Waiver for the 2018 Sheriff's Office Vehicle RFP pursuant to RSA 28:8-F to Grappone Ford, in the amount of \$225,286.00 as recommended by the High Sheriff. Commissioner St. James seconded. Commissioner St. James asked about financing. Charles Nickerson noted financing was through TD Equipment Finance. Commissioner Coyle asked if there would be trade-ins. Michael Hureau noted if trade-ins were not accepted, they would go into surplus. All voted in favor.

**V. New Business / Old Business**

Charles Nickerson noted an unforeseen line item transfer from the delegations contingency line that will be needed due to an increase for State Union employees, resulting in bailiff increases which were not appropriated.

Charles Nickerson also noted, the Medicare cost report went out today.

Charles Nickerson further noted, a finance employee is back with useful information from attending the American Payroll Conference in Maryland and confirmed it went well.

Cathy Stacey noted one employee has left the department.

Michael Hureau noted a new hire that came from the Londonderry Police Department.

Alison Kivikoski noted the letters were out to the union with no date set on arbitration. Alison gave updates on focus groups such as open enrollment. Alison further noted that COEH have posted positions and have successfully filled the temporary positions.

Commissioner St. James noted he will not attend the NHAC meeting on the 8<sup>th</sup>.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

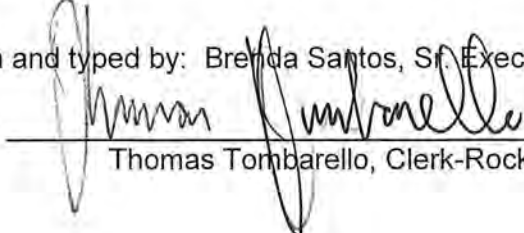

- NH RSA 91-A:3, II (a) personnel (Human Resources)

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3, II (a) personnel at 10:27am. Commissioner St. James seconded. All voted in favor.

**Moved:** Commissioner St. James moved to go out of non-public session at 10:35am. Commissioner Tombarello seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 10:37am. Commissioner Coyle seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners  
Received by:  \_\_\_\_\_  
Thomas Tombarello, Clerk-Rockingham County Commissioners 



**NON-PUBLIC 5/30/2018 MINUTES  
APPROVED 6/5/2018**



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 5, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning & IT  
Brenda Santos, Sr. Executive Assistant  
Lauren Brouillette, Gallagher

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Mike Iascone, W.B. Mason  
Gary Fornari, Gallagher  
Nick Tsecaris, Central Paper

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting or order at 10:00am.

## II. RFP Openings/Awards

- Open: 2018 Paper and Plastics Products ( Engineering and Maintenance Services)

Opened proposals from Veritiv, All American Poly, Fordion Packaging LLC, Geriatric Medical Supplies, Central Paper Products Co., Inc., Unipak Corp.(no bid received from Unipak), Swish White River LTD, Interboro Packaging Corporation and W.B. Mason.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning & IT to review, evaluate the proposals, and return with recommendation for 2018 Paper and Plastics Products. Commissioner St. James seconded. All voted in favor.

Nick Tsecaris and Mike Iascone reviewed all Paper and Plastics Products proposals after they were opened by Commissioner Tombarello.

- Award: 2018 Vehicles (Engineering and Maintenance)

**Moved:** Commissioner Tombarello moved to award 2018 Vehicles proposal to Irwin Automotive Group for \$26,133, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: May 30, 2018 (Commissioners Office)  
To approve the May 30, 2018 meeting minutes

2. Warrants (Finance)

To approve Department Warrants T180339, T180340, T180362, T180363, T180382, T180383, T180393, T180394, T180395, T180416, T180437, T180438, T180446, T180447, T180456 totaling \$266,586.66; Departmental Warrants Entered by Finance T180472, T180473, T180474, T180476 totaling \$13,976.23; AP Wire Payments T180384, T180475 totaling \$1,662,959.36; Payroll Warrants 0521MR, 0523MR, 0601MR totaling \$9,086.26; General Ledger Warrants GL18316, GL18327, GL18328, GL18331 totaling \$345,661.15; Amounts previously approved/authorized by BOC T180009 \$1,259.62; BOC previously authorized payments T180380 totaling \$41,341.63; Grand Total to be approved \$2,340,870.91.

3. Population Report (Department of Corrections)  
Routine report for informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda. Commissioner St. James seconded. Voted 2-0-1 (St. James)

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted there was a meeting this Friday and there will be talk about the budget. Both Commissioner Coyle and St. James noted there should be an accounting of the monies for the conferences. Commissioner Tombarello noted he will attend the meeting. Commissioner Coyle noted he will be at the Right-to Know Conference in Rochester on Friday.

A discussion ensued regarding NHMA with the Commissioners noting some of the benefits in joining. Stephen Church noted concern about certification and RSA 100A. Alison Kivikoski noted with NHMA there is a lot of legislation representation and presentations to the towns as well as training.

- Commissioner Liaison Updates

Commissioner Coyle noted the jail count was down. Stephen Church noted bail being set at arraignments to PR has helped.

Jude Gates noted fuel usage was down and the savings.

- 2018 NHAC Assessment Dues pursuant to NHAC By-laws, Article IV

It was agreed to move the discussion regarding the 2018 NHAC Assessment Dues out for two weeks.

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

- County Run/Walk Wellness Event

Alison Kivikoski gave an update and noted she has sent the release form paperwork to Primex.

- Arthur J. Gallagher & Co. – Presentation

The presentation began after New Business and before Non-Public. Jude Gates, Michael Hureau, Stephen Church and Steven Woods left after new business and before the Arthur J. Gallagher & Co. presentation. Those present for the presentation were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, Charles Nickerson, Brenda Santos, Gary Fornari and Lauren Brouillette.

Gary Fornari and Lauren Brouillette, representatives from Arthur J. Gallagher & Co. gave a presentation on the 2017 Utilization Overview-CIGNA Medical noting the final medical plan accounting for calendar/Policy Year 2017 was complete and illustrates an 86% loss ratio. Gary Fornari confirmed the funding numbers were good. The following were presented and discussions ensued with several questions from the Commissioners: a breakdown of the 2017 high cost claimants, a four year Historical Snapshot of claims for Rockingham County, things to watch for in 2018, screening percentages, recommendations, health improvement motivation packages and the 2018 Rockingham Premium Equivalent rates/2018 Employee Contribution-Scenarios with recommendations and incentives for employees. Further questions from the Commissioners on deductibles, HSA incentives, pharmacy programs and screenings were presented and discussion ensued. Charles Nickerson noted the County budgeted to June 30, 2019 regarding employer HSA amounts and with any resolution to increase HAS contributions, it would have to go before the delegation.



Long Term Care Services – Steven Woods, Director/Administrator

- AMDC Grant- Silverthorne Adult Medical Day Center

**Moved:** Commissioner Tombarello moved to approve the AMDC request as outlined in the letter dated May 22, 2018 from Silverthorne Adult Medical Day Center, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

- Cash-out of Earned Time and Holiday Accruals (Human Resources)

**Moved:** Commissioner St. James moved to approve the 2018 cash out of accrued Earned Time and Holiday Accruals as recommended by the Human Resources Director and the Finance Director. Commissioner Tombarello seconded. All voted in favor.

Charles Nickerson noted the Right-to-Know seminar at Frisbie Memorial is on Friday. He further noted he will bring the Wells Fargo trust account for signatures to the next meeting. Charles also noted the Fraud Risk Questionnaires from the Commissioners will be needed as part of the audit.

Commissioner St. James noted a thank you is needed to Doug Scammam for the fine work he has done as Deputy Treasurer.

Stephen Church gave Department of Corrections update on issues such as pushing Community Outreach programs, mental health recovery, and benefits for the disabled. A brief discussion ensued. Stephen Church shared the story of a gentleman who was helped into transitional housing, work and income. He further explained the IDN care transition team comes in early, meet with the prisoners and then find housing and work. Commissioner Tombarello asked about work release. Stephen Church gave update on work release.

Jude Gates noted the retaining wall by Nutrition was done and looks good. Jude Gates further noted the State (NHDES) is about 90% complete in review of the stack test reports.

Alison Kivikoski confirmed legal was not being used for the start of NCEU negotiations. Commissioner Coyle agreed. Commissioner St. James suggested a committee meeting beforehand. Alison Kivikoski said there were no dates set yet.

Michael Hureau noted they were looking for dispatchers.

Steven Woods noted he will attend the NHAC meeting on Friday as there would be talk about Long Term Care. Commissioner Tombarello will attend as well.

Commissioner Tombarello noted he will attend the AMDC/Delegation meeting on the 11<sup>th</sup> and would not be at the BOC meeting on Wednesday the 13<sup>th</sup>. He also noted he will go to Service Link tomorrow and the Sheriff's meeting on Thursday.

Commissioner Tombarello, Michael Hureau and Charles Nickerson noted they attended the NHSA golf tournament for Mike Downing and presented the road sign to Mike's wife Heidi while informing her of proposed locations the sign will be placed to honor Mike.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

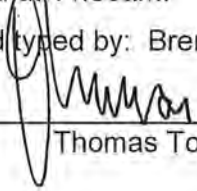
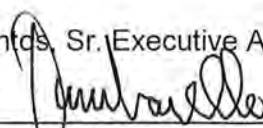
- NH RSA 91-A:3 II (a) personnel (Human Resources)

**Moved:** Commissioner Tombarello moved to reschedule the non-public session pursuant to NH RSA 91-A:3 II (a) personnel out two weeks and to adjourn at 11:30am. Commissioner St. James seconded. All voted in favor.

**VIII. Adjourn**

Meeting adjourned at 11:30am.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by:    
Thomas Tombarello, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 13, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Michael Hureau, High Sheriff  
Alison Kivikoski, Human Resources Director  
Brenda Santos, Senior Executive Assistant  
Joseph Falzone, 3-Ponds

Charles Nickerson, Finance Director  
Stephen Church, Corrections Superintendent  
Steven Woods, Long Term Care Services Director  
Jude Gates, Director of Facilities, Planning & IT  
Patricia Conway, County Attorney  
Jennifer Beers, The Lawson Group  
Kris Andreozzi, (arrived prior to nonpublic)

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:02am.

## II. RFP Openings/Awards

- Open: Administration of Workers' Compensation Self Insured Fund (Human Resources)

Opened proposal from Cross Insurance TPA Inc., and CCMSI, and The Lawson Group.

**Moved:** Commissioner St. James moved to authorize the Director of Human Resources to review, evaluate the proposals, and return with recommendation for Administration Workers' Compensation Self Insured Fund. Commissioner Coyle seconded. All voted in favor. Commissioner St. James requested a comparison/breakdown cost referencing self-insured vs. Primex.

## III. Consent Agenda

1. Minutes: June 5, 2018 (Commissioners Office)  
To approve the June 5, 2018 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,153,098.50 for the period ending June 9, 2018.

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

## IV. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Steve Woods noted the meeting he attended and the discussion about Pro Share.

Charles Nickerson brought up Pro Share, including concerns communicated to DHHS regarding payment calculations and remittances. A discussion ensued. Charles Nickerson further noted the occurrence of receiving the Pro Share check one year ago today.

Steven Woods spoke of the Sensio System which may be a potential pilot.

Commissioner St. James asked if there was discussion regarding the budget. Charles Nickerson noted there will be a discussion but there was none at this meeting.

- Commissioner Liaison Updates



Commissioner Coyle noted the jail was down to 148 inmates, and the nursing home about the same.

Finance Office – Charles Nickerson, Director

- Updates for Signers on Vanguard and Wells Fargo Trust Accounts

**Moved:** Commissioner St. James moved that the signers on the Rockingham County trust accounts with Wells Fargo (account ending 26275) and Vanguard (accounts ending in 11132, 11145 and 11158) be updated to be Scott G. Priestley, Sr., Treasure, Robert J. Troy, Deputy Treasurer and Charles Nickerson, Finance Director, as recommended by the Finance Director. Commissioner Coyle seconded. All voted in favor. Commissioner St. James asked when they would sign and Charles Nickerson gave explanation.

Long Term Care Services – Steven Woods, Director/Administrator

- Patient Transfer Agreement –NE Rehabilitation Hospital Network

Steven Woods gave explanation and requested approval of the agreement with the risk recommendations added.

**Moved:** Commissioner St. James moved to approve the Patient Transfer Agreement between Northeast Rehabilitation Hospital Network and Rockingham County Rehabilitation and Nursing Center, effective for three years commencing June 1, 2018 and expiring on May 31, 2021, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. All voted in favor.

- Nursing Bonus Plans-Extension Request

Steven Woods gave explanation. Commissioner St. James asked how staffing was. Steven Woods noted the need for positions to be filled and the 3-11 shift for LNA's were most needed. Commissioner St. James asked about certification and Steven Woods noted it takes about ten weeks to complete.

**Moved:** Commissioner St. James moved to approve a 45 day extension to the existing nursing bonus plan that is due to expire June 30, 2018, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. All voted in favor.

- Stipend Request pursuant to PPP 6-10 A.

Steven Woods gave explanation.

**Moved:** Commissioner St. James moved to approve a temporary Stipend for a Long Term Care Services employee pursuant to 6-10 A., as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. Commissioner St. James noted he wished to send a thank you to all those that stepped up in helping during this time. Steven Woods noted his appreciation. All voted in favor.

**V. New Business / Old Business**

Michael Hureau noted a conditional offer for a dispatcher today.

Alison Kivikoski noted the Gallagher contract has been received and the extension. A brief discussion ensued. Commissioner St. James inquired about an RFP and noted he would prefer an RFP. Commissioner Coyle noted he would agree that the one year auto renewal provided be exercised on condition in January of 2019 an RFP would go out.

Patricia Conway gave update on cases and the twenty year sentencing on Jami Castine. Patricia Conway further noted the mandated training with Exeter Police Department August 28<sup>th</sup> to be held at Phillips Academy.

Jude Gates noted the test results for the PFC's were well below and the results appear to be complete. Jude Gates further noted a rebate of approximately \$34,000 for using LED lighting and that our electricity consumption was down. Jude Gates then confirmed the truck purchase was without a plow.

Stephen Church expressed his appreciation to the Sheriff's Department and the County Attorney's staff for all the help they are giving to the inmates and moving them through the system. Commissioner St. James inquired about the status of redoing the cells and the painting crew. Stephen Church and Jude Gates gave updates.

Commissioner St. James inquired about negotiations. Alison Kivikoski and Stephen Church gave updates.

Charles Nickerson noted the Equalization Survey published by the DRA and there are increases and decreases with county taxes for some towns. Charles Nickerson further noted he heard back from the bank and the payroll testing went fine bringing us ready to print payroll checks through Munis soon

#### VI. Public Comment

Joseph Falzone was present to discuss the status of the proposed agreement with 3 Ponds LLC. A brief discussion ensued. Commissioner Coyle noted a further discussion will be added to the June 19, 2018 Board of Commissioners agenda.

#### VII. Commissioners Non-Public Session

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

**Moved:** Commissioner St. James moved to go into non-public session pursuant to NH RSA 92-A:3 II, (a) personnel at 10:52am. Commissioner Coyle seconded. All voted in favor.

Those present were Commissioner Coyle, Commissioner St. James, Alison Kivikoski, Steven Woods, Kris Andreozzi, and Brenda Santos.

**Moved:** Commissioner St. James moved to go out of non-public session at 10:58am. Commissioner Coyle seconded. All voted in favor.

**Moved:** Commissioner St. James moved to discharge a Long Term Care Services employee pursuant to 28:10-a as recommended by the Long Care Services Director and the Human Resources Director. Commissioner Coyle seconded. Commissioner Coyle asked if there were any further comments. There were no further comments. All voted in favor.

#### VIII. Adjourn

Commissioner Coyle asked if there were any further discussions.

Steven Woods noted due to the deficiency free survey, pharmacy will be treating the staff to free pizza on Wednesday. He gave a thank you.

**Moved:** There being no further discussions, Commissioner St. James move to adjourn at 11:02am. Commissioner Coyle seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by:

  
Thomas Tombarello, Clerk-Rockingham County Commissioner





# Rockingham County Commissioners

Draft Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 19, 2018 – 10:00am

## Present

Commissioner Coyle, Chair	Charles Nickerson, Finance Director
Commissioner St. James, Vice Chair	Darin Melanson Deputy Sheriff
Commissioner Tombarello, Clerk	Michael Hureau, High Sheriff
Dave Consentino, Assist. Corrections Superintendent	Alison Kivikoski, Human Resources Director
Patricia Conway, County Attorney	Steven Woods, Long Term Care Services Director
Jude Gates, Director of Facilities, Planning & IT	Brenda Santos, Senior Executive Assistant
Joseph Falzone, 3 Ponds, LLC.(arrived at 10:12am )	Attorney Robert Bonsignore, Trial Lawyer

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

Commissioner Coyle called the meeting to order at 9:55am.

### II. RFP Openings/Awards

- Open: Chaplain Services July 1, 2018 – July 30, 2021 (Long Term Care Services)  
There were no proposals submitted for RFP Chaplain Services. RFP to be sent out again.

### III. Consent Agenda

1. Minutes: June 13, 2018 (Commissioners Office)  
To approve the June 13, 2018 meeting minutes
2. Warrants (Finance)  
To approve Department Warrants T180341, T180364, T180396, T180397, T180444, T180445, T180448, T180461, T180464, T180465, T180492, T180493, T180502, T180513, T180515 totaling \$789,643.45; Department Warrants Entered by Finance T180458, T180535, T180536, T180542, T180543, T180545 totaling \$61,528.03; AP Wire Payments T180460, T180544 totaling \$67,172.28; Payroll Warrants 0604MR, 0607MR, 0611MR, 0614MR, 0615MR totaling \$18,459.47; General Ledger Warrants GL18361, GL18374, GL18375 totaling \$5,823.20; Amounts previously approved/authorized by BOC T180001, T180002, T180003, T18004, T18005, T18008, T18009, T180010, T180011, T180012, T180013 totaling \$186,380.20; BOC previously authorized payments T180459, T180462 totaling \$78,721.97; Grand Total \$1,207,728.60
3. Population Report (Department of Corrections)  
Routine report for informational purposes.
4. Rockingham County Monthly Turnover Report (Human Resources)  
Routine report for informational purposes.
5. Legal Invoices (Commissioners Office)  
General Government accounts payable date of June 21, 2018 for review.

**Moved:** Commissioner Tombarello moved to approve the Consent Agenda. Commissioner St. James seconded. All voted in favor.

### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates



Commissioner Tombarello noted the upcoming meeting dates and spoke highly of the presentation given regarding the Sullivan County Conference.

Commissioner Tombarello noted the AMDC meeting with the Delegation committee. A brief discussion ensued. Charles Nickerson noted financial update would be needed at the next quarterly meeting. Commissioner Coyle requested a breakdown of services provided for area ADMC to be added to the June 27, 2018 Board of Commissioners meeting consent agenda.

- Commissioner Liaison Updates

Commissioner Coyle noted there were currently 140 inmates.

Commissioner St. James noted Rockingham County was doing well regarding bail reform, as he referenced a newspaper article comparing the counties.

- AMDC discussion

Commissioner Coyle noted a maximum allowance should be capped for 2018. Commissioner Tombarello noted he would bring today's discussion items to the AMDC agencies first and then schedule a further AMDC discussion.

- Engagement to Represent by Napoli Shkolnik, PLLC and Bonsignore Trial Lawyers

Attorney Robert J. Bonsignore spoke briefly on other Counties that have joined such as Strafford. He then summarized the modifications made to the agreement in accordance with our legal recommendations. Commissioner Tombarello noted he heard Massachusetts joined in. Attorney Bonsignore clarified Massachusetts have their own Attorney Generals representing them.

**Moved:** Commissioner Tombarello moved to approve the Engagement to Represent Rockingham County Agreement by Napoli Shkolnik, PLLC and Bonsignore Trial Lawyers, regarding the County of Rockingham, New Hampshire civil suit against those legally responsible for the wrongful manufacture and/or distribution of prescription opiates and damages caused thereby, having been reviewed by legal, as recommended by the Commissioners. Commissioner St. James seconded. All voted in favor.

Joseph Falzone arrived at 10:12am.

- UNHCE-Rockingham County MOU

**Moved:** Commissioner Tombarello moved to approve the Memorandum of Understanding between the University System of New Hampshire and Rockingham County as recommended by the Commissioners. Commissioner St. James seconded. All voted in favor. Note: to be formally signed at the 2018 Annual Conference and Trade Show in Sunapee New Hampshire.

County Attorney Office – Patricia Conway, County Attorney

- Surplus Equipment Request pursuant to NH RSA 28:8-a

**Moved:** Commissioner Tombarello moved to declare the equipment as outlined in a Surplus Equipment Request pursuant to NH RSA 28:8-a, to be disposed of accordingly by Engineering and Maintenance Services, as recommended by the County Attorney. Commissioner St. James seconded. All voted in favor.

- 30<sup>th</sup> Annual Crimes Against Children Conference

Attorney Conway gave explanation.

**Moved:** Commissioner Tombarello moved to approve the 30<sup>th</sup> Annual Crimes Against Children Conference travel request for two Victim Witness Coordinators; the seminar date being August 13<sup>th</sup> through August 16<sup>th</sup>, 2018, as recommended by the County Attorney. Commissioner St. James seconded. All voted in favor.

Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver Request pursuant to NH RSA 28:8-f

**Moved:** Commissioner Tombarello moved to approve a Bid Waiver Request – purchase of an approximate twelve month supply of filters for air handling units in the Rockingham County Rehabilitation and Nursing Center, Assisted Living Community, and Jail/Sheriff/buildings, pursuant to NH RSA 28:8-f, in the amount of \$7,133.91, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

- Agreement with 3 Ponds, LLC

**Moved:** Commissioner Tombarello moved to approve the Agreement with 3 Ponds LLC, having already completed the legal and risk review, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner Coyle noted the term should be 40 years. Commissioner St. James agreed with more than 30 years. Commissioner Coyle asked if there were further discussions. It was noted the agreement should be sent to the Delegation. There were no further discussions. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Extension of Workers' Compensation Third Party Claims Administration Contract

**Moved:** Commissioner Tombarello moved to approve the Extension of Workers' Compensation Third Party Claims Administration Contract with The Lawson Group for 90 days past the original April 30, 2018 expiration date to July 31, 2018, in order for the County to complete the RFP and Bid award process, as recommended by the Director of Human Resources. Commissioner St. James seconded. Commissioner St. James asked if Lawson was in agreement. Alison Kivikoski noted Lawson was in agreement. Commissioner Tombarello asked where we were with the RFP's. Alison Kivikoski noted she was reading through them. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Great Bay Community College Affiliation Agreement

**Moved:** Commissioner Tombarello moved to approve the Great Bay Community College Affiliation Agreement, having already completed a risk review, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Surplus Equipment Request pursuant to NH RSA 28:8-a

**Moved:** Commissioner Tombarello moved to declare the equipment as outlined in a Surplus Equipment Request pursuant to NH RSA 28:8-a, to be disposed of accordingly by Engineering and Maintenance Services, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

Commissioner Coyle asked if everyone was in agreement to move Surplus Equipment Requests to the Consent Agenda each week. All were in agreement.

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

- Vacation Dates -- weeks there will be no BOC meetings for July and August 2018

**Moved:** Commissioner Tombarello moved to set aside July 16<sup>th</sup> to 20<sup>th</sup> and August 27<sup>th</sup> to 31<sup>st</sup>. 2018 as designated weeks there will be no BOC meeting scheduled, and August 8<sup>th</sup> to be a payroll only week. Commissioner St. James seconded. Charles Nickerson noted the A/P run will run along with the two payroll runs for those two absent weeks. All voted in favor.

Steven Woods reminded everyone of the gift of free pizza from Preferred Pharmacy Solutions to the staff scheduled for this Wednesday. In appreciation for all their hard work, Steve Woods invited everyone to the staff cookout scheduled for this Thursday.

Steven Woods noted he would not be at next weeks' meeting.

Michael Hureau asked about amending two prior approved awards. It was decided he would file an amendment and present it at the next meeting.

Michael Hureau prompted a discussion regarding the Brentwood fireworks scheduled for the 4<sup>th</sup> of July. A few of the subjects of discussion were security/police coverage, parking, a no rain date, a date other than 4<sup>th</sup> of July for 2019 and communication.

Alison Kivikoski noted the meeting dates with the union.

Alison Kivikoski further noted the Human Resources interviews were going well. She explained she may be looking for an alternative to the 32 hours as there are no interested candidates for those hours for the recruiter job as outlined. Commissioner St. James noted if we were to change the position to full time it would have to go before the Delegation. Alison gave further details of the work involved and the time it takes.

Dave Consentino noted the 3.0 upgrade was going on and should go well.

Patricia Conway noted she attended the bail reform committee meeting yesterday and said she joined the legislation working group. Patricia Conway further explained how Judge Nadeau has invited anyone that wants to work on the working groups to please join. Patricia Conway further stated she was looking for someone from our County to join this group.

Charles Nickerson noted the RFP Comprehensive Transparency Tool will be going out this week and that it was included in the budget.

Charles Nickerson further noted the management letter needed to be signed.

Charles Nickerson spoke about Pro Share not having our numbers yet and how we need them by next Friday. Commissioner St. James asked how much say do we have. Charles Nickerson said it is a blended payment with 2 different calculation amounts. Commissioner Coyle noted with Pro Share we have to return ½. Charles Nickerson added possibly not and gave explanation. Commissioner St. James asked what we budgeted for and Charles Nickerson replied 2.6. A further discussion ensued.

Commissioner St. James asked for the murals to be added to next week's agenda.

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

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

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



**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II at 10:55 am. Commissioner St. James seconded. All voted in favor.

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

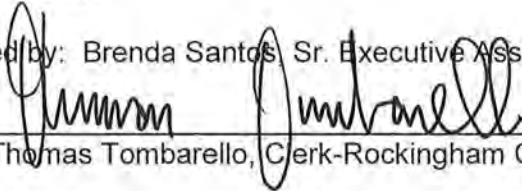
**Moved:** Commissioner Tombarello moved to go out of non-public session at 11:20am and adjourn. Commissioner St. James seconded. All voted in favor.

**VIII. Adjourn**

Meeting adjourned at 11:20am.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Draft Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 27, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Michael Hureau, High Sheriff  
Jennifer Hagggar, Deputy County Attorney  
Brenda Santos, Sr. Executive Assistant  
Josh Carney, Lawrence Eagle Tribune

Jude Gates, Director of Facilities, Planning & IT  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds  
Robin Bernier, IT Manager  
Lisa Pelosi, Human Resources Generalist  
Elizabeth Bailey, Attorney (by phone at 11:00am)

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

- Open: HVAC System Cleaning (Engineering and Maintenance Services)

Opened proposals from: AirCare Environmental Service Inc., AirDuct Klean-Division of Kitchen Klean Inc., Indoor Air Tech and Tristate Hood and Duct, LLC,

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with recommendation for HVAC System Cleaning. Commissioner St. James seconded. All voted in favor.

- Open: Replace Electric Fire Pump Rockingham County Complex (Engineering and Maintenance Services)

Opened proposals from: Barrie Miller's Well & Pump Service, Inc., Hampshire Fire Protection Co., LLC, Johnson Controls and Williamson Electrical Co., Inc.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with recommendation for Replacing Electric Fire Pump Rockingham County Complex. Commissioner St. James seconded. All voted in favor

- Open: Spectracom GPS Clock (Sheriff's Office)

Opened proposals from: O'Connor Orolia/Simulcast-USA Inc.

**Moved:** Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and return with recommendation for Spectracom GPS Clock. Commissioner St. James seconded. All voted in favor.

- Award: Aruba Controller (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Aruba Controller proposal to Connection, not to exceed the amount of \$10,734.00, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

- Award: Amended to Bid Award Authorized Uniforms and Equipment (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to amend the May 23, 2018 Sheriff's Office award Authorized Uniforms and Equipment proposal to Neptune Uniforms and Equipment, Inc. in the amount of \$1,962.95, to award the Authorized Uniforms and Equipment proposal to Neptune Uniforms and

Equipment, Inc. for the period of FY 2019, at the stated rates and in an amount not to exceed \$44,000, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

- Award: Amended to Bid Award Concealable/Tactical Body Armor (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to amend the April 24, 2018 Sheriff's Office award Concealable/Tactical Body Armor proposal to Atlantic Tactical Inc. in the amount of \$1947.50, to award Concealable/Tactical Body Armor proposal to Atlantic Tactical Inc. for the period of FY 2019, at the stated rates and in an amount not to exceed \$44,000, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: June 19, 2018 (Commissioners Office)  
To approve the June 19, 2018 Board of Commissioners meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,144,081.66 for the period ending June 23, 2018, as recommended by the Director of Finance.
3. AMDC May 2018 Report (Finance)  
For informational purposes.  
  
Commissioner Tombarello noted he spoke with the agencies.
4. Surplus Equipment Request pursuant to NH RSA 28:8-a (Human Resources)  
To declare the equipment as outlined in a Surplus Equipment Request pursuant to NH RSA 28:8-a to be disposed of accordingly by Engineering and Maintenance Services, as recommended by the Director of Human Resources.

**Moved:** Commissioner Tombarello moved to approve the Consent Agenda. Commissioner St. James seconded. All voted in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted the July meeting was cancelled.

- Commissioner Liaison Updates
- Mural Discussion

**Moved:** to approve #3 of the Mural choices and to file a Bid Waiver for \$7800 at a future Board of Commissioners Meeting. Commissioner St. James seconded. All voted in favor.

Lisa Pelosi arrived at 10:30am.

- 2017 Rockingham County Annual Report Reminder
- ProShare Discussion

Commissioner Coyle began the discussion by asking if the ProShare payment was equitable as he believed it was not. Commissioner Coyle referenced many counties received nearly twice the amount received in prior years and Rockingham County did not. Commissioner Coyle asked about the 8.4 million dollars Hillsborough County received. Charles Nickerson gave explanation of ProShare I and ProShare II and the calculation methods used. Commissioner Coyle questioned the basis of the



calculations. A discussion ensued. Commissioner Coyle said the Commissioners should meet with Jeff Meyers to discuss the amounts and why they were not distributed equally. Commissioner St. James noted that Hillsborough County was already operating at a profit and questioned the large increase given to them. A further discussion ensued and it was noted a letter contesting the amount given to Rockingham County will be drafted to Jeff Meyers, inviting him to one of Rockingham County's Board of Commissioner meetings to give explanation on the distribution of payment.

Josh Carney asked for information about ProShare. Charles Nickerson gave him a brief overview explaining money is drawn down by Centers for Medicare/Medicaid Services (CMS) to the counties. Charles Nickerson further said, the counties keep 50% and then have to remit back to the State 50% of which they remit back to the Federal Government. He then explained how Henry Libby developed a new method of calculation and under this method two counties have benefited and the other counties have seen a decrease in ProShare amounts.

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

- Exception Request pursuant to Personnel Policies and Procedure 6-3

Jennifer Haggar gave explanation. Commissioner Coyle asked for the comparison with other staff within the office. Alison Kivikoski noted the alignment due to annual reviews.

**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedure 6-3; New Employee Rates, as recommended by the County Attorney. Commissioner St. James seconded. All voted in favor.

- Assistant County Attorney – New Hire

Jennifer Haggar noted approval has been received by the Attorney General for the hiring of Megan Mackenzie.

**Moved:** Commissioner Tombarello moved to hire Megan Mackenzie for the Assistant County Attorney position, of which approval from the Attorney General's Office has been noted, as recommended by the County Attorney. Commissioner St. James seconded. All voted in favor.

#### Human Resources – Alison Kivikoski, Director

- Consulting Agreement between Gallagher Benefit Services, Inc. and Rockingham County

**Moved:** Commissioner Tombarello moved to approve the Consulting Agreement between Gallagher Benefit Services, Inc. and Rockingham County New Hampshire, as recommended by the Director of Human Resources, pending a risk review. Commissioner St. James seconded. All voted in favor.

- Request for Personnel Regrade –Recruiter

Alison Kivikoski noted the amount of work this position involved and the need to make it a 40 hour position. A discussion ensued.

**Moved:** Commissioner Tombarello moved to approve request for additional hours relative to the Recruiter position; 8 hours per week, from 32 hours/part time to 40 hours/full time, as recommended by the Director of Human Resources. Commissioner St. James seconded. Commissioner Tombarello noted final approval must come from the Delegation. All voted in favor.

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

Michael Hureau gave updates regarding the July 4<sup>th</sup> fireworks and the meeting he attended. He noted Brentwood would be sending two police officers. Commissioner St. James noted the Knights of Columbus will be directing traffic.

Michael Hureau noted the Justice Agreement was released and needs to be signed as the Federal Government has released the money. Charles Nickerson noted the application was already approved. It was agreed the agreement would be signed.

Jennifer Haggar noted the two new hires will make them fully staffed. Jennifer Haggar gave updates on current and completed trials.

Alison Kivikoski noted the Human Resources Generalist position has been filled with a start date of July 9<sup>th</sup>. Alison Kivikoski further noted Workers' Comp bids were in and were being reviewed by Primex. She also noted the union negotiation dates of July 7<sup>th</sup> and July 31<sup>st</sup>.

Cathy Stacey noted Deeds was busy and added she had 22 tax collectors at the office on invite to give them guidance on tax liens and transfers. Cathy Stacey further noted Fidar Technologies was solving the transfers issue with added software to the towns. Cathy Stacey shared she was seeing several adjustable rate mortgages.

Jude Gates noted updates from the meeting with the EPA and the 800 page report that has been released with regards to exposure and looking toward uniformed PFC numbers. Commissioner St. James suggested the information should be shared with the Delegation.

Stephen Church noted the difficulty with the State Hospital and the process of admitting those needing psychiatric medical attention Stephen Church further noted he felt the treatment in this State at the secure psychiatric unit is poor.

Charles Nickerson noted beginning with the June 28, 2018 payroll, checks and direct deposit advices will be printed through Munis and employees will see better detail about pay and deduction in the new format.

Commissioner St. James noted the fireworks are on unless it rains. Commissioner Coyle and Commissioner Tombarello noted they will be there.

## VI. Public Comment

## VII. Commissioners Non-Public Session

- Commissioners Non-Public Session NH RSA 91-A:3, II (a) personnel (Human Resources)

**Moved:** Commissioner Tombarello moved to go into non-public session at 11:00am, pursuant to NH RSA 91-A:3 II. Commissioner St. James seconded. All voted in favor.

**Moved:** Commissioner Coyle moved to go out of non-public session at 11:40am. Commissioner St. James seconded.


An evaluation review was given to a Division Director by the Commissioners.

## VIII. Adjourn

**Moved:** Commissioner Tombarello moved to adjourn at 12:05pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by:

  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 3, 2018 – 10:00am

## Present

Commissioner Coyle  
Commissioner St. James  
Steven Church, Corrections Superintendent  
Steven Woods, Long Term Care Services Director

Alison Kivikoski, Human Resources Director  
Michael Hureau, High Sheriff  
Jessica Tonry, Accounting Manager  
Brenda Santos, Senior Executive Assistant

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

Commissioner Coyle called the meeting to order at 10:05am.

### **II. RFP Openings/Awards**

- Open: Podiatry Services – Term August 8, 2018 – August 7, 2021 (Long Term Care Services)  
Opened proposals from Christopher Bush DPM, LLLC

**Moved:** Commissioner St. James moved to authorize the Director of Long Term Care Services to review, evaluate the proposals, and return with recommendation for Podiatry Services. Commissioner Coyle seconded. All voted in favor.

- Award: Paper-Plastic (Engineering and Maintenance Services)

**Moved:** Commissioner St. James moved to award Central Paper Products, Geriatric Medical and WB Mason for a period of July 1, 2018 to June 30, 2020 with the combined total year award not to exceed \$157,062.40, as outlined by a spreadsheet and recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. All voted in favor.

### **III. Consent Agenda**

1. Minutes: June 27, 2018 (Commissioners Office)  
To approve the June 27, 2018 meeting minutes

2. Warrants (Finance)

To approve Department Warrants T180342, T180343, T180365, T180449, T180466, T180467, T180489, T180494, T180503, T180504, T180505, T180518, T180520, T180521, T180522, T180523, T180524, T180548, T180549 totaling \$360,867.36; Departmental Warrants Entered by Finance T180565, T180566, T180567, T180568 totaling \$3,609.26; Payroll Warrants 0621MR, 0625MR totaling \$1,342.10; General Ledger Warrants GL18386, GL18393 totaling \$33,532.71; AutoPayments-Full amount previously approved by BOC totaling \$1,259.62; Grand Total \$400,611.05.

3. Population Report (Department of Corrections)  
Routine report for informational purposes.

4. Legal Invoices (Commissioners Office)  
General Government accounts payable date of July 5, 2018.

**Moved:** Commissioner St. James moved to approve the consent agenda, as written. Commissioner Coyle seconded. All voted in favor.

### **IV. Reports**

Commissioners Office – Kevin Coyle, Chair



- New Hampshire Association of Counties Legislative Updates

No NHAC updates to report.

- Commissioner Liaison Updates

No commissioner liaison updates to report.

- 2018 NHAC Assessments Owed by Each County

It was agreed to re-address 2018 NHAC Assessments Owed by Each County in one month.

#### Human Resources – Alison Kivikoski, Director

- Request for Repurpose and Title Change for Position- Director, Skilled Short Term Stay Unit

Commissioner Coyle questioned the need for another director. Alison Kivikoski explained how the need to have an RN with acute care training was crucial in the Short Term Stay Unit and how it would not be an added position but the changing the title of an existing position and how the current head nurse would move to another floor. Steven Woods gave support and noted this was a high level role different from other head nurses and would report directly to the Director of Nursing. Steven Woods further noted this Unit was proving to be successful and if we were looking to attract the level of care it needs then this position is required. Commissioner St. James asked for a cost comparison to what we are currently paying this grade. Alison Kivikoski responded with numbers and clarified it would be its own entity.

**Moved:** Commissioner St. James moved to approve a request to repurpose a full time RN position to a Director, Skilled Short Term Stay Unit, as recommended by the Director of Human Resources and the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor. (Pending approval from the Delegation.)

- Position Description – Director, Short Stay Rehabilitation

**Moved:** Commissioner St. James moved to approve Rockingham County Position –Director, Short Stay Rehabilitation, as recommended by the Director of Human Resources and the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

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

- UNH Affiliation Agreement Amendment

**Moved:** Commissioner St. James moved to approve the UNH Clinical Affiliation Agreement Amendment to commence on September 1, 2018 and expire on August 31, 2019, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- Donation of Race Tickets

**Moved:** Commissioner St. James moved to accept a donation of two New Hampshire Motor Speedway Xfinity Series Race Tickets (General Admission-\$70) for Saturday July 21, 2018, received from James Childress, a resident family member, to be raffled off to the staff, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- Exception Request – Collection of Unpaid LTD Insurance Premiums

**Moved:** Commissioner St. James moved to approve Exception Request, a write-off of the premiums owed totaling \$313 to a Long Term Care Services employee as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner Coyle questioned the need for this. Alison Kivikoski gave explanation. All voted in favor.

**V. New Business / Old Business**

Steven Woods noted the July 4<sup>th</sup> festivities were ready to go for example the DJ was scheduled, the Porta Potty's were being delivered, advertisement with Chanel 9 and the Union Leader were done and the food was all set.

Michael Hureau noted the final meeting for the 4<sup>th</sup> of July was at five and reported they should be all set, as well. He further noted help from the Department of Corrections.

Commissioner St. James asked if we sprayed for the 4<sup>th</sup>. Steven Woods confirmed the spraying for mosquitos was complete.

Alison Kivikoski noted Occupational Health coverage was limited as they are experiencing staff shortages also.

Commissioner Coyle asked about the bringing of women back to Rockingham County Department of Corrections. Stephen Church explained how they have to be sustainable first and the biggest issue is not bed space but the providing of the same services to the women as are currently being offered to the men. Commissioner St. James noted if the decline continues then we should bring the women back.

Commissioner St. James asked for a spreadsheet to be provided showing what was driving the decline in population at the Department of Corrections. Stephen Church noted he believes it is resulting from Felonies First and partly due to bail reform and agreed to supply a spreadsheet. Commissioner Coyle asked about pretrial counts. Stephen Church responded saying about 54% of the population. Stephen Church further noted overtime and sick time were down and they were able to do specialized training.

A brief discussion regarding PLRB ensued.

Jessica Tonry noted receipt of the ProShare money.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

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

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel, at 10:30am. Commissioner St. James seconded. All voted in favor.

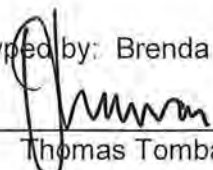

**Moved:** Commissioner St. James moved to go out of non-public session at 10:44am. Commissioner Coyle seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:44am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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

   
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 11, 2018– 10:00am

## Present

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

Charles Nickerson, Finance Director  
Steven Woods, Long Term Care Services Director  
Michael Hureau, High Sheriff  
Alison Kivikoski, Human Resources Director  
Jessica Koestler, Human Resources Generalist  
Brenda Santos, Senior Executive Assistant

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

Commissioner Coyle called the meeting to order. At 10:02am.

### II. RFP Openings/Awards

- Open: Computer Equipment (Engineering and Maintenance Services)

Open Proposals - RFP Computer Equipment: Hypertec Technology Solutions, S3CC IT Consulting, PCM-G Inc., SDF Professional Computer Services Inc. d/b/a SAI Computers, and Ciara Technologies USA Inc.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with recommendation for Computer Equipment. Commissioner Coyle seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: July 3, 2018 (Commissioners Office)  
To approve the July 3, 2018 meeting minutes
2. Payroll (Finance)  
To approve payroll in the amount of \$1,158,794.28 for the period ending July 7, 2018.
3. Warrants (Finance)  
To approve Departmental Warrant's T180366, T180450, T180491, T180506, T180507, T180526, T180527, T180552, T180554, T180555 totaling \$164,699.43; Departmental Warrants Entered by Finance T180539, T180551, T180601 totaling \$4,380.04; AP Wire Payments T180602 totaling \$1,564,111.00; Payroll Warrants 0628MC, 0628MR, 0703MR totaling \$2976.00; General Ledger Warrants GL18383, GL18384, GL18385, GL18396, GL18396, GL18404 totaling \$28,133.90; BOC previously authorized payments totaling \$40,784.15; Grand Total \$1,805,084.52, as recommended by the Finance Director.
4. Surplus Equipment Request pursuant to 28:8-a (Long Term Care Services)  
To approve Surplus Equipment Request pursuant to RSA 28:8-a, as outlined in The Fixed Asset Disposal form and offer any suitable items to county employees with all proceeds going to E.F.F.O.R.T.S, as recommended by the Director of Long Term Care Services
5. Surplus Equipment Request pursuant to 28:8-a (Long Term Care Services)  
To approve Surplus Equipment Request pursuant to RSA 28:8-a, as outlined with permission to sell any items deemed appropriate to staff with all proceeds going to E.F.F.O.R.T.S, as recommended by the Director of Long Term Care Services.
6. Census (Long Term Care Services)  
For informational purposes.



6. Census (Long Term Care Services)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve the consent agenda as written. Commissioner Coyle seconded. All voted in favor.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he will attend the NACo annual conference in Nashville July 13-16<sup>th</sup>.

Commissioner Coyle noted a response from Commissioner Meyers of DHHS that both he and Henry Lipman the Medicaid Director would like to attend a meeting here, as invited. Commissioner Coyle noted Brenda Santos would reply with a list of meeting dates.

- Commissioner Liaison Updates

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

- Employee Health Services Increase- Discussion

Alison Kivikoski noted if the County moved this position to 32 hours, COEH would fill the remaining time making this a full time position. Kathleen Lawrence further summarized the difficulty in filling the 28 hour position. A further discussion ensued. Commissioner Coyle asked what the cost would be. Charles Nickerson supplied that information and noted no transfers needed and the use of the Workman's Comp fund.

**Moved:** Commissioner Tombarello moved to change the COEH Agreement, Associate Provider position from a 25 hour to a 32 hour position. Commissioner Coyle seconded. Commissioner St. James arrived at 10:10am. A brief discussion ensued. Commissioner St. James agreed to move this to a 32 hour position. All voted in favor

Alison Kivikoski requested to remove the practice of Occupational Health giving out medication such as aspirin to the employees, as a record must be kept each time this is done and highlighted the potential risk factor. Kathleen Lawrence explained how this was beyond basic first aid. A discussion ensued. It was agreed dispensers for basic medication, such as aspirin, will be set up for the employees to access and Occupational Health will no longer dispense those medical supplies, made available in the dispensers, to the employees.

- Position Description-Mental Health Supervisor (Corrections/Human Services)

**Moved:** Commissioner Tombarello moved to approve Position Description –Mental Health Supervisor, as recommended by the Corrections Superintendent and Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- Position Description-Educational and Program Facilitator (Corrections/Human Services)

**Moved:** Commissioner Tombarello moved to approve Position Description –Educational and Program Facilitator, as recommended by the Corrections Superintendent and Director of Human Resources. Commissioner Coyle seconded. All voted in favor.

- Position Description-Substance Abuse Counselor (Corrections/Human Services)

**Moved:** Commissioner Tombarello moved to approve Position Description –Substance Abuse Counselor as recommended by the Corrections Superintendent and Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Donation of Race Tickets

**Moved:** Commissioner Tombarello moved to accept a donation of two New Hampshire Motor Speedway Monster Energy NASCAR Cup Series Race Tickets for Sunday, July 22, 2018, received from Jeremy Pickard of Glendale, to be raffled off to the staff, with proceeds going to the Activity Department to book the Kona Truck as a treat for the residence, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Request for Over Expenditure of Line Item(s) and Related Transfers (Long Term Care Services)

Steven Woods gave explanation and further noted he would explain the same before the delegation.

**Moved:** Commissioner Tombarello moved to approve a request to transfer from Equipment Non-Expendable an amount that was budgeted for a floor burnisher, to Equipment Expendable to purchase a less expensive floor burnisher and a new vacuum cleaner at a cost savings of approximately \$600. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

- Bid Waiver Pursuant to RSA 28:8-F (Engineering & Maintenance Services)

**Moved:** Commissioner Tombarello moved to approve a Bid Waiver Request pursuant to RSA 28:8-f to A/D Instrument Repair, Inc. for the replacement of one of two Variable Frequency Drives (VFD) in the amount of \$7,995.80, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner Coyle asked why the purchase. Jude Gates noted it was 16 years old and there was a plan to replace it next year but it failed sooner than expected. All voted in favor.

- Formax Postage Machine and Meter Lease/Rental Agreement – Discussion (Commissioners Office)

Brenda Santos noted the Formax Postage Machine and Meter Lease/Rental Agreement, depending on the department, had expired in February or March of 2018. Brenda Santos further noted the October 12, 2017 RFP award pricing to Formax had expired December 31, 2017. A discussion ensued. It was agreed by all Commissioners to send out again RFP-Postage Machine and Meter Lease.

Charles Nickerson noted earned time will be reflected in the next pay. He further noted DHHS issued the final 2019 cap reflecting more for Rockingham County and he presented the analysis. Charles Nickerson reminded everyone of the Delegation meeting July 20, 2018 at 9:30am in the Hilton Auditorium.

Commissioner St. James, Commissioner Tombarello and Steven Woods noted they planned on attending the Delegation meeting next week.

Stephen Church noted the count was at 128. Stephen Church further noted the Department of Corrections has passed the National Accreditation with 100% ratings explaining this accreditation was for the next three years. As request at last week's meeting, Stephen Church presented to the Commissioners a Population Assessment Report in both numerical data and graph outlines. A discussion ensued to include a plan to bring more women to the facility. Commissioner St. James asked for a cost benefit analysis of which Stephen Church and Charles Nickerson agreed to.

Commissioner St. James noted the need in keeping staff and was opposed to laying off as a result of numbers declining.

Jude Gates noted the water tower was being inspected today. Jude Gates further noted the space allocation report was distributed and the walk through was at 10:00.

Commissioner St. James complimented Jude Gates on how good the jail wall looked.

Alison Kivikoski introduced Jessica Koestler as the new Human Resources Generalist.

Michael Hureau noted there were two openings for dispatchers and that a dispatcher had given notice and will be leaving. Michael Hureau further noted the shortage of bailiffs and gave explanation. Michael Hureau then gave an overview of the July 4<sup>th</sup> fireworks and suggested a County meeting prior to next year's events to address issues such as cost and the organization of what is needed for example security, parking and traffic control.

Steven Woods noted Medicaid rate went up to \$185 per day and explained this was reflected on the care we supply and all the services that capture that rate. Commissioner St. James asked where our private pay rates were in comparison to other agencies. Commissioner Coyle noted a further discussion to be scheduled in three weeks. Commissioner Tombarello expressed how proud everyone should be for the product we supply here.

Commissioner Tombarello noted the beauty parlor was looking good and ready to open soon asking if the staff would be permitted to use the services. Steven Woods noted there was an extra chair available and asked if we could go out to bid and have a chair rented. Commissioner Coyle said yes to the request.

#### VI. Public Comment

There were no public comments.

#### VII. 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, at 11:00am.

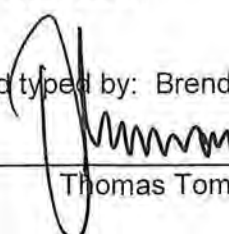
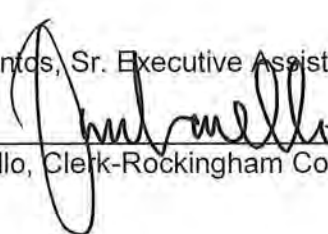
**Moved:** Commissioner Coyle moved to go out of non-public session at 11:10am. Commissioner St. James seconded. All voted in favor.

**Moved:** Commissioner Tombarello moved to discharge a Long Term Care Services employee from employment with Rockingham County for the good of the County Pursuant to NH RSA 28:10, as recommended by the Director of Long Term Care Services and the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

#### VIII. Adjourn

**Moved:** Commissioner Tombarello moved to adjourn at 11:11am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by:    
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 25, 2018 – 10:00am

## Present

Commissioner Coyle, Chair (appeared by telephone))  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections Superintendent  
Major Darin Melanson, Sheriff's Office  
Jude Gates, Director of Facilities, Planning & IT  
Lieutenant Kevin Walsh, Sheriff's Office  
David Reeves, Opengov  
Commissioner Jeffrey Meyers, NHDHHS  
Attorney Elizabeth Bailey

Charles Nickerson, Finance Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director  
Brenda Santos, Senior Executive Assistant  
David Spolidoro, Opengov  
Nicholas Toumpas, IDN  
Henry Lipman, Medicaid Director  
Cecelia McAulay, RN

## I. Call to Order / Pledge of Allegiance

**Moved:** Commissioner St. James called the meeting to order at 10:01am.

Commissioner Coyle was called to appear by telephone. At the request of Commissioner St. James, by phone Commissioner Coyle identified himself as Kevin Coyle from Derry NH.

## II. RFP Openings/Awards

- Open: CD Conversion Images to Film (Registry of Deeds)

Opened proposals from PMI Technologies, Image Express Inc., Inception Technologies, Inc., Microfac and Tameran Inc.

**Moved:** Commissioner Tombarello moved to authorize the Register of Deeds to review, evaluate the proposals, and return with recommendation for CD Conversion Images to Film. Commissioner Coyle seconded. All voted in favor.

- Open: Fire Alarm System Testing and Inspection (Engineering and Maintenance Services)

Opened proposals from Johnson Controls, Honeywell Building Solutions and Tri State Fire Protection, LLC

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with recommendation for Fire Alarm System Testing and Inspection. Commissioner Coyle seconded. All voted in favor.

- Open: Comprehensive Software for Budgeting, Reporting and Transparency Forty-Seven Month Contract (Finance)

Opened proposals from Opengov.

**Moved:** Commissioner Tombarello moved to authorize the Director of Finance to review, evaluate the proposals, and return with recommendation for Comprehensive Software for Budgeting, Reporting and Transparency forty-Seven Month Contract. Commissioner Coyle seconded. All voted in favor.

- Award: 2018 Spectracom GPS Clock (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to award the 2018 Spectracom GPS Clock proposal, for a grand total of \$5,335.00, to Oriolio USA Inc., as recommended by the High Sheriff. Commissioner Coyle seconded. Commissioner St. James asked what it was used for. Michael Hureau explained it was used in the event transmission is lost. All voted in favor.

- Award: HVAC System Cleaning (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award the HVAC System Cleaning proposal, to AirCare Environmental Services, Inc., serving the Driscoll Building in the amount of \$6,509.25 and to Tristate Hood and Duct, LLC, serving the Administration Building in the amount of \$1490.00, as recommended by the Director of Facilities, Planning, and IT. Commissioner Coyle seconded. Commissioner Coyle asked why this was not combined. Jude Gates responded the cost was less. All voted in favor.

- Award: Worker's Compensation Third Party Claims Administration Contract (Human Resources)

**Moved:** Commissioner Tombarello moved to award the Workers' Compensation Third Party Claims Administration Contract, for a period of August 1, 2018 through June 30, 2021, to Lawson Group, with an annual fee of \$43,276.80 as well as other associated costs as outlined on the attached document, as recommended by the Director of Human Resources. Commissioner Coyle seconded. Commissioner Coyle asked why we were doing this if Primex was offering a bid. Alison Kivikoski gave explanation noting if we went with Primex we would be in a joint pool and locked in for 1 year and Primex would not take on existing claims. A further discussion ensued and it was agreed to table and further discuss at next week's meeting.

### III. Consent Agenda

1. Minutes: July 11, 2018 (Commissioners Office)  
To approve the July 11, 2018 Meeting Minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,355,700.78 for the period ending July 21, 2018.
3. Warrants (Finance)  
To approve Departmental Warrants T180344, T180367, T180451, T180495, T180508, T180509, T180510, T180511, T180559, T180560, T180561, 180576, T180582, T180586, T180587, T180588 totaling \$896,876.21; Departmental Warrants Entered by Finance T180622, T180623, T180625, T180637, T180638, T180659 totaling \$71,412.20; AP Wire Payments T180557 totaling \$92,475.82; Payroll Warrants 0705MR, 0712MR, 0713MR, 0716MR, 0719MR totaling \$25,846.65; General Ledger Warrants GL18420, GL18421, GL18448, GL18449, GL18459 totaling \$626,957.68; AutoPayments-Full amount previously approved by BOC T180001, T180002, T180003, T180004, T180005, T180007, T180008, T180009, T180010, T180011, T180012 totaling \$182,419.53; BOC previously authorized payments T180556, T180558 totaling \$30,373.97; Grand Total \$1,929,362.06.
4. Legal Invoice (Commissioners Office)  
For review.
5. Census (Long Term Care Services)  
For informational purposes.
6. Monthly Turnover Report (Human Resources)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner Coyle seconded. All voted in favor

### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates
- Commissioner Liaison Updates
- Litigation Hold Information – Opioid Crisis

**Moved:** Commissioner Tombarello moved to approve the Opioid Crisis Taxpayer Recoupment Litigation Obligation to Locate and Preserve all Potentially Relevant Information. Commissioner Coyle seconded. Commissioner Coyle noted the each director will sign a copy, as this practice to not destroy information, is already in place at the county. All voted in favor.

- ProShare Discussion with DHHS

Commissioner St. James began the discussion noting that the County was concerned with the methodology used in determining the allotted ProShare amounts to the counties.

DHHS Commissioner Meyers introduced Henry Lipman, and stated what ProShare is and went on to explain the differences between ProShare 1 and ProShare 2. He described the process of working with CMS to utilize allowable calculation methods that would maximize ProShare amounts for each county which could in turn be partially used to provide county funding to the IDN's. The IDN's would in turn provide enhanced, coordinated care for all counties, notably in the areas of mental health and drug addiction services.

Commissioner St. James asked why Hillsborough County, whose nursing home shows a profit, received \$8.4 million more in ProShare for 2018 compared to 2017.

Henry Lipman explained that it was the pure mathematical computation of the difference between Medicare costs and Medicaid costs, under the ProShare 1 calculation, that resulted in the increase. If all of the county facilities were placed together under the ProShare 2 calculation, then the total additional ProShare monies from all the counties would be less than \$10 million dollars. By utilizing the two methodologies, the total additional ProShare monies was over \$24 million dollars.

Commissioner Coyle suggested that counties that received a sharply higher percentage increase in ProShare over the prior year, such as Belknap, Sullivan and Hillsborough, should contribute more than the suggested 50% back to the State for funding of the IDN's. Commissioner Meyers disagreed, stating that all counties would have access to the enhanced services through the IDN's and that Rockingham residents receive care from providers outside and inside Rockingham County.

Charles Nickerson asked Commissioner Meyers if a county could move between the ProShare 1 and 2 calculation methods, if it would result in an increased ProShare amount from CMS. He responded no.

Commissioner Tombarello asked what happens to 50% contributions submitted to the State. Commissioner Meyers responded that any amounts contributed by counties to the State are matched 100% by the State and utilized to fund the IDN contracts. The governing board of the IDN's determine what projects and services the money goes towards.

Further discussion ensued regarding how future ProShare amounts would be determined, how meetings between DHHS and other county delegations and commissioners have gone, what counties have committed to contributing monies from "excess" ProShare back to the State (to fund the IDN's), and the need for Delegation approval of supplemental appropriations for any amount of the "excess" ProShare that would be remitted back to the State. Commissioner Coyle reiterated his stance that those counties that received a much greater percentage of an increase in ProShare monies should contribute more than the suggested 50%, to which Commissioner Myers once again disagreed.



Nicholas Toumpass described some of the major programs that IDN 6 is conducting in Rockingham County that would benefit the county's residents directly.

Corrections – Stephen Church, Superintendent

- Hobart Service Agreement – Dish Sanitizer

**Moved:** Commissioner Tombarello moved to approve the Dish Sanitizer Hobart Service Agreement, contract beginning July 1, 2018 and ending June 30, 2019, in the amount of \$3556.00, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Change Order Request – Center for Occupational and Employee Health

**Moved:** Commissioner Tombarello moved to approve Change Order Request which formalizes the approval granted by the Board of Commissioners at the July 11, 2018 meeting to add 7 hours per week at the current rate of \$96.20 per hour for an Associate Provider, as recommended by the Director of Human Resources. Commissioner Coyle seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- MAS Medical Staffing-Travel Nursing and Allied Health Staffing Agreement

**Moved:** Commissioner Tombarello moved to approve the MAS Medical Staffing- Travel Nursing and Allied Health Staffing Agreement, for the period beginning July 16, 2018 and ending July 15, 2019, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- Exception Request pursuant to Personnel Policies and Procedures 6-4 – F2 Short Term Stay Rehab Unit Evening Supervisor

**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures for F2 Short Term Stay Rehab Unit Evening Supervisor, stipend amount to be \$175 per pay period starting immediately until a new, permanent Skilled Rehabilitation Unit Manager is named, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- Exception Request pursuant to Personnel Policies and Procedures 8-1

**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 8-1 General Policy - Leaves, for a terminated Long Term Care Services employee, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- Exception Request pursuant to Personnel Policies and Procedures 6-3

**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-3 to hire above midpoint the Director of Nursing, as

recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- Bid Waiver Request pursuant to RSA 28:8-F – WS Dennison Cabinets, Inc.

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request pursuant to NH RSA 28:8-F, to WS Dennison Cabinets, Inc., in the amount of \$5,625.00, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

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

- Stipend Request –Dispatcher Training

Michael Hureau asked for permission to approach the union anticipating the need for training more people. Commissioner St. James noted he would agree to three. Commissioner Coyle was fine with three or four as the money is already budgeted there. Charles Nickerson noted the money is there because they have been short staffed.

**Moved:** Commissioner Tombarello moved to approve the Dispatcher Training Stipend Request for **two** dispatchers, as outlined and recommended by the High Sheriff. Commissioner Coyle seconded. All voted in favor.

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

- Inmate Administrative Transfer Request (Department of Corrections)

**Moved:** Commissioner Tombarello moved to approve one inmate transfer pursuant to NH RSA 30-B:21, as outlined and recommended by the Corrections Superintendent. Commissioner Coyle seconded. All voted in favor.

- Nursing Bonus Plans – Extension Request (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve a 30 day extension to the existing nursing bonus plan that is due to expire August 25, 2018, allowing time for the review team and new Director of Nursing, as recommended by the Long Term Care Services Director. Commissioner Coyle seconded. All voted in favor.

- Release Agreement – Donlon Estate (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the Release Agreement regarding a rebate of \$10,000 to Mr. Donlon's estate, Mr. Donlon being a former resident of the nursing home, as recommended by the Commissioners at the October 4, 2017 meeting. Commissioner Coyle seconded. All voted in favor.

Jude Gates noted the GZA proposal had been received and the deadline from the state is August 3<sup>rd</sup>. Jude Gates further noted DOT will be coming to the North Road culvert to review the repair and will be looking for an easement.

Alison Kivikoski gave an update on the COEH.

Commissioner St. James asked if open enrollment will be computerized and inquired about training. Alison Kivikoski noted the process was moving right along with some adjustments needed.

Michael Hureau noted the Bureau of Justice grant will be brought in.

Steven Woods noted he will not be at next week's BOC meeting and Janice will take his place.

Commissioner St. James noted delegation meeting went well. He further noted some Brentwood residents will be looking for information about the water sale of which they will find in the minutes on the County website and that there would be a cost if we needed to provide copies.

Cecelia McAulay, an RN with Long Term Care Services, addressed the commissioners with regards to her missing the open enrollment time. She began to explain her situation. Alison Kivikoski noted there was a process and she was sent the enrollment paperwork and a date to attend of which Cecelia did not. A discussion ensued. It was noted by the Commissioners, Cecelia would go through the Exception Request process and this matter will be further discussed at the next BOC meeting.

**VI. Commissioners Non-Public Session**

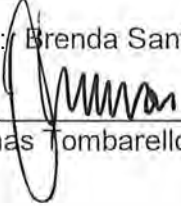
**VII. Adjourn**

Commissioner Coyle left the meeting at 12:15pm.

**Moved:** Commissioner Tombarello moved to adjourn at 12:16pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioner





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
July 31, 2018 – 10:00am

## Present:

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning and IT  
Patricia Conway, County Attorney  
Cecelia McAulay, Nurse  
Brenda Santos, Senior Executive Assistant

Michael Hureau, High Sheriff  
Janice Demers, Office Manager  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Kathleen Bailey, Exeter News Letter  
Mike Iascone, W.B. Mason  
Nick Tsecaris, Central Paper

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the Meeting to order at 10:00am.

## II. RFP Openings/Awards

- Open: Janitorial Products (Engineering and Maintenance)

Opened proposals from Hillyard Inc., Clean-O-Rama, Veritiv Sales Office, Central Paper Products, Co., Inc., W.B. Mason

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with recommendation for Janitorial Products. Commissioner St. James seconded. All voted in favor.

- Award: Fire Alarm System Testing and Inspection ( Engineering and Maintenance)

**Moved:** Commissioner Tombarello moved to award the Fire Alarm System Testing and Inspection proposal to Honeywell Building Solutions, for the period of October 1, 2018 to March 31, 2021, pricing for year 1= \$11,620.00, year 2-\$11,910.00 and year 3=\$12,210.00, as recommended by the Director of Facilities, Planning and IT. Commissioner St. seconded. All voted in Favor.

- Award: Replace Electric Fire Pump (Engineering and Maintenance)

**Moved:** Commissioner Tombarello moved to award the Replace Electric Fire Pump proposal to Williamson Pump Motor for \$86,937.50, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

- Award: Podiatry Services (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to award Podiatry Services proposal to Christopher Bush, DMP, PLLC of North Hampton NH, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Award: Worker's Compensation Third Party Claims Administration Contract (Human Resources)

**Moved:** Commissioner Tombarello moved to award the Workers' Compensation Third Party Claims Administration Contract, for a period of August 1, 2018 through June 30, 2021, to Lawson Group, with an annual fee of \$43,276.80 as well as other associated costs as outlined on the attached document, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: July 25, 2018 (Commissioners Office)  
To approve the July 25, 2018 Meeting Minutes

2. Warrants (Finance)  
To approve Departmental Warrants T180452, T180579, T180591, T180592, T180604, T180605, T180626, T180639, T180640 totaling \$184,185.52; Departmental Warrants Entered by Finance T180677, T180678, T180679 totaling \$7,648.91; AP Wire Payments T180606 totaling \$94,865.82; Payroll Warrants

0726MR totaling \$1,815.38; General Ledger Warrants GL18465, GL18471; GL18472; GL18473, GL18479 totaling \$12,753.94; Amounts Previously approved/authorized by BOC T180009 totaling \$1,259.62; BOC previously authorized payments T180603 totaling 184,099.00; Grand Total \$486,628.19

3. Legal Invoices (Commissioners Office)  
For review.
4. Population Report (Department of Corrections)  
For informational purposes.
5. Surplus Equipment Request pursuant to 28:8-a (County Attorney's Office)  
To approve Surplus Equipment Request pursuant to 28:8-a, office equipment and supplies as outlined by the County Attorney.

**Moved:** Commissioner Tombarello moved to approve the Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates
- Commissioner Liaison Updates

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

- Change Order Request – GZA GeoEnvironmental

**Moved:** Commissioner Tombarello moved to approve the Change Order Request to GZA GeoEnvironmental for an amount not to exceed \$100,000.00 to accomplish a Supplemental Site Investigation, as required, as recommended by the Director of Facilities, Planning, and IT. Commissioner St. James seconded. All voted in favor.

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

- Capital Lease Financing Proposal – TD Bank

**Moved:** Commissioner Tombarello moved to approve the capital lease financing proposal from TD Equipment Finance for a three year lease totaling \$276,562.40 (\$267,467.00 in equipment, ten vehicles) at an interest rate of 3.44%, and to authorize the chair to sign all necessary documents, as recommended by the Director of Finance. Commissioner St. James seconded. All voted in favor.

- Lease Reimbursement Resolution

**Moved:** Commissioner Tombarello will read the whole Lease Reimbursement Resolution. 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 nine (9) 2018 Ford Police Interceptor Utility vehicles and one (1) 2018 Ford F-250 pickup truck (collectively, the “Equipment”).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE:**

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD



**Equipment Finance.** The maximum amount of financing expected to be issued in one or more series for the Equipment is \$267,467. The vendors supplying the Equipment, to whom monies would be advanced by the County, are Grappone Ford (\$241,334 total) and Irwin Automotive Group (\$26,133 total).

**3. This resolution shall take effect immediately upon its adoption.”**

- Bid Waiver pursuant to RSA 28:8-F – Kronos, Inc.

**Moved:** Commissioner Tombarello moved to approve a Bid Waiver Request pursuant to RSA 28:8-F to Kronos, Inc. in the amount of \$19,385.70 for the purchase of six additional timeclocks, as recommended by the Director of Finance. Commissioner St. James seconded. Commissioner Tombarello asked if one was going to the jail. Charles Nickerson responded we did this, adding the additional clocks were for each floor of the Nursing Home allowing convenient access to staff for clocking in and out, to include time off requests. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Mandatory Training Request – Open Enrollment Process

Alison Kivikoski gave explanation and noted there would be staff asked to participate in a mock process. Commissioner Coyle asked if there would be overtime with this. Alison Kivikoski responded there would be about 45 minutes of overtime and that Commissioners were needed as well.

**Moved:** Commissioner Tombarello moved to approve the Mandatory Training Request for all benefits eligible Rockingham County employees, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request – Special Enrollment Paperwork Submission Deadline

**Moved:** Commissioner Tombarello moved to approve the Exception Request – Special Enrollment Event Paperwork Submission Deadline, for a Long Term Services, noting the objection from both the Director of Human Resources and Director of Finance. Commissioner Tombarello noted his support and votes to approve. Commissioner St. James asked Cecelia McAulay to explain why she did not go to training. Cecelia McAlvey agreed she did miss the training and enrollment. Commissioner St. James asked why and noted her explanation she gave at the July 25<sup>th</sup> meeting. Commissioner Tombarello voted yes. Commissioner St. James abstained. Commissioner Coyle voted no. Request denied (1-1-1 vote).

Sheriff's Office – Michael Hureau, High Sheriff

- Law Enforcement Opioid Abuse Reduction Initiative – Acceptance of Grant Award for FY 2019

**Moved:** Commissioner Tombarello moved to approve Law Enforcement Opioid Abuse Reduction Initiative Grant, administered by NH's Department of Safety, Grants Management Unit in the amount of \$70,000.00 and authorize the chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

Janice Demers noted the request for private pay rate increase will be asked of the board in the next meeting. Commissioner St. James noted there should be a comparison presented.

Michael Hureau noted they were helping with the locating of lost glasses from an inmate that was held at NH State Prison.

Alison Kivikoski noted she will have the Lawson group to do the training on the Management Care Unit. Alison further noted the filling of the permanent health services person is expected this September.

Jude Gates noted the inspection with DHHS for the last residents rooms all passed and were given the approval for occupancy to include offices, doctor offices, day rooms and resident's rooms.



Commissioner Tombarello asked for an update on the salon. Jude Gates said it was almost complete.

Commissioner Tombarello asked about how much asbestos will be left in the building after the project. Jude Gates noted the flooring is the only area left and the asbestos is 3% in the mastic only

Patricia Conway vehemently spoke of her concerns with the procedure of who gets into drug court and who does not and the veto power. Patricia Conway further noted it appears the judges are over reaching, adding she had a meeting at the AG's office to explain the drug court process. She further noted she will be scheduling a meeting with Alex and Judge Nadeau.

Steven Church noted the jail was pushing community outreach. Stephen Church further spoke of the vivitrol orientation and the connection with the Seacoast. He also said IDN from Strafford was working with a Rent Ready program; how to get there, how to get housing and how to pay.

Charles Nickerson spoke about an email that went to Steven Woods from Jeff Edwards which prompted a discussion about ProShare and other counties. Charles Nickerson gave explanation about the methodology used in the calculations. Commissioner St. James suggested this be addressed with the Delegation at the 3<sup>rd</sup> quarter for review.

**VI. Public Comment**

Kathleen Bailey of the Exeter News Letter appeared and explained she was looking for information about the 3 Ponds Water Agreement. Commissioner Tombarello asked if she received his message regarding this information. Kathleen Bailey noted she did not. Kathleen Bailey asked what prompted the County to sell water to 3 Ponds. Commissioner Coyle responded, they approached us. Commissioner Coyle further noted there was concern about them tapping into the same aquifer and this will allow the County to have some control of this.

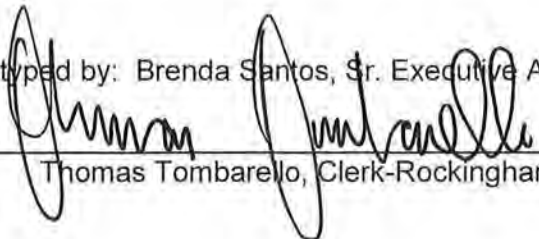
Commissioner Tombarello further noted updates the County has done to save water and energy over several years and how the taxpayers of the 37 towns will see the savings as the money will go into the general fund. Commissioner Tombarello further noted the initial start-up per home will be \$1000. Kathleen Bailey asked how much revenue this will bring to the County. Commissioner Tombarello responded it will be based on usage, adding the lawn sprinklers and fire sprinkler protection do not come from this water source. Commissioner Tombarello noted the initial start-up fee is approximately \$50,000. A further discussion ensued and it was noted all meetings regarding the agreement to sell water to 3 Ponds were made public as well as the minutes. Kathleen Bailey asked if there was a signed agreement. Commissioner Coyle responded there was, further noting it was reviewed by both risk and legal prior to signing.

**VII. Commissioners Non-Public Session**

**VIII. Adjourn**

**Moved:** Commissioner Kevin St James moved to adjourn at 11:34am. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
August 8, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice 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 10:00am.

## II. Consent Agenda

### 1. Payroll (Finance)

To approve Payroll in the amount of \$ 1,142,496.59 for the period ending August 4, 2018.

**Moved:** Commissioner Tombarello moved to approve payroll in the amount of \$1,142,496.59 for the period ending August 4, 2018, as recommended by the Finance Director. Commissioner St. James seconded. All voted in favor.

## III. Adjourn

**Moved:** Commissioner Tombarello moved to adjourn at 10:15am. Commissioner St. James seconded. All voted in favor.

Minutes taken by Commissioner Coyle and typed by Brenda Santos:

Received by:

Thomas Tombarello, Clerk-Rockingham County Commissioners

✓ C. Tucker 8/7/18

BOC Approved: 1,142,496.59

110mgvd  
8/7/18

*[Signature]*

Date:



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prpyddpf

08/07/2018 16:34  
146411on

ROCKINGHAM COUNTY  
EARN & DED DETAILED PROOF  
Pay Period 07/22/18 To 08/04/18

WARRANT: 080918    PAYROLL TYPE: BIWEEKLY    CHECK DATE: 08/09/2018

AUG - 8 2018

Employee	Pay Type	Rate	Hrs	Amount	GL Account/Alloc code	Taxes	Other Ded
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# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
August 14, 2018 – 10:00am.

## Present

Commissioner Coyle, Chair	Jessie Tonry, Accounting Manager
Commissioner St. James, Vice Chair	Cathy Stacey, Register of Deeds
Commissioner Tombarello, Clerk	Michael Hureau, High Sheriff
Stephen Church, Corrections Superintendent	Alison Kivikoski, Human Resources Director
Joceyln Ruggiero, Long Term Care Services Employee	Steven Woods, Long Term Care Services Director
Jude Gates, Director of Facilities, Planning & IT	Joanne Carbone, Director of Nursing
Major Darin Melanson, Sheriff's Office	Brenda Santos, Senior Executive Assistant
David Spolidoro, Opengov	

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:02am.

## II. RFP Openings/Awards

- Open: Inmate Personal Care Items (Department of Corrections)

Open proposals from: Charm-Tex, EMED Medical Company, Bob Barker Company, Inc., ICS Jail Supplies and Amercare Products, Inc.

**Moved:** Commissioner Tombarello moved to authorize the Corrections Superintendent to evaluate the proposals, and return with recommendation for Inmate Personal Care Items. Commissioner St. James seconded. All voted in favor.

- Award: CD Conversion Images to Film (Registry of Deeds)

**Moved:** Commissioner Tombarello moved to award the CD Conversion Images to Film proposal to Image Express Inc., in an amount not to exceed \$2,754.00, as recommended by the Register of Deeds. Commissioner St. James seconded. All voted in favor.

- Award: Comprehensive Software for Budgeting Reporting and Transparency (Finance)

**Moved:** Commissioner Tombarello moved to award the Comprehensive Software for Budgeting, Reporting and Transparency proposal to OpenGov for the period 09/01/2018 to 06/30/2022 in a total amount of \$213,900, broken down as outlined and recommended by the Finance Director. Commissioner St. James seconded.

Commissioner Coyle requested a discussion about why we needed a software that costs approximately \$50,000 per year. Jessie Tonry briefly explained that the software will allow for greater accuracy in managing a variety of data and it will create greater transparency in making information available to town, citizens and departments while providing better quality budget reporting. Commissioner Coyle asked if it will replace Munis. Jessie Tonry responded that it will integrate well with Munis and allow departments to enter their proposed budgets and support. David Spolidoro said with Munis and Excel there is more manual entering of information and errors can happen. David Spolidoro supported the use of OpenGov software stating all information is brought into view, bringing direct line-of-site budgeting. Discussion ensued about who will have access and how the information will be accessed. Jessie Tonry and David Spolidoro explained that the County will control what information is made available through the portal. All voted 2-0-1 (Coyle).

## III. Consent Agenda

1. Minutes: July 31, 2018 (Commissioners Office)  
To approve the July 31, 2018 Meeting Minutes
2. Warrants (Finance)

To approve Departmental Warrants T180368, T180453, T180497, T180595, T180597, T180599, T180600, T180615, T180616, T180627, T180641, T180642, T180643, T180649, TT180664, T180680, T180644 totaling \$276,707.89; Department Warrants Entered by Finance T180701, T180702, T180721, T180722 totaling \$21,647.74; Payroll Warrants 0801MR, 0808MR totaling \$3,370.34; General Ledger Warrants GL18486, GL18510, GL18511, GL29635 totaling \$10,439.07; Amounts previously approved/authorized by BOC T180001, T180002, T180003, T180004, T180005, T180008, T180009, T180010, T180011, T180012, T180013 totaling \$186,380.20; BOC previously authorized payments T180610, T180614, T180617, T180618 totaling \$71,965.58; Grand Total \$570,510.82

3. Legal Invoices (Commissioners Office)  
For review.

4. Population Report (Department of Corrections)  
For Informational purposes.

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

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted the Governor Sununu will attend the NHAC luncheon on September 17, 2018 at 12:00pm.

- Commissioner Liaison Updates

Commissioner St. James reminded departments to submit their nominations by Friday.

- 2018 NHAC Assessments Owed by Rockingham County

Commissioner St. James noted he did not want to discuss the assessment owed until the books were settled from last year. Commissioner Coyle noted this will be tabled until after the convention. Commissioner Tombarello noted 6 out of 10 counties have paid.

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

- Leave With Pay Request Pursuant to Personnel Policies & Procedures 8-11 (Long Term Care Services)

Alison Kivikoski gave explanation.

**Moved:** Commissioner Tombarello moved to approve the leave with pay request for a Long Term Care Services employee, as recommended by both the Human Resources Director and Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

- Exception Request-Special Enrollment (Long Term Care Services)

Alison Kivikoski noted, after several notices, Jocelyn Ruggiero missed the orientation dates.

**Moved:** Commissioner Tombarello moved to approve an exception request – Special Enrollment Submission, for a Long Term Care Services employee, noting objection from both the Human Resources Director and Finance Director. Commissioner St. James seconded. Jocelyn Ruggiero gave



explanation for her request. All voted 1-2-0 (Coyle and St. James), request denied. Alison Kivikoski noted the next enrollment date will be in November 2018. Commissioner St. James reminded departments to tell staff to report to Human Resources when they are requested to do so. Commissioner St. James, though he sympathized with the denying of this request, made it known the County was happy with the fine work and performance of Jocelyn Ruggiero.

Long Term Care Services – Steven Woods, Director/Administrator

- AMDC Grant- Silverthorne Adult Medical Day Center

Steven Woods gave explanation. Commissioner Coyle asked how much they have spent. Steven Woods responded they have spent nothing because they were slow to submit, basing the reason for the retro request. A brief discussion ensued.

**Moved:** Commissioner Tombarello moved to approve retroactive grants (April, May, June) for seven people in the total amount of \$2475, that were not submitted for prior approval, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor. Commissioner St. James stipulated they are to submit on time from now on.

- Rate Addendum to MAS Staffing Contract

Steven Woods gave explanation.

**Moved:** Commissioner Tombarello moved to approve the rate addendum to MAS Staffing Contract 2018 –Travel Nursing and Allied Health Staffing Agreement approved by the Board on July 25, 2018, adding the LNA travel rate, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- MOU-Teamsters Local #633 of NH Rockingham County Dispatchers

Alison Kivikoski gave explanation.

**Moved:** Commissioner Tombarello to approve the Memorandum of Understanding between Rockingham County, by an through its Board of Commissioners (the County) and the Teamsters Local #633 of New Hampshire Rockingham County Dispatchers (the Union) concerning the increase to the number of dispatcher trainers referred to in Article 7 (Wages) of the collective bargaining agreement (CBA), effected once agreed upon by the County and the Union and expire December 31, 2019 as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

- 2018 JAG Application #2018-HS110-NH-DJ

Commissioner Tombarello read out loud the following narrative:

*The 2018 Edward Byrne Memorial Justice Assistance Grant (JAG) funds (CFDA #16.738) for Rockingham County are \$22,464. 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: \$10,203



Town of Salem:	\$11,138
Town of Salem Matching Funds:	\$ 9,339
	\$30,680
<u>Administration Fee:</u>	
Rockingham County:	\$ 1,123
<u>Total:</u>	<u>\$ 31,803</u>

As previously stated, Rockingham County, through its Board of Commissioners, has agreed to act as the Fiscal Agent for the purposes of the 2018 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 10/01/2017 through 09/30/2019. The grant application is due by 5:00 p.m. (Eastern Time) on August 22, 2018.

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 radar speed monitoring equipment and training safety equipment. Salem will purchase automated license plate readers.

ROCKINGHAM COUNTY, NH- ADMINISTRATIVE FEE ALLOCATION

Rockingham County is the fiscal agent for the 2018 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 \$1,123 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.

Two (2) Memorandums of Understanding and the Application for Federal Assistance (SF-424) relative to this grant are attached for Commissioner signatures.

- The SF-424 requires Commissioner Coyle's signature.
- The two MOU forms should be signed by all three Commissioners.

Also included are a series of disclosures & certifications that require signatures by Commissioner Coyle:

- Disclosure of Lobbying Activities

- *Certifications and assurances by Chief Executive*
- *OJP Certified Standard Assurances*

Commissioner Coyle made a request for public comments.  
There were no public comments.

**Moved:** Commissioner Tombarello moved to approve the 2018 JAG Application: #2018-Hs110-NH-DJ as written above. Commissioner St. James seconded. All voted in favor.

## V. New Business / Old Business

Steven Woods introduced Joanne Carbone as the new Director of Nursing.

Joanne Carbone gave a history of her education and work career to include her commercial pilots license.

Michael Hureau noted there was a dispatcher leaving. He further noted there were two mass casualty incidents and gave praise to the Sheriff's involved and the handling of the situations. Michael Hureau read the following out loud:

*"Last week the Dispatch Center coordinated the response for two (2) Mass Casualty Events. On the 9th the dispatch center received a report of people at the Epping Regional Health Center becoming ill. Dispatch coordinated with all the responding EMS, Fire, and hospitals to expedite care. Jason Laing, Erin Croker, Misha Gash, and Sean Mahoney are commended for performing their duties in an exemplary manner.*

*Another excellent demonstration of our dispatchers performing above and beyond occurred on August 10th when a bus traveling south on I-95 crashed, Jason Laing, Justin Smith and Erin Croker came to together as a cohesive team effectively bringing all the resources needed to deal with this critical incident together. They communicated with each, effectively sharing the necessary notifications that needed to be made. They remained vigilant to all radio communications that were taking place, ensuring all the information were recorded. While this mass casualty incident was taking place, they dealt with multiple responding law enforcement agencies, fire departments, and ambulance services, local hospitals, additionally they were also dealing with the normal daily calls in a calm and extremely professional manner.*

*I would like to say well done and you all should be commended and the members of the Rockingham Dispatch members continue to demonstrate their excellence in service and professionalism that is a credit to the Rockingham County Sheriff's Office."*

Discussion ensued on how the County would show appreciation to the Dispatchers.

Michael Hureau asked for a nonpublic. It was agreed to be moved to the nonpublic session after the public session was complete.

Alison Kivikoski noted open enrollment was moving along as was orientation.

Alison Kivikoski gave thanks to the engineering and maintenance department for helping with the 90 degree temperatures in the Human Resources office last week, adding a thank you to Jude Gates for being proactive.

Cathy Stacey noted she was down another employee and recognized the hard work the current staff were doing in keeping up while being short adding it was vacation season as well. Cathy Stacey further noted Deeds was doing well and bringing in a lot of money for the County.

Jude Gates noted her department had a 3<sup>rd</sup> shift employee leave. Jude Gates further noted the electrician position has been posted for eight weeks and there has been only one applicant.

Commissioner St. James asked about the waiting room at the Department of Corrections and the repairs. Jude Gates noted they are currently working on the replacements needed.

Stephen Church noted the jail was in good shape and the count was at 127.

Jessie Tonry had no updates to report from the Finance department

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

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

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:54am. Commissioner St. James seconded. All voted in favor.

Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, Jenn Beers of the Lawson Group, Attorney Steven Schulthess, Brenda Santos.

A second nonpublic at 11:15am.

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

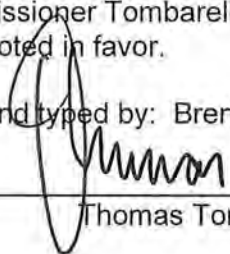
**Moved:** Commissioner Tombarello moved to go out of non-public session at 11:45 am.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 12:05pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr Executive Assistant-Commissioners

Received by:

  
\_\_\_\_\_  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
August 22, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Robin Bernier, IT Manager  
Patricia Conway, County Attorney  
David Spolidoro, Opengov

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds  
Brenda Santos, Sr. Executive Assistant  
Roger Stephenson, Stratham Resident

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

Commissioner Coyle called the meeting to order at 10:01am.

### II. RFP Openings/Awards

- Open: Postage Machine and Meter Lease (Commissioners)

Opened proposals from Formax and Pitney Bowes

**Moved:** Commissioner Tombarello moved to authorize the Senior Executive Assistant to the Commissioners to review, evaluate the proposals, and return with recommendation for Postage Machine and Meter Lease. Commissioner St. James seconded. All voted in favor.

- Open: Institutional Products/Linens (Department of Corrections and Long Term Care Services)

Opened proposals from Bob Barker Co, Inc, Hotel Linen Source, ICS Jail Supply, Uniforms Manufacturing Inc., Charm-Tex, HW Linen, Tabb Textiles Co, Inc., and Victory Supply LLC.

**Moved:** Commissioner Tombarello moved to authorize the Corrections Superintendent to review, evaluate the proposals, and return with recommendation for Institutional Products/Linens. Commissioner St. James seconded. All voted in favor.

- Open: Ambulance Services (for Skilled Patients) 10/01/2018 -09/30/2021 (Long Term Care Services)

Opened proposals from Care Plus Ambulance Services

**Moved:** Commissioner Tombarello moved to authorize the Director of Long Term Care Services to review, evaluate the proposals, and return with recommendation for Ambulance Services (for Skilled Patients) for the term beginning October 1, 2018 and ending September 30, 2021. Commissioner St. James seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: August 14, 2018 (Commissioners Office)  
To approve the August 14, 2018 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,143,509.18 for the period ending August 18, 2018.
3. Warrants (Finance)  
To approve Department Warrants T180454, T180498, T180628, T180629, T180645, T180646, T180647, T180650, T180683, T180684, T180704, T180705, T180707 totaling \$423,217.95; Departmental Warrants Entered by Finance T180703, T180723, T180724, T180735, T180736, T180737 totaling \$13,788.02; AP Wire Payments T180735 totaling \$1,184,515.00; General

Ledger Warrants GL18530, GL18533 totaling \$51,935.29; AutoPayments-full amount previously approved by BOC T180006, T180009 totaling \$3,227.02; Grand Total \$1,676,683.28

4. Legal Invoices (Commissioners)  
For review.
5. Census (Long Term Care Services)  
For Informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. Commissioner St. James noted the correction to change "Sheriff's to Dispatcher's" on page 5 of the August 14, 2018 draft meeting minutes. All voted in favor.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates
- Commissioner Liaison Updates
- Video Tours Agreement

**Moved:** Commissioner Tombarello moved to approve the Video Tours Agreement, for a 3 year term, to include the recommendations of risk review, as recommended by the Senior Executive Assistant to the Commissioner's Office. Commissioner St. James seconded. All voted in favor.

##### Corrections – Stephen Church, Superintendent

- MOU Between Rockingham County Department of Corrections and Timberlane Coach

**Moved:** Commissioner Tombarello moved to approve the Memorandum of Understanding between Rockingham County Department of Corrections and Timberlane Coach for the term of September 1, 2018 to September 31, 2019, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

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

- Brentwood District Court 2019 Contract – Budget
- Plaistow District Court 2019 Contract – Budget

Patricia Conway gave explanation regarding the contracts, favoring the \$2,000 Administration fee and not the 3%. Commissioner St. James asked if the towns were in agreement. Patricia Conway responded yes. Discussion ensued and it was agreed to not charge the police departments the higher 3%.

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

- OpenGov Agreement

**Moved:** Commissioner Tombarello moved to authorize the Chair to sign the OpenGov Agreement, having been through insurance review and approved at the August 14, 2018 Board of Commissioners meeting, as recommended by the Finance Director. Commissioner St. James seconded. Commissioner St. James questioned if Munis would be going out. Charles Nickerson briefly noted the work Munis does. Commissioner St. James asked for a further look at the functions of Munis. Charles Nickerson will present that information at a later date. All voted in favor.

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



- Wellness Walk October 4, 2018

Alison Kivikoski outlined the Wellness Walk that will take place October 4, 2018, an event opened to employees, family members and friends, held on the walking trails in the County field. Alison Kivikoski gave thanks and appreciation to Gallagher, Delta Dental, Symetra, EyeMed, Benefit Strategies, Nationwide, Liberty Mutual, and Primex, for donation items that will be handed out to each participant. She then highlighted additional items, to include a \$150 gift card from Dick's Sporting Goods purchased from the County Wellness Fund and an Oral-B electric toothbrush donated by Delta Dental, of which the names of each participant will be placed into a raffle for.

Long Term Care Services – Steven Woods, Director/Administrator

- Agreement with Christopher Busch, DMP for Podiatry Services 08/08/2018 – 08/07/2021

Steven Woods noted this was the same contract as prior.

**Moved:** Commissioner Tombarello moved to approve the Agreement of Podiatry Services with Christopher Busch, DMP, for the term of August 8, 2018 and August 7, 2021, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

- AMDC Grant Request – Easterseals NH

**Moved:** Commissioner Tombarello moved to approve the two Easterseals NH grant request, one dated August 10, 2018 and one dated August 13, 2018, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

- DHHS - Facility License Renewal Application – 2019

**Moved:** Commissioner Tombarello moved to review and authorize the Chair to sign the State of NH Department of Health and Human Services Application for Residential or Health Care License, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

- Release of Lien

**Moved:** Commissioner Tombarello moved to release the lien on Real Property, property location 194 Locke Road, Rye, NH, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

- 2018 Private Rate Increase Proposal

Steven Woods began the discussion requesting the private rate to increase 3%, noting his research and the comparisons with other counties. Commissioner Coyle articulated if we have 11 private pay now in the long term nursing care, we would do better at not raising to attract more private pay, adding we should be significantly below the average. Commissioner St. James agreed. Steven Woods agreed to research the cost for private pay agencies within Rockingham County, nursing home only, and present to the board at a later date.

**V. New Business / Old Business**

- Engagement Letter for 01/01/2018 – 06/30/2018 Medicaid Cost Report and Medicare Cost Report /Services (Finance)

Charles Nickerson noted how the cost for each service, \$3,700 and \$2,800 falls below the bid threshold. He further noted this accounting firm has successfully performed these services for the last



three years. Charles Nickerson gave the due dates for the Medicaid Cost Report as September 30, 2018 to DHHS and the Medicare Cost Report as November 30, 2018 to CMS.

**Moved:** Commissioner Tombarello moved to approve the engagement letter from Howe, Riley, & Howe for Medicaid Cost Report and Medicare Cost Report services for six month period ended June 30, 2018, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner St. James seconded. All voted in favor.

Alison Kivikoski presented four Position Descriptions for review and approval.

- Position Description - Paralegal (County Attorney)
- Position Description - Legal Assistant II (County Attorney)
- Position Description - Legal Assistant I – Case Intake (County Attorney)
- Position Description - Legal Assistant I (County Attorney)

**Moved:** Commissioner Tombarello moved to approve the four Position Description's: Paralegal, Legal Assistant II, Legal Assistant I –Case Intake and Legal Assistant I for the department of County Attorney, as recommended by the Director of Human Resources. Commissioner St. James Seconded. All voted in favor.

Michael Hureau presented the Edward Byrne Justice Assistance Grant Program FY 2018 ("JAG"), having already been approved on August 14, 2018.

**Moved:** Commissioner Tombarello moved to authorize the Chair to sign the Edward Byrne Justice Assistance Grant Program FY 2018 ("JAG"), as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

Stephen Church noted the count was 135 at the jail.

Patricia Conway gave updates regarding a Right-to-Know request.

Cathy Stacey noted deeds was doing well overall adding they were seeing increase numbers coming in from the Tuscan project in Salem.

Alison Kivikoski noted the information regarding mandatory enrollment training dates have gone out via e-mail to everyone.

Michael Hureau gave updates regarding AT&T and the deputy phones noting there may be a bid waiver for the better service. Michael Hureau further noted there will be a need to purchase more equipment in the future because of the turnover, from a push-to-talk to communications.

Michael Hureau requested a nonpublic at the end of the public session.

Steven Woods reminded everyone there will be lobster rolls for sale at \$10 to include chips, water or soda and a brownie on Friday, to help support the residents.

Commissioner St. James made a request to move the September 5, 2018 meeting from 10:00am to 12:00 noon. All agreed to the time of 12:00 noon for the September 5, 2018 meeting.

## VI. Public Comment

Roger Stephenson, a resident from Stratham began to address the board regarding a video made about the Counties boiler system and the taxpayer's savings. Discussion ensued and Roger Stephenson began speaking about renewable energy and Senate Bill #446. Commissioner St. James gave reason for supporting the Governor. Commissioner Coyle asked Roger Stephenson if he would

agree to be added to the September 5, 2018 Board of Commissioners meeting agenda, allowing enough time to have an intelligent discussion on his requests of the County. Roger Stephenson agreed to return at the September 5, 2018 meeting, noting he will forward information to Brenda Santos prior to that date for the Commissioners to review.

**VII. Commissioners Non-Public Session**

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

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 11:00am . Commissioner St. James seconded. All voted in favor.

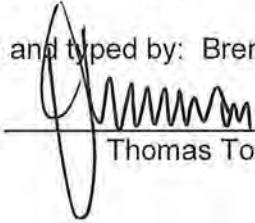
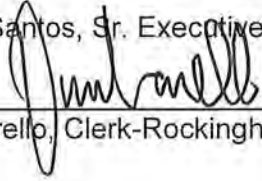
First nonpublic: those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Micheal Hureau, Alison Kivikowski and Brenda Santos.

**Moved:** Commissioner Tombarello moved to go out of non-public session at 11:06am. Commissioner St. James seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 11:25am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by:    
Thomas Tombarello, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
September 5, 2018 @ 12:00 noon.

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning & IT  
Joanne Carbone, Director of Nursing  
Dianne Arneil, Nursing Office  
Martha Tamborra, Nursing Office  
Gary Fornari, Gallagher  
Elizabeth Bailey, Esquire

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Major Dave Consentino, Assistant Superintendent  
Robin Bernier, IT Manager  
Tracee Sawyer, ADNS  
Brenda Santos, Senior Executive Assistant  
Lauren Brouillette, Gallagher  
Madeleine Mineau, NHSEA

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

Commissioner Coyle Called the meeting to order at 12:01pm.

### **II. RFP Openings/Awards**

- Open: Chaplain Services (Long Term Care Services)

Opened proposals from Neil Timpson.

**Moved:** Commissioner Tombarello moved to authorize the Long Term Care Services Director to review, evaluate the proposals, and return with recommendations for Chaplain Services. Commissioner St. James seconded. All voted in favor

- Award: Janitorial Products (Engineering and Maintenance)

**Moved:** Commissioner Tombarello moved to award Janitorial Products proposal to W.B. Mason, Clean-O-Rama and Central Paper Products Co. Inc., for a period of September 1, 2018 to August 31, 2019 (one year) as highlighted, with an annual cost for year one not to exceed \$25,833.28 and for year two not to exceed \$24,795.87, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

- Award: Ambulance Services (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to award Ambulance Services, having received only one proposal, to CarePlus Ambulance Service, Inc., for a period of October 1, 2018 to September 30, 2021 (three years), not to exceed \$15,000 annually, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

### **III. Consent Agenda**

1. Minutes: August 22, 2018 (Commissioners Office)  
To approve the August 22, 2018
2. Payroll (Finance)  
To approve payroll in the amount of \$1,118,891.75, for the period ending September 1, 2018.
3. Warrants (Finance)  
To approve Departmental Warrants T180454, T180630, T180631, T180648, T180651, T180670, T180672, T180686, T180687, T180688, T180689, T180691, T180706, T180712, T180741, T180742 totaling \$607,407.66; Departmental Warrants Entered by Finance T180770, T180771, T180772, T180773 totaling \$21,227.42; Payroll Warrants 0823MR, 0827MR totaling



\$800.15; General Ledger Warrants GL18541, GL18545, GL18546, GL18547, GL18550 totaling \$375,947.95; AutoPayments-Full amount previously approved by BOC T180009 totaling \$1,259.62; BOC previously authorized payments T180715 totaling \$41,479.83; General Ledger Warrants Continued GL18554 totaling \$156.00; Grand Total \$1,048,278.63

4. Legal Invoices (Commissioners Office)  
For review.
5. Surplus Equipment Request pursuant to NH RSA 28:8-a (Long Term Care Services)  
To approve Surplus Equipment Request pursuant to NH RSA 28:8-a, one EKG Machine – Schiler AT Light, to be disposed of accordingly by Engineering and Maintenance Services.
6. Population Report (Department of Corrections)  
For informational purposes.
7. Monthly Turnover Report (Human Resources)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. Commissioner Coyle expressed his concern about the legal budget and asked for a breakdown as to where the County stood. Charles Nickerson agreed to supply that information at a later date. All voted in favor

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he went to the DHHS meeting and Jeff Meyers had to leave due to the Legionnaires situation in Hampton. Commissioner St. James asked about the County memberships and the population being down. Commissioner Tombarello said there will be a nonpublic meeting on Friday for the NHAC.

Commissioner St. James spoke of the NHAC award nominations and gave praise on how well Rockingham will be represented at Sunapee. Commissioner Coyle noted he will speak on the awards at the ceremony.

- Commissioner Liaison Updates

Commissioner St. James gave compliment to Glendale and the fine food service they provide, and how he personally experienced a delicious meal.

Commissioner Tombarello noted there will be an AMDC tour on September 21, 2018 of the agencies from Hampstead, Derry, Salem and Hampton that partake in the Grant program with the County, to include representatives of the Delegation committee, Commissioner Tombarello and Steven Woods.

- Meals On Wheels update

##### Corrections – Stephen Church, Superintendent

- Bid Waiver Request pursuant to NH RSA 28:8-f

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request pursuant to NH RSA 28:8-f, to Securus Technologies in the amount of \$6,750.00, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

Engineering & Maintenance Services – Jude Gates, Director

- Change Order Request

**Moved:** Commissioner Tombarello moved to approve Change Order Request to Ricoh USA, original amount of \$87,300.00 approved by the BOC on February 8, 2017 to an increase of \$7.06 monthly for the remaining 22 months of the 36 month lease, a requested amended total amount of \$87,455.32, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

- Rejection of Bids – RFP Computer Equipment

**Moved:** Commissioner Tombarello moved to reject the Bid Proposals opened on July 11, 2018 for Computer Equipment and issue a new RFP for Computer Equipment-Desktop PC's, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

- Request to Vacate May 8, 2018 Award - Replacement Vinyl Siding for the E&MS Building to Pellowe Construction, LLC

**Moved:** Commissioner Tombarello moved to vacate the approved award proposal to Pellowe Construction, LLC for Replacement Vinyl Siding for the E&MS Building, which was approved on May 8, 2018, and instruct to appropriate adequate funding in the 2019-2020 budget to republish an RFP to get the work done, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner St. James asked if other bids were that far off. Jude Gates said he underbid the materials by half in error. Jude further added mobilization would have been the same cost. All voted in favor

- Amended RFP Paper-Plastic Geriatric Medical, Awarded on July 3, 2018

**Moved:** Commissioner Tombarello moved to amend the indicated net amount for Geriatric Medical by approximately \$76.25 per year, as outlined on the 2018 Paper and Plastics Products award spreadsheet approved on July 3, 2018, of which does not change the "Not to Exceed" dollar amount awarded, as recommended and presented by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

Finance Office - Charles Nickerson, Director

- HUD – Documents needed regarding CDBG funding.

Charles Nickerson gave explanation on how this would involve a reclassification of the County and Towns and recommended the County to let it pass. Charles Nickerson did note he reached out to Donna Lane as a consultant on this and the confirmation was to keep our current classification.

Human Resources – Alison Kivikoski, Director

- MotivateMe

Alison Kivikoski explained this was part of a Premium Incentive of which she negotiated with Gallagher for one year at no cost to the County and it would take about 90 days to set up.

**Moved:** Commissioner Tombarello moved to approve implementing the Cigna MotivateMe program effective January 1, 2019 as presented by Alison Kivikoski, Director of Human Resources, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Specifically: To approve implementation of Cigna's Motivate Me to enhance the 2019 incentive program for employees on Cigna health plans. Commissioner St. James seconded. All voted in favor.

- CBA – Legal Assistants I, II and Paralegals

**Moved:** Commissioner Tombarello moved to ratify a Collective Bargaining Agreement between Rockingham County and Legal Assistants I, II and Paralegals of the Rockingham County Attorney's Office and Teamsters Local #633 of New Hampshire, effective January 1, 2019 to June 30, 2021, contingent on approval by Rockingham County Delegation for cost items. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- AMDC – 3 Grant Request from Silverthorne Adult Medical Day Center

**Moved:** Commissioner Tombarello moved to approve three AMDC Grant Requests from Silverthorne Adult Medical Day Center, letters dated August 21, 2018 and August 23, 2018, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Commissioner St. James asked about the retro to August 21<sup>st</sup>, stating this was retro again. Steven Woods gave explanation that clarification was needed of when the first of the month began. Commissioner Coyle requested a cost analysis. Steven Woods agreed to have a breakdown on how much Silverthorne has received to date. All voted in favor.

- Exception Request pursuant to Personnel Policies and Procedures 6-10a

Steven Woods began with a brief introduction, explaining Tracee Sawyer though given a stipend for her work, she felt the date should go to an earlier than the May 27th date that was allotted her in a previously approved exception request.

Tracee Sawyer addressed the board on her own behalf beginning with her date of hire in November 2017, outlining her job description, the hours worked, her responsibilities, the coverage of positions when the department was short and referenced other approved exceptions given to employees. Tracee Sawyer went on to petition the Board to have her stipend allowance begin earlier than the May 27, 2018 approved date. Commissioner Tombarello asked Tracee why she believed her stipend should go back to the date of hire in November, stating the approval was done in June for the May date and further noted that the covering of positions was listed as part of her job description. Discussion ensued. Commissioner St. James further noted, pursuant to the Personnel Policies and Procedures, all positions have a probationary period from the time of hire, adding it is a stipend when it is not in the job description. Commissioner St. James then explained how Steven Woods brought this stipend request before the board, and though the board were reluctant to approve, all agreed to the stipend, beginning with the May date because it was at that time there was a confirmed update in that department's personnel status. Commissioner Tombarello asked Tracee what she felt should have been the date other than the May date. Tracee did not respond with a date. Further discussion ensued.

**Moved:** Commissioner Tombarello moved to approve Exception Request, pursuant to Personnel Policies and Procedures 6-10a, for a Long Term Care Services employee, noting this request is not recommended by both the Human Resources Director and Finance Director. Commissioner St. James seconded. Commissioner Coyle asked for any further discussions. Commissioner Tombarello said no for his vote and added they cannot go back to the date of hire. Voted 0-3-0, denied.

- Exception Request pursuant to Personnel Policies and Procedures 6-4



Dianne Arneil, an employee for 30 years began to address the board regarding a new position assignment and wage she understood was to be given her. Alison Kivikoski explained to the board there were revisions in positions that began and have not been completed. Alison Kivikoski recommended that Joanne Carbone review the aspects of the positions in question. Commissioner St. James said there are many questions and it would be highly appropriate to table, and for Dianne to discuss the matter further with Human Resources.

Commissioner St. James made a reminder that the Personnel Policies and Procedures are what guide this County and that it was the Human Resources responsibility to bring them forward. He further noted it is the Commissioners role to confirm they are being followed or confirm there is a deviation or violation.

**Moved:** Commissioner Tombarello moved to table Exception Request pursuant to Personnel Policies and Procedures 6-4, to the October 9, 2018 nonpublic meeting. Commissioner St. James seconded. All voted in favor.

- Thank You letter.

A letter of gratitude to the Rockingham County Rehabilitation and Nursing Center, especially to the staff on Driscoll I, from a family whose mom was given care to, was shared with the Board.

- Exeter News Letter August 24, 2018 Article

An article written by Kathleen D. Bailey of the Exeter News Letter on August 24, 2018 was shared with the Board about the Rockingham County Senior Social Club and the collecting of back-to-school supplies.

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

Charles Nickerson noted we should be receiving our portion of ProShare soon.

Charles Nickerson noted how it was tough on the payroll department during holidays with the additional overtime and the impact on work life balance. He reminded everyone that Christmas Eve is a payroll day and asked for all to be aware. A discussion was prompted when Charles Nickerson suggested a change in the payroll day to Friday. Alison Kivikoski noted we have management rights to change this. Commissioner St. James asked what would be a reasonable notice if we were to change the payroll day. Alison Kivikoski said because it has an impact on people, you would need a minimum of six months. Steven Woods agreed to the change, as department heads have to come in on a holiday's to approve the time. Commissioner Coyle said we should table this to a future meeting and for Charles Nickerson to bring in as a regular agenda item.

Jude Gates noted NHDES accepted the proposed site and there would be a meeting tomorrow in Concord regarding the culverts.

Dave Consentino gave the report of being under 140 at the jail. Dave Consentino further spoke of a female inmate in another facility that became ill and that all proper measures were taken.

Michael Hureau asked for a nonpublic at next week's meeting.

Commissioner St. James asked about FirstNet and the unlimited data. Michael Hureau gave update explaining how they were working on that with AT&T.

Steven Woods noted they were moving forward with the Unit Managers and gave a special thanks to Kelly the recruiter for the work she was doing in getting people here.

## **VI. Public Comment**

- Madeleine Mineau – request letter of support – Senate Bill #446 & Senate Bill #365

Madeleine Mineau, from NH Sustainable Energy Association, addressed the board explaining she was looking for the override of Senate Bill #446 and Senate Bill #365 support, as she believes it is favorable for the States' energy usage. Commissioners St. James expressed his support with the Governor as did Commissioner Tombarello and gave reason. Madeleine Mineau explained how the delegation did not respond on invited to learn of the impact, upon an outreach to all towns, and that is her reason in approaching the board. Commissioner Tombarello asked how this affects the people. Madeleine Mineau said it is a limited duration bill and believes the cost is passed onto the home owners. Discussion ensued with mention of Hydro plants, biomass, wood chips, electric rates, wholesale costs, megabytes and metering. Madeleine Mineau said if you support SB #365 and not SB \$446 she would be happy and thanked the Board for considering her request. Commissioner Coyle noted there are two votes against to giving a letter and thanked Madeleine Mineau for her presentation.

Human Resources (continued IV. Reports) – Alison Kivikoski, Director

- M Gallagher Discussion @ 1:00 p.m.- Benefits, Costs, Employee & Employer Premium Rates

Meeting recessed at 1:20pm.

Meeting resumed at 1:25pm with the Gallagher presentation.

A presentation was given after public comment beginning at 1:25pm. Present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Charles Nickerson, Alison Kivikoski, Gary Fornari, Lauren Brouillette, Elizabeth Bailey, and Brenda Santos.

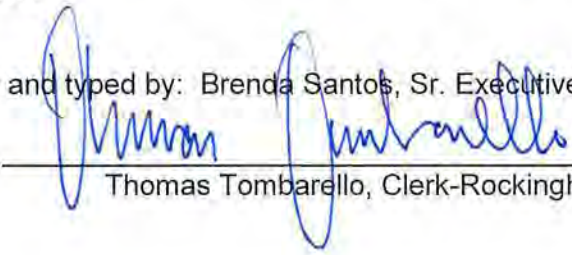
Gary Fornari and Lauren Brouillette, both of Gallagher & Co., presented to the Board a 2019 Renewal Overview of benefits for the County outlined to include: 1. Executive Summary, 2. Claim Charts, 3. Summary of Benefits and Coverage, 4. MotivateMe Flyer, 5. Projection with GBS Rates vs Rockingham Funding. Discussion ensued. Lauren highlighted, you are bundling medical and stop loss, and based on Charles Nickerson's funding numbers, all look good. Alison Kivikoski noted if we went out to market we would be at a 90.5% increase. All Commissioners agreed with the recommendations brought by Commissioner Coyle. Alison Kivikoski noted she would come back next week with updates.

**VII. Commissioners Non-Public Session**

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 2:10pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
September 12, 2018 – 10:00am

## Present

Commissioner Coyle, Chair	Charles Nickerson, Finance Director
Commissioner St. James, Vice Chair	Julie Hoyt, Senior HR Generalist
Stephen Church, Corrections Superintendent	Alison Kivikoski, Human Resources Director
Patricia Conway, County Attorney	Steven Woods, Long Term Care Services Director
Jude Gates, Director of Facilities, Planning & IT	Jessica Koestler, HR Generalist
Michael Hureau, High Sheriff	Brenda Santos, Senior Executive Assistant
Elizabeth Bailey, Esquire	Meagan Carrier, Esquire
Ken Weyler Chair Executive Committee (arrived at 10:50 am)	

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

Commissioner Coyle called the meeting to order at 10:12 am.

### II. RFP Openings/Awards

- Open: Gasoline Contract Rockingham County, Towns of Newington, Nottingham and Rye (Engineering and Maintenance Services)  
Open proposals from: Hartmann Oil Co. Inc. and East River Energy

**Moved:** Commissioner St. James moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with recommendations for Gasoline Contract Rockingham County, Towns of Newington, Nottingham and Rye. Commissioner Coyle seconded. All voted in favor.

- Award: Postage Machine and Meter Lease (Commissioners Office)

**Moved:** Commissioner St. James moved to award Postage Machine and Meter Lease to Formax, a 60 month lease for the County Attorney, Sheriff, Treasurer and registry of Deeds and 36 month rental agreement with the Nursing Home and Jail, as outlined by the Senior Executive Assistant to the Commissioner's Office. Commissioner Coyle seconded. All voted in favor.

- Award: Inmate Personal Care Items (Department of Corrections)

**Moved:** Commissioner St. James moved to award Inmate Personal Care Items to Bob Barker Company, Inc. for an annual contract for an amount not to exceed \$15,000.00, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. All voted in favor.

- Award: Chaplain Services – September 17, 2018 – September 16, 2021 (Long Term Care Services)

**Moved:** Commissioner St. James moved to award Chaplain Services from September 17, 2018 to September 16, 2021, to Major Neil C. Timpson, the Salvation Army of Manchester, not to exceed \$15,600 annually, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner St. James inquired if this contract could go along with the Department of Corrections contract. Stephen Church clarified the chaplain for the Department of Corrections was a different person. All voted in favor.

### III. Consent Agenda



1. Minutes: September 5, 2018 (Commissioners Office)  
To approve September 5, 2018 meeting minutes.
2. Warrants (Finance)  
To approve Department Warrants T180632, T180633, T180652, T180676, T180694, T180716, T180725, T180743, T180744 totaling \$45,584.77; Department Warrants Entered by Finance T180795, T180796 totaling \$80,730.46; AP Wire Payments T180714, T180797 totaling \$1,702,093.85; Payroll Warrants 0903MR, 0906MR, 0907MR totaling \$29,973.58; AutoPayments-Full amount previously approved by BOC T180009 totaling \$1,259.62; BOC previously authorized payments T180756 totaling \$35,002.63; Grant Total \$1,894,644.91.
3. Population Report (Department of Corrections)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda as written. Commissioner St. James seconded. Alison Kivikoski requested corrections to the draft meeting minutes: the spelling of Lauren be made, and the percentage of 39% to be changed to 90.5 % on page 6. It was noted the minutes approved with changes... All voted in favor.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

No updates to report

- Commissioner Liaison Updates

Commissioner Coyle noted the jail count was over 140.

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

- Brentwood District Court Contract – 2019  
  
For Informational purposes.
- 2019 Agreement for Prosecution Services – Towns of Exeter and Hampton Falls

**Moved:** Commissioner St. James moved to approve the 2019 Prosecution Contract between Rockingham County and the Towns of Exeter and Hampton Falls, for the period of January 1, 2019 until December 31, 2019, with the annual amount paid by Exeter not to exceed \$87,616.17, and the annual amount paid by Hampton Falls not to exceed \$22,654.04, as recommended by the County Attorney. Commissioner Coyle seconded. Commissioner St. James asked if raises were taken into consideration and budgeted for in the contract. Charles Nickerson responded yes. Commissioner St. James asked if this should be changed to run with our fiscal year. Commissioner Coyle asked if the towns run at a fiscal year. Patricia Conway noted the towns presented this as the contract needed. All voted in favor.

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

- Electronic Open Enrollment Overview

Jessica Koestler and Julie Hoyt presented an overview on Electronic Open Enrollment, demonstrating the steps for this process. The Open Enrollment period will be from November 7, 2018 through

November 27, 2018 for all employees eligible for the medical, dental and voluntary benefits offered by Rockingham County. It is reminded mandatory training sessions are required, and the list of demonstration sessions have been supplied to the staff by Human Resources.

- Update - New Hire Orientation /Roll Out

Alison Kivikoski noted the kick-off date of October 29<sup>th</sup>, 2018 and that it will be more consistent and concise. Alison Kivikoski gave recognition and compliments to Jessica Koestler on getting this done.

- Approval of Health, Dental and Other Benefits for January 1, 2019 – June 30, 2019.

Alison Kivikoski noted this was a short cycle and it would be a soft open enrollment. Alison further asked for the Symetra plan portions be removed at this time, to be tabled for another meeting.

**Moved:** Commissioner St. James moved to approve the January 1, 2019 to June 30, 2019 Health, Dental and Other benefits noted as presented, by Gary Fornari, Gallagher Benefit Consultant, on September 5, 2018, removing Symetra at this time, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director, as outlined and presented. Commissioner Coyle Seconded. All voted in favor.

- Approval of Health and Dental Benefits for January 1, 2019 – June 30, 2019

**Moved:** Commissioner St. James moved to approve the January 1, 2019 to June 30, 2019 Health and Dental benefits, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director, specifically as presented. Commissioner Coyle seconded. All voted in favor.

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

- Constellation Hospice Agreement September 4, 2018 – September 3, 2019 with Auto Renewal

**Moved:** Commissioner Coyle moved to approve the Hospice Nursing Facility Services Agreement with Constellation Hospice MA, LLC, for a term of one year the period of September 4, 2018 to September 3, 2019 with automatic renewal, and ask the Board to authorize the Chair to sign all necessary documents, adding recommendations from Primex, noting this agreement is at no cost to the County, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Recruitment Referral Bonus Program

**Moved:** Commissioner St. James moved to approve the Recruitment Referral Bonus Program as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- Shift Pick Up Bonus

**Moved:** Commissioner St. James moved to approve the Shift Pick Up Bonus as recommended by the Director or Long Term Care Services. Commissioner Coyle seconded. Steven Woods noted the work Charles Nickerson and the Finance Department did with this process of converting percentages to dollars/hourly rate, making the occurrences easier to track for payroll purposes. All voted in favor. Commissioner St. James suggested a look into other departments to following the same automation.

- LNA/MNA Short Staff Bonus

Steven Woods noted this was the same change, with recommendation from Finance, to an hourly rate as presented earlier.

**Moved:** Commissioner St. James moved to approve the LNA/MNA Short Staff Bonus, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- LNA (3-11) Temporary Coverage Incentive Program

Commissioner Coyle recommended the LNA (3-11) Temporary Coverage Incentive Program request be pulled as the dollar amount is high. Steven Woods requested for the LNA (3-11) Temporary Coverage Incentive Program be tabled. Commissioner Coyle and Commissioner St. James agreed to table for September 25, 2018 meeting.

- LNA Sign-On Bonus

**Moved:** Commissioner St. James moved to approve the LNA Sign-On Bonus, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- LPN/RN Temporary Assignment as Nursing Supervisor Pay Policy Update

Steven Woods noted this was the same change, with recommendation from Finance, to an hourly rate as presented earlier.

**Moved:** Commissioner St. James moved to approve the LPN/RN Temporary Assignment as Nursing Supervisor Pay Policy Update, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

- Nursing Sign-On Bonus

**Moved:** Commissioner St. James moved to approve the Nursing Sign-On Bonus, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner Coyle asked how many have been paid out. Alison Kivikoski and Charles Nickerson gave explanation. All voted in favor.

## V. New Business / Old Business

- Annual Employee Recognition Event (Human Resources)

It was agreed Wednesday, November 28, 2018 will be the date for the Annual Employee Recognition Event.

- Workers' Compensation Administration Contract for Services Rockingham County – The Lawson Group

**Moved:** Commissioner St. James moved to authorize the Chair to sign the Workers' Compensation Administration 2018 Contract for Services Rockingham County and The Lawson Group, for the period effective August 1, 2018, and continue for a three (3) year time period thereafter ending on July 31, 2021, having been approved on July 31, 2018, pending legal review, as recommended by the Director of Human Resources. Commissioner Coyle seconded. All voted in favor.

Steven Woods requested a nonpublic at the end of the regular agenda meeting.



Alison Kivikoski noted we would be acquiring tickets for Screemfest at Canobie Lake Park.

Alison Kivikoski gave announcement of Kristen Babicki who will be joining the staff of the Center for Occupational and Employee Health at Exeter Hospital and will provide Occupational Medicine services to both Rockingham County (Employee Health Services) and Next Era Energy, FLP.

Jude Gates was happy to announce a full time master electrician has been hired, giving praise to Kelly Pillsbury in Human Resources for the great job at recruiting.

Jude Gates further noted they were making progress on the culvert plan.

Commissioner St. James asked if the leak at the jail could be fixed. Jude Gates confirmed she would have that worked on immediately.

Stephen Church said the jail is doing fine. He noted he presented the paperwork on Health Diversion t Representative Norm Major, as requested.

Charles Nickerson noted Finance continues to work on the Medicaid report adding he will bring it completed to the next meeting.

Charles Nickerson further noted the memo suggesting people to check out the IRS calculator will be back on the pay stubs.

Charles Nickerson gave update on the TD Finance agreement, indicating vehicles are beginning to come in and that the final agreement will be ready for approval in September.

Charles Nickerson noted there was a slight delay in the apportionment from the DRA (Department of Revenue Administration) all because of ProShare issues.

- ProShare Discussion with Delegation Officers @ 11:00 am.

Ken Weyler, Chair of the Executive Committee appeared to discuss ProShare which began at 11:13 am. Charles Nickerson presented Ken Weyler with a spreadsheet, a breakdown of the ProShare amounts to each County and appropriations. Commissioner St. James began by giving explanation as to why Rockingham County should be a stand-alone County and how we were contesting the amounts allotted, stating the funding was faulty. Ken Weyler responded there should be a look at what the funding was for. Commissioner Coyle stated he believes it is a funding scheme, explaining there is a separate formula for different Counties, expressing if the formula was done different it would not be an issue. Discussion ensued. Commissioner Coyle noted Nick Toumpas wishes to speak to the Delegation and suggested he and Jeff Meyers be invited to speak and explain what the IDN does. Ken Weyler noted the next meeting is in October and he will check with the Delegation on a date. Ken Weyler asked if this was primarily mental health. Commissioner St. James confirmed it was. Commissioner St. James advised Ken Weyler to look at the numbers presented by Charles Nickerson. Ken Weyler noted he will contact Toumpas to come and speak with the Committee.

## **VI. Public Comment**

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

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

**Moved:** Commissioner St. James to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 11:27am. Commissioner Coyle seconded. All voted in favor.

Those present were Commissioner Coyle, Commissioner St. James, Michael Hureau and Brenda Santos.

Second nonpublic at 11:34am:

Those present were Commissioner Coyle, Commissioner St. James, Alison Kivikoski, Steven Woods, and Brenda Santos.

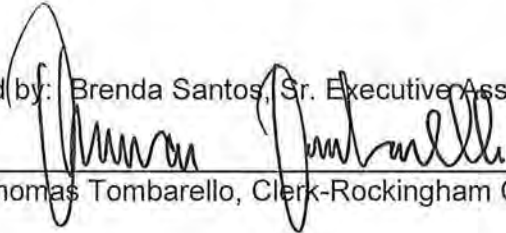
**Moved:** Commissioner Coyle moved to go out of nonpublic at 11:38am. Commissioner St. James seconded. All voted in favor

**VIII. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 12:40pm. Commissioner Coyle seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
September 19, 2018 – 10:00 am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair

Charles Nickerson, Finance Director

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 8:20 am.

## II. Consent Agenda

### 1. Payroll (Finance)

To approve Payroll in the amount of \$1,153,056.09 for the period ending September 15, 2018.

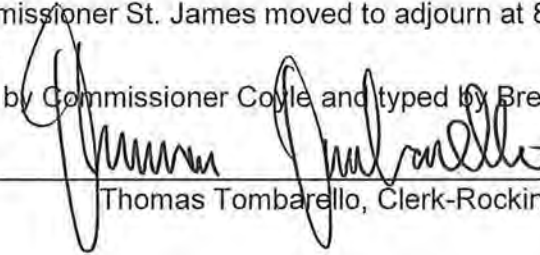
III. **Moved:** Commissioner St. James moved to approved payroll in the amount of \$1,153,056.09 for the period ending September 15, 2018. Commissioner Coyle seconded. All voted in favor.

## IV. Adjourn

**Moved:** Commissioner St. James moved to adjourn at 8:21am. Commissioner Coyle seconded. All voted in favor.

Minutes taken by Commissioner Coyle and typed by Brenda Santos:

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners



PAYROLL (FINANCE)  
APPROVED ON 9/19/2018

BOC Approved: 1,153,056.09

110 mgval  
9/18/18

KLC

~~Handwritten signature~~

Date: SEP 19 2018



signed in error

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ROCKINGHAM COUNTY  
EARN & DED DETAILED PROOF  
Pay Period 09/02/18 To 09/15/18

WARRANT: 092018 PAYROLL TYPE: BIWEEKLY CHECK DATE: 09/20/2018

SEP 19 2018

Employee	Pay Type	Rate	Mrs	Amount	GL Account/Alloc code	Taxes	Other Ded
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# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
September 25, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning & IT  
Brenda Santos, Sr. Executive Assistant

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
John Poirier, Poirier & Associates LLC  
Jeff Philbrick, Colonial Poplin Nursing & Rehab

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

Commissioner Kevin Coyle called the meeting to order at 10:01 am.

### II. RFP Openings/Awards

- Open: Computer Equipment (Engineering and Maintenance Services)

Opened proposals from: Hyperteck USA, Inc., Twotrees Technologies, Connection, ACP Technologies, Trinity 3 Technology, Technoformers, SHI International Corp., VTECH Solutions Inc., and The Horus Group LLC., and Ockers Co.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with recommendation for Computer Equipment. Commissioner St. James seconded. All voted in favor.

- Award: Gasoline Contract Rockingham County Complex, Towns of Newington, Nottingham and Rye. (Engineering and Maintenance)

**Moved:** Commissioner St. James moved to award the Gasoline Contract Rockingham County Complex to East River Energy for a period of October 1, 2018 to September 30, 2021, a cost of rack plus \$.0274/gallon for year 1, a cost of rack plus \$.0299/gallon for year 2 and a cost of rack plus \$.0324/gallon for year 3, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: August 8, 2018 (Commissioners Office)  
To approve the August 8, 2018 meeting minutes.
2. Minutes: September 12, 2018 (Commissioners Office)  
To approve the September 12, 2018 meeting minutes.
3. Minutes: September 19, 2018 (Commissioners Office)  
To approve the September 19, 2018 meeting minutes.
4. Warrants (Finance)
5. To approve Departmental Warrants T180634, T180653, T180726, T180745, T180746, T180747, T180762, T180763, T180765, T180766, T180777, T180780, T180781, T180783, T180797, T180798, T180799, T180800, T180801, T180802 totaling \$961,980.14; Departmental Warrants Entered by Finance T180757, T180758, T180759, T180760, T180761, T180819, T180820, T180836, T180837, T180838, T180839, T180840, T180842, T180846, T180847 totaling \$163,010.80; Payroll Warrants 0912MR, 0914MR, 0920MR totaling \$2,637.07; General Ledger Warrants GL18586, GL18597, GL18598 totaling

\$461.50; AutoPayments-Full amount previously approved by BOC T18000, T180002, T180003, T180004, T180005, T180007, T180008, T180010, T180011, T180012, T180013 totaling \$184,127.41; Grand Total \$1,312,216,92.

6. Legal Invoices (Commissioners Office)  
For review purposes.
7. Census (Long Term Care Services)  
For informational purposes.
8. Surplus Equipment Request Pursuant to NH RSA 28-8a (Department of Corrections)  
To approve Surplus Equipment Request pursuant to NH RSA 28-8a as listed, to be disposed of accordingly by Engineering and Maintenance Services, as recommended by the Corrections Superintendent.
9. Population Report (Department of Corrections)  
For informational purposes.

Commissioner Coyle inquired about the female inmates and how many remained housed in other facilities. Stephen Church responded approximately 25, further noting they must first double up on services/programs already in place for the male inmates, making the same services/programs available for the female inmates if they are transitioned back to Rockingham County. Stephen further noted C Block was ready to go.

**Moved:** Commissioner St. James moved to approve Consent Agenda as written. Commissioner Tombarello seconded. All voted in favor.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted the NHAC Convention in Sunapee went well.

- Commissioner Liaison Updates
- Formax- Neopost Agreements for Rockingham County: Rehab and Nursing Center, Sheriff's Office, Registry of Deeds, Department of Corrections, County Attorney's Office, Treasurer

**Moved:** Commissioner Tombarello moved to authorize the Chair to sign the contract agreements with Formax-Neopost and Rockingham County: Rehab and Nursing Center, Sheriff's Office, Registry of Deeds, Department of Corrections, County Attorney's Office and Treasurer for Postage Machine and Meter Rental or Lease Services, the contract was awarded on September 12, 2018. Commissioner St. James seconded. All voted in favor.

- CGI-Video Tours Update

**Moved:** Commissioner Tombarello moved to approve and sign the letter CGI will present to Rockingham County companies and organizations they will pursue to feature in the new Video Tours section of the County Website, as approved on August 28, 2018. Commissioner St. James seconded. All voted in favor.

##### Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfers Report



**Moved:** Commissioner Tombarello moved to approve Inmate Administrative Transfer report dated September 20, 2018, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

Engineering & Maintenance Services – Jude Gates, Director

- Hanscom's Truck Stop letter

For Information purposes that Haffner's will honor the contract with Hanscom's, awarded on September 27, 2017 for the period of October 1, 2017 – March 31, 2019 for #2 Fuel, ULS Diesel and regular Diesel.

Commissioner Coyle asked for a letter in writing from Haffner's, stating they will honor the agreement. Jude Gates agreed to supply that paperwork at a later date.

Human Resources – Alison Kivikoski, Director

- Voluntary Products Motion

Alison Kivikoski explained this will be a \$25,000 savings with a locked-in year rate and Cigna is mirroring Symetra.

**Moved:** Commissioner Tombarello moved to approve the January 1, 2019 to June 30, 2019 Voluntary Benefits as outlined by the Director of Human Resources, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director, Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- AMDC Grant Requests – Easterseals New Hampshire

**Moved:** Commissioner Tombarello moved to approve two Adult Medical Day Care (AMDC) Grant Requests from Easterseals NH, dated August 27, 2018, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

- Seacoast School of Technology Affiliation Agreement –(January 1, 2019-June 1, 2019)

**Moved:** Commissioner Tombarello moved to approved the Seacoast School of Technology Affiliation Agreement, having been reviewed for risk, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor. It was noted by Commissioner Coyle, as recommended by Primex, a Certificate of Liability Insurance must be filed.

- Poirier & Associates / Colonial Poplin Discussion

John Poirier, President of Poirier and Associates, LLC, explained he is a consultant for long term care facilities and studies the bed needs of these facilities, and has known Colonial Poplin a long time. John Poirier prepared a power point showing the predicted number of beds needed in Rockingham County due to the growing elderly population 85 and older. John further explained, due to a Supreme Court order, as facilities fill the maximum amount of beds they have been certified, they cannot build to add additional beds. Jeff Philbrick, the owner of Colonial Poplin, said he has a waiting list of two years because his beds are filled to capacity. Jeff Philbrick is seeking to purchase 20-30 beds from Rockingham County, the majority source being Medicaid. John Poirier said there is a specific law that allows anyone that had historically licensed beds will be permitted to put those beds back in service. Commissioner St. James asked what the long term cost to the County would be. Steven Woods explained how selling a bed at an estimated \$4500, if you divide by our Medicaid rate of

\$185.46 of which is higher than Colonial Poplin, in 24.3 days we would be paying \$4500 for Medicaid resident living in our facility, as the County has to pay for Medicaid residents. Jeff Philbrick said he is before the Board to express his need for beds. Commissioner Coyle asked of Jeff Philbrick, if you are losing \$70 a day why would you buy more beds. Jeff Philbrick responded it was business efficiency. John Poirier further explained the majority of beds would be Medicaid recipients but there would be other insurance types as well such as the VA. Upon agreement, Commissioner Coyle noted there will be a discussion in the future to determine if the County will be interested in selling beds.

John Poirier and Jeff Philbrick thanked the Commissioners for their time and left the meeting at 11:00am.

- LNA (3-11) Temporary Coverage Incentive Program

**Moved:** Commissioner Tombarello moved to approve the LNA (3-11) Temporary Coverage Incentive Program, as recommended by the Long Term Care Services Director. Commissioner St. James seconded. Steven Woods noted this saved the County money in the past. Commissioner Coyle asked why pay \$250 more. A brief discussion ensued. Vote 2-1-0 (Coyle).

- 2019 Private Rate Discussion

Steven Woods gave a rate breakdown of other homes in the County from highest to lowest stating we are three quarters of the way to the top rate with \$400 as our general private rate and \$388 our semi rate, making us extremely competitive, and we currently have eleven private pay residents. Commissioner Coyle asked what our actual cost was. Commissioner St. James noted people will come to Rockingham County because of the fine quality of this facility in comparison to others and if he had to make a choice it would certainly be Rockingham County. Commissioner St. James was in favor of not raising the rates as was Commissioner Tombarello. Charles Nickerson said the current cost is at about \$450 per day for private. A discussion ensued. Steven Woods noted we are increasing the numbers of residents with the finishing of the renovations and went from 153 to 159 in a few days. Commissioner Coyle recommended \$390 private and \$375 semi-private matching Colonial Poplin. Commissioner Tombarello asked about the skilled rate and it was agreed to leave the same.

**Moved:** Commissioner Tombarello moved to reduce the private rate to \$395 and the semi-private rate to \$375, effective December 1, 2018, to be re-visited in six months. Commissioner St. James seconded. All voted in favor. It was noted the current private pay and semi-private residents will see a reduction at the start of the new rates.

- Exception Request Pursuant to Personnel Policies and Procedures 6-3

Steven Woods requested to pull the Exception Request Pursuant to Personnel Policies and Procedures 6-3, and asked for a nonpublic personnel session instead.

## V. New Business / Old Business

Commissioner Tombarello noted the AMDC tour went well adding there were about seven Representatives that attended and shared the appreciation and compliments they gave on the decisions made by the Board.

Michael Hureau inquired about the property for sale by the range. It was noted Jude Gates will follow up and present an update at a later date.

Michael Hureau sent a letter out to all the chiefs regarding the change to AT&T, he noted it was recommended they convert to a cell tower adding Verizon is not hooked into the Firstnet.

Michael Hureau noted he followed up on the letter from the pastor of the First Baptist Church and forwarded the number for DOC to him. Discussion ensued as to where the released prisoners may be

dropped off, when they have no ride to pick them up. Commissioner St. James agreed the church was not a destination. Commissioner Coyle asked why the drop off. Stephen Church explained after given every opportunity, many times there is no one the released inmates could call. Stephen Church further noted we use a cab service for those with extenuating circumstances paid out of the inmate fund. It was agreed to transport them to the bus station/park and ride and given \$10 if they have no money, when no ride is available. Commissioner St. James requested a letter be sent to the pastor.

Alison Kivikoski noted the decompression study was done for the Nursing Home positions and she was going over some questions she had with Don Tyler. Alison further noted the Workers' compensation rollout was in progress for the end of year with the Lawson Group explaining the Windham Group is doing the Managed Care Program portion. Alison presented a copy of the sample Windham Group packets that the supervisors and staff have been given and required to go over, adding it will not go live until everyone has been informed. Alison added she was working with rolling out mandatory training on rates and changes in benefits in the next few weeks. Alison's final note was she is still working on the Premium Incentive Program plan with Gallagher.

Jude Gates noted the inspection from DES Dam Bureau and everything went well. Jude Gates further added she tested the emergency action plan for our water lagoons, ice pond dams and dikes with 911 and it work well, reporting it made its way back to the dam in 30 minutes.

Stephen Church noted there will be an Academy graduation on October 12 and they had 5 graduates. Stephen Church further noted that IDN 4 was coming to visit the facility soon to see how they could enhance services for us

Stephen Church also noted a very nice thank you letter from the Town of Salem for the successful work the crew did at the Veterans Cemetery.

Charles Nickerson noted the TD Equipment Finance Lease Agreement and how the Federal Reserve rates are going up, which could affect us if we close in October. Charles Nickerson also noted they had to drop off one vehicle from the agreement as it did not get ordered stating that vehicle lease will be done separately. Commissioner Coyle asked rather than finance that one, pay cash as there is money in the Department of Corrections budget. Charles Nickerson noted we could put in for a line item transfer. Charles Nickerson noted the 3<sup>rd</sup> Quarter meeting is October 19, 2018 at 9:30am, adding DHHS – Jeff Meyers and Henry Lipman will be there to speak afterward at 11:00am.

- TD Equipment Finance Lease Agreement (Finance)

**Moved:** Commissioner Tombarello moved to approve the 3 year Capital Lease Agreement with TD Equipment Finance, Inc. in the amount of \$239,719 at an interest rate of 3.44% and authorize the Chair to sign all necessary documents as recommended by the Director of Finance. Commissioner St. James seconded. All voted in favor

Charles Nickerson noted there is no change to legal terms and conditions of the prior Agreement from October of last year.

Charles Nickerson noted the Medicaid Cost report will be prepared and ready for the Chair to sign Thursday afternoon. Charles further noted it is about a two million loss, largely attributed to additional ProShare, (or the loss would be greater), adding the next cost report will be due next September 30th.

Stephen Woods asked for bid waiver for Uniformly Yours as they were here to give out uniforms, and to use the money in the budget of \$30,000. Charles Nickerson responded we cannot as the prior year bid waiver only covered 2017. Charles then said there should have been an encumbrance to go from 2017 to 2018 and be added to this year's budget and it wasn't. Commissioner Coyle asked if we need to rule on this today. Charles Nickerson suggested we should have a contract and not just a term sheet. It was agreed a bid waiver would be brought in next week.

Commissioner Tombarello gave special recognition to Charles Nickerson and Rockingham County winning of the NHAC County Cup.



Charles Nickerson noted NHRS came out with the employer rate and there would be slight decrease beginning July 1, 2019.

Commissioner St. James requested a call be made to the Epping Police Department regarding the release of inmates.

Commissioner St. James asked about the cafeteria and if it was open 7 days a week. Steven Woods responded it is open 7 days for Breakfast and Lunch, adding they do have pre-made sandwiches, salads, desserts, beverages as well when the kitchen is not staffed. Steven Woods noted he will give a complete schedule at a later date.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

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

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 11:35am . Commissioner St. James seconded. All voted in favor.

First nonpublic: those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Stephen Woods, Alison Kivikoski and Brenda Santos.

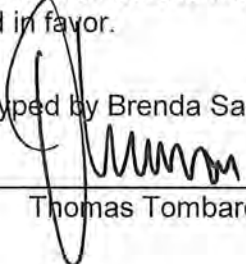
**Moved:** Commissioner St. James moved to go out of non-public session at 11:50am. Commissioner Tombarello seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 11:51 am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by:

  
\_\_\_\_\_  
Thomas Tombarello, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
October 3, 2018 – 10:00am

## Present

Commissioner Coyle, Chair (telephonically @ 10:25)  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Stephen Church, Corrections Superintendent  
Jude Gates, Director of Facilities, Planning & IT  
Jessie Tonry, Accounting Manager

Steven Woods, Long Term Care Services Director  
Patricia Conway, County Attorney  
Michael Hureau, High Sheriff  
Alison Kivikoski, Human Resources Director  
Lieutenant Kevin Walsh, Sheriff's Office  
Brenda Santos, Senior Executive Assistant

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

Commissioner St. James called the meeting to order at 9:55 am.

### **II. RFP Openings/Awards**

- Award: Institutional Products and Linens for Department of Corrections (Engineering and Maintenance)

**Moved:** Commissioner Tombarello moved to award Institutional Products-Linen for Department of Corrections to Bob Barker, HW Linen, Tabb Textile, and Victory Supply as outlined by the Corrections Superintendent, for a period ending September 30, 2019, for an annual not to exceed cost of \$50,000, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

**Moved:** Commissioner Tombarello moved to reject the Rehabilitation and Nursing Center portions of the proposals and instruct the Director of Facilities, Planning and IT to republish and RFP for those products, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Jude Gates expressed her disappointment in the quality of the products presented. All voted in favor.

Commissioner St. James asked for a moment of silence in remembrance of Al Wright, a longtime employee of the Department of Corrections.

### **III. Consent Agenda**

1. Minutes: September 25, 2018 (Commissioners Office)  
To approved the September 25, 2018 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$ 1,129,029.70 for the period ending September 29, 2018.
3. Surplus Equipment Request Pursuant to NH RSA 28:8-a (Engineering and Maintenance)  
To approved Surplus Equipment Request Pursuant to NH RSA 28:8-a, as outlined, to be disposed of accordingly by Engineering and Maintenance Services.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

### **IV. Reports**

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted there was a meeting on Friday and he will be attending. Commissioner Tombarello also noted he will be attending the graduation on the 12<sup>th</sup> and will be a guest speaker.

- Commissioner Liaison Updates

Commissioner St. James noted there will be a discussion soon regarding space at the County Attorney's. Commissioner Tombarello noted he spoke with John O'Connor regarding land purchase next to the Court and the building of a new building. Discussion ensued. Patricia Conway noted how the County Attorney's office was hurting for space and that the use of a few more offices in the Courthouse would help. Patricia Conway inquired about where the committee was at that was working on the proposed new building. Discussion ensued.

- 2018 NHAC Assessments Owed by Rockingham County

Commissioner St. James noted the 2018 NHAC Assessment Owed by Rockingham County is tabled for discussion when Commissioner Coyle is present.

Finance Office – Charles Nickerson, Director

- Modification #1 to Purchase and Sale Agreement for Renewable Energy Certificates

**Moved:** Commissioner Tombarello moved to approve and authorized the Chair to sign the Modification #1 to the Purchase and Sale Agreement for Renewable Energy Certificates entered into as of March 22, 2017, as recommended by the Director of Finance. Commissioner St. James seconded. All voted in favor.

Attorney Elizabeth Bailey joined the meeting at 10:10am.

Human Resources – Alison Kivikoski, Director

- Failed to Attend Mandatory Electronic Open Enrollment Training

Alison Kivikoski recommended new sessions for those that did not attend the training and for it to be made mandatory.

- Mandatory Electronic Training Request

**Moved:** Commissioner Tombarello moved to approve the four additional electronic Open Enrollment Demonstrations training opportunities, designating as mandatory for all benefits eligible Rockingham County employees, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in Favor.

- Mandatory Open Enrollment Benefits Information Sessions

**Moved:** Commissioner Tombarello moved to approve the Mandatory Open Enrollment Benefits Information Sessions, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- Final Employee Decompression Letter

Alison Kivikoski explained how this letter will be going out to the nursing staff once the review is complete.

| (Commissioner Coyle was present by phone for these agenda items.)



- Exception Request Pursuant to Personnel Policies and Procedures 6-3 (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the Exception Request Pursuant to Personnel Policies and Procedures 6-3: New Employee Rate above midpoint, for a Long Term Care Services employee, as recommended by the Director of Long Term Care Services and the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Bid Waiver Pursuant to NH RSA 28:8-f – Uniformly Yours

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request Pursuant to NH RSA 28:8-f, to Uniformly Yours in the amount of \$30,000, and to continue as a provider of uniforms for the Nursing Department for January 1, 2018 to June 30, 2019, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Uniformly Yours Agreement January 1, 2018 to June 30, 2019

**Moved:** Commissioner Tombarello moved to approve Uniformly Yours Agreement, for the period January 1, 2018 to June 30, 2019, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Rockingham VNA and Hospice Agreement Renewal – October 1, 2018 – September 30, 2019

**Moved:** Commissioner Tombarello moved to approve the Rockingham VNA and Hospice Agreement Renewal for the term of October 1, 2018 to September 30, 2019, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Nursing Bonus Plans Amendment

**Moved:** Commissioner Tombarello moved to approve the Amendment to the Nursing Bonus Plans approved on July 25, 2018, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Letter of Thank You to the Rockingham County Nursing and Rehab Center

Steven Woods presented a thank you letter received from a family member of a resident that was staying here. Steven Woods noted how kind it was of this person in letting the staff know how appreciative they were for the wonderful care that was given.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Request Pursuant to NH RSA 28:8-f – AT&T

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request Pursuant to NH RSA 28:8-f, to AT&T, in the amount of \$13,000, covering the months of October 2018 to June 2019, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

| (Commissioner Coyle was present by phone for these agenda items.)

Patricia Conway spoke about the new bail statute, stating part of the statute was for the Governor to form a committee to review procedure, pretrial release programs, risk assessment rules for inmates and things of that nature. Patricia Conway went on to say, a committee was formed and met a week or two ago, of which she went to the initial meeting. She explained there will be additional meetings on various topics and the next meeting will be on October 19, 2018 for 12pm-3pm at the Legislative office building discussing Process and Practice of the bail processes and how it is working, adding they will take public testimony. Patricia Conway noted she will be attending that meeting and if there is anything anyone wishes to pass on she would do that. Commissioner St. James noted October 19, 2018 was the Executive Committee meeting as well. Patricia Conway said there will be another meeting at the Legislative office building on October 22, 2018 from 12pm-3pm, with topics being risk assessment and dangerousness considerations. She also noted that one of the Counties have begun a pilot project sending text messages to remind defendants of their court dates, and that it was making a difference in the fail to appear rate. Patricia Conway added October 29, 2018 is the final meeting and they will be coming up with recommendations for the Governor regarding the statute, stating how it is working and changes that may be needed. She suggested that bail commissioners should attend.

Commissioner St. James called a recess at 10:23am.

Commissioner St. James called the meeting to reconvene at 10:25am.

Commissioner Coyle joined the meeting at 10:26am by telephone.

- Bid Waiver Request Pursuant to NH RSA 28:8-f (Corrections)

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request Pursuant to NH RSA 28:8-f, to Fred Beans Chevrolet to allow purchase of 2017 Chevrolet Tahoe SSV model in the amount of \$33,000, as recommended by the Corrections Superintendent. Commissioner St. James seconded. Jude Gates noted the purchase of a Chevrolet will be costly in the end due to maintenance as the County vehicles are Fords, noting the service department is efficient on working on Fords. All voted in favor.

Jessie Tonry noted the cost reports were completed and delivered to Concord last week (ahead of the September 30, 2018 deadline). Jessie Tonry further noted the 3<sup>rd</sup> quarter budget review was coming up and asked for the departments to submit their accruals this week.

Alison Kivikoski noted the Wellness Walk/Run will take place tomorrow, with sign in from 3:30pm to 4:30pm.

Alison Kivikoski gave the green light to the gym adding she will speak with the vendor on equipment making sure all is good.

Michael Hureau noted he was meeting with the supervisors and will discuss at next week's meeting. Michael further noted, a conditional offer was accepted on one of the dispatcher positions and there were two more pending. Michael Hureau shared the gratitude from the Fire Departments and how they were impressed with the operation handled in Lawrence. He also gave updates on the changeover to AT&T from Verizon. Michael Hureau noted the Atkinson Police and Fire Department reached out to him and inquired to see if we could take on their dispatch. He asked for data from them first and then discussion will follow.

Steven Woods gave update on the construction and the last punch of day rooms being done. He will be attending a nursing scholarship dinner that evening. Steve Woods spoke of the Wentworth Douglas merger. Steven Woods gave updates on the new hires and was happy in expressing the good that was going on in the departments.

| (Commissioner Coyle was present by phone for these agenda items.)

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

**Moved:** Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (I) personnel, at 10:45 am. Commissioner Tombarello seconded. All voted in favor.

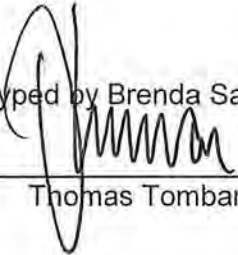
**Moved:** Commissioner St. James moved to go out of non-public session at 11:30am. Commissioner Tombarello seconded.

**VIII. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 11:31am. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
October 9, 2018 – 10:00am

## Present

Commissioner Coyle, Chair	Michael Hureau, High Sheriff
Commissioner St. James, Vice Chair	Steven Woods, Long Term Care Services Director
Commissioner Tombarello, Clerk	Alison Kivikoski, Human Resources Director
Charles Nickerson, Finance Director	Stephen Church, Corrections Superintendent
Jude Gates, Director of Facilities, Planning & IT	Angela Poulini, GTL
Kevin Stewart, Esquire the Lawson Group	Brenda Santos, Senior Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:00am.

## II. RFP Openings/Awards

## III. Consent Agenda

1. Minutes: October 3, 2018 (Commissioners Office)  
Approve October 3, 2018 Meeting Minutes
2. Warrants (Finance)  
Approve Departmental Warrants T180635, T180654, T180655, T180727, T180748, T180749, T180750, T180769, T180788, T180790, T180806, T180807, T180808, T180810, T180811, T180821, T180824, T180849, T180863, T180864 totaling \$372,531.84; Departmental Warrants Entered by Finance T180861, T180874, T180875, T180876, T180878 totaling \$40,581.18; AP Wire Payments T180822, T180825, T180877 totaling \$184,780.91; Payroll Warrants 0924MR, 0925MR, 0926MR, 0927MR, 1004MR totaling \$17,647.98; General Ledger Warrants GL18617, GL18623, GL18624, GL18625, GL18626, GL18627 totaling \$430,978.19; AutoPayments-Full amount previously approved by BOC T180009 totaling \$1,259.62; General Ledger Warrants cont. GL180639 totaling 168.00; Grand Total \$1,047,947.72
3. Surplus/Assets Release (Commissioners Office)  
To approved Surplus Equipment Request Pursuant to NH RSA 28:8-a, as outlined, to be removed from the assets list accordingly by Engineering and Maintenance Services.
4. Legal Invoices (Commissioners Office)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

## IV. Reports

Commissioners Office ~ Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted there was discussion about the bylaws at NHAC meeting on Friday. Commissioner Tombarello further noted he will be attending the Corrections Academy graduation on October 12th of which he will be a guest speaker. Commissioner Tombarello also shared a compliment to the Commissioners, for the fine work they were doing, from the Governor.

- Commissioner Liaison Updates

Commissioner St. James noted the NCEU negotiations went well and reported there is a tentative agreement. Commissioner St. James thanked Commissioner Tombarello for stepping in for a brief moment.

Commissioner Coyle noted the jail inmate count was at 140. Commissioner St. James asked Charles Nickerson to give updates regarding the cost report. Charles Nickerson noted he was working through numbers with Jayne and the departmental allocations. Charles further added he will meet with Jude Gates today to go over what it would take for utility costs to have another block opened. Charles also noted he was working with Stephen Church and Jayne on things like what we would see with Primecare.

- Rockingham County Use of Premises- Discussion (County Attorney and Registry of Deeds)

A brief discussion ensued and it was determined a tour of the Registry of Deeds and County Attorney offices will be set for the Commissioners over the next few weeks.

Human Resources – Alison Kivikoski, Director

- Hiring Grid - Nursing/Assisted Living (Long Term Care Services)

Alison Kivikoski gave explanation how this was a result of working on the decompression study that went out to Don Tyler and after meeting with Charles Nickerson and working with reports by Julie Hoyt, the result was a blended version. Alison Kivikoski then said the grids equate to 13 pay periods in the amount of \$48,496. Alison further noted, not everyone will be adjusted because over the past 6-8 months we have been hiring within the grid. Alison then added, we will adjust people that fall outside of the grid, including the LNA population and some unit managers. Commissioner Coyle asked to explain the \$48,496. Charles Nickerson then noted, we originally budgeted \$125,000 if we implemented in July, and this was a more conservative method to bringing the increases to those qualifying individuals, effective the first pay check date in January, for 13 pay periods beginning December 23<sup>rd</sup>. Commissioner Coyle ask if we had the money for this. Charles Nickerson responded yes, added this calculation did not take into the unknown such as overtime and holiday premiums. Charles noted there are people that have been here for a long time and working through the lean years that this will adjust. Alison noted, there will be two letters sent out, the first in December explaining what is being done, then a second a few weeks later to those who will be impacted. Commissioner St. James asked if the study was complete. Alison responded, the nursing home yes, adding, there is another department of about 15 employees that may have to be addressed that she and Charles Nickerson may bring forward, but she believes the analysis may be done internally. Commissioner Coyle confirmed Human Resources and the Directors may use their own discretion at that time.

**Moved:** Commissioner Tombarello moved to approve Salary Implementation Grid and Hiring Implementation Grid, Version 5 and Hiring Grid D as outlined for the Nursing and Assisted Living Departments, based on the outcome of the review by the consultant, Don Tyler, HR Partners, with an effective date of December 23, 2018, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- Unit Manager/Nursing Home (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the internal only post for the position of Unit Manager/Nursing Home, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Chaplain Services Agreement

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the Chaplain Services Agreement with Major Neil C. Timpson, for the term September 17, 2018 to September 16, 2021, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- Ambulance and Wheelchair Services Agreement 10/01/2018 to 9/30/2021

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the Ambulance and Wheelchair Services Agreement with CarePlus Ambulance Service, Inc. for the term October 1, 2018 to September 30, 2021, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Bid Waiver Pursuant to NH RSA 28:8-f

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request Pursuant to NH RSA 28:8-f, to Eagle Point Gun in the amount of \$36,255.70, as recommended by the High Sheriff. Commissioner St. James seconded. Micheal Hureau noted he reached out to seven vendors asking for them to submit. All voted in favor.

- 2018 Edward Byrne Memorial Justice Assistance Grant (JAG) Program

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the FY2018 Edward Byrne Memorial Justice Assistance Grant (JAG) Program in the amount of \$22,464, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

## V. New Business / Old Business

Brenda Santos noted CGI-Video Tours information is needed to highlight the areas of the County and that they will begin the Video of the Rehabilitation and Nursing Facility October 24<sup>th</sup> and 25<sup>th</sup>, adding Steven Woods help with this.

Commissioner Tombarello noted activities some of the residents were making a movie and he will have a cameo appearance in it.

Steven Woods happily gave updates on the four positions in nursing that were hired above the midpoint, one beginning this week with nine years, two will start at the end of October, one with twenty years of experience as an RN and new director with eleven.

Alison Kivikoski had three updates to bring before everyone: 1. Flu vaccines will be shipped here on the 10<sup>th</sup> and Jeanne will be reaching out for a place to hold the clinics with a memo to follow. 2. The premium incentive that is supposed to be issued on payroll October 18 will affect about 40 that have not had their physicals submitted or done in September as it did not come over. Those affected will get the incentive November 15<sup>th</sup>. Alison noted communication will go out to those that need the physical. 3. Alison noted they were finishing up the planning of electronic enrollment.

Jude Gates noted she sent an e-mail to Pam Chasey, the realtor on the Lang property, and has not heard back. Jude Gates also noted, the town has finished their prep work on Prescott Road and did it with a jack hammer and no blasting, of which she was concerned about the tower and the effect blasting could have. Jude also noted the DOT requirement with regards to the pipeline layout for 3 Ponds as she has been in contact with Severino and confirmed they have been keeping her informed with the schedule from day to day. Commissioner Tombarello asked if they were tied into the tower yet. Jude noted they have not yet tied in the water line, but that the tie-in would be near the water tower.

Jude Gates gave updates on the bucket truck.



Stephen Church noted the Academy graduation that will take place on Friday. Stephen Church further noted our team has come back from a week of training at the prison. Stephen Church said there were five prison teams and our team came in second adding they did very well. He then explained there will be cross training with the prison on each other's work this fall, as both will benefit in helping each other when needed.

Charles Nickerson noted the 3<sup>rd</sup> quarter budget review is October 19, 2018 9.30 in the Hilton, adding if today you have not done so, you should turn over your department expense and revenue accruals to Finance.

Commissioner St. James noted we will send a letter to the delegation, giving them the notice of two tentative agreements/contracts for the organizational meeting.

#### VI. Public Comment

Angela Poulini of GTL was here to learn more about the county operation to see if she could work together with Rockingham County in the future. Her company serves the Corrections industry in communications technology such as tablets, phones, software and the like.

#### VII. Commissioners Non-Public Session

Commissioner Coyle called a recess at 10:33am.

Commissioner Coyle called the meeting to order at 11:21am.

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

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 11:21am. Commissioner St. James seconded. All voted in favor.

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

**Moved:** Commissioner Tombarello moved to go out of non-public session at 11:35am. Commissioner St. James seconded. All voted in favor.

#### VIII. Adjourn

**Moved:** Commissioner Tombarello moved to adjourn at 11:35am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos

Received by:

  
\_\_\_\_\_  
Thomas Tombarello, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes

Commissioners Conference Room

117 North Road ~ Brentwood, New Hampshire

October 17, 2018 – 10:00am time changed to 12:00 noon.

## Present:

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gales, Director of Facilities, Planning & IT  
Brenda Santos, Senior Executive Assistant

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Patricia Conway, County Attorney

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

Commissioner Coyle called the meeting to order at 12:00 noon.

### II. RFP Openings/Awards

- Open: Body Wash November 1, 2018 – August 13, 2019 (Long Term Care Services)

Opened proposals from Clean-O-Rama, Inc., Geriatric Medical Supplies, Bob Barker Co., Central Paper, W. B. Mason, McKesson, Swish White River

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and return with recommendation for Body Wash. Commissioner St. James seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: October 9, 2018 (Commissioners Office)  
To approve the October 9, 2018 Meeting Minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,182,416.94, for the period ending October 13, 2018.
3. Surplus Equipment Request Pursuant to NH RSA 28:8-a (Commissioners Office)  
To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, Minolta 4050 Photocopier serial #3119807, as outlined, to be removed from the assets list accordingly by Engineering and Maintenance Services.
4. Census (Long Term Care Services)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted Sullivan County made profit of \$28,000 from the NHAC conference held at Sunapee.

- Commissioner Liaison Updates



Commissioner Tombarello shared compliments and the kind praises from the family member of a resident of this facility that recently passed away and the outstanding quality of care their mom was given.

Commissioner Coyle noted the inmate count at the jail was at 136.

- **2018 NHAC Assessments Owed by Rockingham County**

Commissioner Coyle called for discussion. Commissioner St. James express his reasons for not continuing the membership, giving bookkeeping issues as one example, and gave a no vote. Commissioner Tombarello gave a vote of yes. Commissioner Coyle asked for comments from the department heads. Stephen Church noted that the cost to the academy is \$500 per cadet for members or nonmembers. He then said the \$3000 jail assessment to NHAC offsets other training costs. It was agreed to pay the jail portion of the assessment due. Discussion ensued. Steven Woods noted the sharing of policies and procedures and updates are benefits with working together with other Counties and hopes to continue this relationship and the attending of those meetings. Stephen Church clarified the meetings are public and everyone would be able to attend. Commissioner Coyle asked what does the County get from the \$5000 Long Term Care assessment. Discussion ensued. Steven Woods said the training is actually weak from the Long Term Care side. Commissioner Coyle asked if our plan is to join the NHMA. Charles Nickerson said you would be able to get the representation at the State House on legislative matters and they have three lawyers on staff where NHAC only has the Dupont Group. Charles Nickerson notes we currently have an associate membership with NHMA.

**Moved:** Commissioner St. James moved to approve a 2018 assessment owed by Rockingham County in the amount of \$3500 (\$3,000 toward the Jail Assessment and \$500 toward the Conference assessment) with a letter. Commissioner Coyle seconded. Voted 2-1-0 (Commissioner Tombarello voted no)

Commissioner Coyle moved to withdraw from the NHAC for discussion purposes. Commissioner Tombarello noted that Carroll and Sullivan County will be leaving NHAC. Stephen Church noted if we did not stay he would be taken off State committees he currently belongs to and is instrumental in, such as the SAVIN Victim Notification and State Mental Health committees. Commissioner Coyle said a letter will be sent to the NHAC that we are considering to withdraw. Commissioner Coyle said we will send a letter to the association letting them know we will add an agenda item "Withdraw from NHAC Discussion" on November 28<sup>th</sup> for 11:30 am. Commissioner Coyle will draft the letter with Brenda and send to the association and the other Counties. Commissioner Tombarello noted he will not sign the letter, he being the president of NHAC.

Engineering & Maintenance Services – Jude Gates, Director

- **Change Order Request Milestone Engineering & Construction, Inc.**

**Moved:** Commissioner Tombarello moved to approve Change Order Request to reallocate an amount not to exceed \$75,000 from the current balance of \$286,860 in the Paving/Storm Drainage Project to Milestone Engineering & Construction, Inc., for the final phases of the Blaisdell/Fernald renovation project, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded for discussion. Commissioner St. James asked how we missed this amount of expenditure. Jude Gates gave explanation on how we already reduced the original contingency amount from 1 million to half a million and knowing there would be a lot of unknowns with this nearly 2 year project, adding we have addressed them as needed. Discussion ensued. Commissioner Tombarello noted his walk through and gave compliments to the work. Commission Coyle asked if there would be any more issues of concern. Jude Gates noted there may be potential duct issues in the final stages as we are at the end phase. Commission St. James asked where the money would come from. Jude Gates responded we saved a considerable amount of money in the budget from the estimates in paving, due



the decrease in oil prices. All voted in favor. It was noted this information will be shared with the Executive Committee on Friday.

- Request for Over Expenditure of Line Item(s) and Related Transfers

**Moved:** Commissioner Tombarello moved to approve Request for Over Expenditure of Line Item(s) and Related Transfers from line item #11300000 57131 Vehicle Lease, in the amount of \$4,999.00 to line item #11300023 53501 Grounds and Roads Equipment –Expendable, in the amount of \$4999.00, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Charles Nickerson noted this would have to be submitted at the January Executive Committee Budget Review Hearing. Jude Gates responded there is money available in the current equipment line. All voted in favor.

#### Human Resources – Alison Kivikoski, Director

- Leave With Pay Request (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the leave with pay request pursuant to Personnel Procedures and Policies 8-11 for a Long Term Care Services employee, as recommended by the Director of Long Term Services and Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- Delta Dental Plan effective January 1, 2019

Allison Kivikoski explained the two plans and the differences between each: A. Delta Dental plan maximums and deductibles remain on a calendar year basis (January – December) instead of moving to a fiscal year basis (July – June) in order to retain the Double-Up Maximum Carryover benefit feature, effective January 1, 2019; B. to approve the Delta Dental plan annual maximums and deductibles for the period of January 1, 2019 through June 30, 2019 only, and then reset on July 1, 2019 through June 30, 2020 to coincide with the County's fiscal year, effective January 1, 2019. Each recommended by Gallagher Benefit Services.

**Moved:** Commissioner Tombarello moved to approve plan B, the Delta Dental plan annual maximums and deductibles for the period of January 1, 2019 through June 30, 2019 only, and then reset on July 1, 2019 through June 30, 2020 to coincide with the County's fiscal year, effective January 1, 2019, as recommended by Gallagher Benefit Services and the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

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

- Authorization to Hire Nursing Staff Above Mid-Point

**Moved:** Commissioner Tombarello moved to approve the Authorization to make hiring offers above mid-point for LNA's, MNA's, LPN's, RN's, Nursing Supervisors and Unit Managers above mid-point without prior approval from the Board of Commissioners, for a one (1) year period February 16, 2018 to February 15, 2019, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- AMDC Grant – Easterseals NH

**Moved:** Commissioner Tombarello moved to approve the Adult Medical Day Care Grant request from Easterseals NH, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Communications Site Use Permit –State of NH Division of Forests and Lands

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the Communications Site Use Permit – State of NH Division of Forests and Lands, lease agreement for communications equipment on Warner Hill in Derry, for a term of three (3) years from January 1, 2019 for an annual fee of \$1,000, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

- 2019 NH Highway Safety Grant

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the 2019 NH Highway Safety Grant Award Acceptance, in the amount of \$4,000, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

Commissioner Coyle reminded everyone of the Executive meeting October

Steve Woods noted on October 31<sup>st</sup> the County Nursing Home and Rehab Center will be celebrating Halloween and there would be contests and fun throughout with everyone invited to participate.

Michael Hureau requested a nonpublic at the end of the public session.

Alison Kivikoski noted the flu clinics are now under way and run by Employee Services. Alison Kivikoski gave compliments to the Run/Walk that went well and we had 42 employees participate. Alison further noted the target date is October 29th for first ½ day orientation.

- Implementation of Hiring Grid D effective October 9, 2018 (Human Resources)

**Moved:** Commissioner Tombarello moved to approve the implementation of Hiring Grid D effective October 9, 2018, for placement of newly hired applicants after that date, and newly hired employees between October 9 and October 17 whose rates do not match the Grid will be included in the pay adjustments effective December 23, 2018. Commissioner St. James seconded. All voted in favor.

Patricia Conway gave notice on how busy the courthouse was, adding how successful the prosecution was in the James Castine case and while working closely with Rockingham County drug force and the police department, the defendant plead guilty to two counts. Patricia Conway noted the folks in the Epping area have seen a decrease in the overdose rate since the arrest of Castine.

Charles Nickerson noted the Audit Services RFP will be going out. Charles Nickerson further reported there will be 3 participants from Finance attending the SPB & G Public Sector Labor and Employment Law seminar October 25<sup>th</sup>. Commissioner Coyle noted we should post this as a meeting as all 3 Commissioners will be in attendance as well.

Commissioner St. James noted the Mural project is underway outside the café.

Commissioner Tombarello noted he toured the facility with the Superintendent in Merrimack County.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

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

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 1:05pm. Commissioner St. James seconded. All voted in favor.

1<sup>st</sup> Nonpublic: Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Michael Hureau, and Brenda Santos

2<sup>nd</sup> Nonpublic: Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, and Brenda Santos.

**Moved:** Commissioner Tombarello moved to go out of non-public session at 1:28pm. Commissioner St. James seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 1:28pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road – Brentwood, New Hampshire  
October 24, 2018 – 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  
Brenda Santos, Senior Executive Assistant

Charles Nickerson, Finance Director  
Robin Bernier, IT Manager  
Michael Hureau, High Sheriff  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director  
Joanne Carbone, Director of Nursing

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:01am.

## II. RFP Openings/Awards

- Open: Nursing Center Linen Products (Long Term Care Services)

Open proposals from Harbor Linen, Bob Barker Co. Inc., Tabb Textile Co. Inc, Hotel Linen Services, ICS Jail Supplies, ATD-American Co., Cromwell Textile, McKesson Medical –Surgical, American Hospitality Supply Co., and Healthcare Wholesale Linen Corp.

**Moved:** Commissioner Tombarello moved to authorize the Director of Long Term Care Services to review, evaluate the proposals, and return with recommendations for Nursing Center Linen Products.

Commissioner St. James seconded. All voted in favor.

- Award: Computer Equipment (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award the Computer Equipment proposal to Connection, in the amount not to exceed \$22,167.00, as recommended by the Director of Facilities, Planning and IT.

Commissioner St. James seconded. All voted in favor.

- Award: Body Wash (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to award the Body Wash proposal to Geriatric Medical, for the term November 1, 2018 to August 13, 2019, in the amount not to exceed \$22,000, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: October 17, 2018 (Commissioners Office)  
To approve the October 17, 2018 Meeting Minutes.

2. Warrants (Finance)

To approve Departmental Warrants T180656, T180728, T180832, T180833, T180834, T180835, T180850, T180865, T180866, T180867, T180868, T180884, T180886, T180889, T180899, T180900, T180901, T180902, T180903, T1808905 totaling \$870,617.64; Departmental Warrants Entered by Finance T180934, T180935, T180937, T180938, T180939, T180944 totaling \$81,866.27; AP Wire Payments T180940 totaling \$1,602,398.00; Payroll Warrants 1004MS, 1011MR, 1011MS, 1018MS, 1018MR totaling \$10,363.80; General Ledger Warrants GL18673 totaling \$177.50; AutoPayments-full amount previously approved by BOC T180001, T180002, T180003, T180004, T180005, T180008, T180009, T180010, T18011, T18012, T18013 totaling \$186,387.25; BOC previously authorized payments T180767, T180826, T180830, T180898 totaling \$271,033.00; Grand Total \$3,022,843.55

3. Rockingham County Monthly Turnover Report (Human Resources)  
For informational purposes.
4. AMDC Breakdown of Services Provided for September 2018 (Long Term Care Services)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve the Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates  
There were no New Hampshire Association of Counties Legislative Updates reported.
- Commissioner Liaison Updates

Commissioner St. James noted he, Commissioner Coyle and Commissioner Tombarello met with Patricia Conway and Cathy Stacey and reviewed the workspace at the courthouse. Jude Gates noted there is about 7 or 8 thousand dollars left in the space budget. It was agreed Jude Gates and Patricia Conway will go over the plans to modifying some of the space currently located in Deeds for additional County Attorney offices.

Commissioner Tombarello gave updates on Meals-on-Wheels, noting he, Jude Gates and Steven Woods met with Glendale and Glendale proposed to get new equipment and would also purchase a few vehicles and they were moving forward with an RFP. Steven Woods noted all the equipment, excluding the vehicles would be property of the County. Jude Gates will continue to give updates regarding utilities and the looking into a 5 year contract in having Glendale prepare the meals for Meals-on-Wheels.

Commissioner St. James asked how the rehab was doing. Steven Woods noted they were averaging 12-14 each day. Charles Nickerson noted the skilled care revenue has been going up.

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

- National District Attorney's Association – Out of State Training Request

Patricia Conway highlighted the benefits of the seminar on topics to include: ~DNA-The Science and Trial Practicalities, ~Mentoring Young Attorneys, ~The Sexual Assault Case, ~Preparing Appellate Review, ~How to Prepare for Cross-Examination and Experts and ~Small Group Workshops in Direct and Cross-Examination, noting the Deputy County Attorney will bring back valuable knowledge from these topics and will train other Assistant County Attorney's.

**Moved:** Commissioner Tombarello moved to approve to send the Deputy County Attorney to the Career Prosecutor Course in Cambridge, Massachusetts, held May 13th through May 22, 2019, to include the cost of overnight stay, mileage and meals, a total cost of \$3,738.00, as recommended by the County Attorney. Commissioner St. James seconded. All voted in favor.

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

- Payroll Change Notice (Department of Corrections)

Alison Kivikoski requested a nonpublic for the Payroll Change Notice. It was agreed to move to the nonpublic session.

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

- Stericycle, Inc. Service Agreement

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the Stericycle, Inc. service agreement, for the term November 1, 2018 to October 31, 2019, as recommended by the Director of Long Term Services. Commissioner St. James seconded. All voted in favor.

- Exception Request Pursuant to Personnel Procedures and Policies 6-4

Alison Kivikoski requested a nonpublic for the Exception Request Pursuant to Personnel Procedures and Policies 6-4. It was agreed to move to the nonpublic session.

## V. New Business / Old Business

Steven Woods noted there will be a disaster drill in early November in the courtyard, with the Fire department and Sheriff's department.

Michael Hureau was sad to say that Deputy Chavez's dad had passed away yesterday.

Alison Kivikoski noted open enrollment was underway and going well. Alison further noted there will be 7 people going to the half day orientation on Monday.

Jude Gates noted DOT is in the final stages of planning in the replacing of the culvert. Commissioner St. James asked if the water main was across Prescott. Jude Gates responded no and that a final plan should be submitted soon, adding they cannot run the water main the same week DOT is working on the culvert.

Patricia Conway noted her request to hire Stephanie Bosstick as an Assistant County Attorney, adding she has passed the record check and has been approved by the Attorney General's Office.

- Assistant County Attorney – New Hire Request

**Moved:** Commissioner Tombarello moved to approve to hire Megan Mackenzie as an Assistant County Attorney, pursuant to NH RSA 7:33-f, of which approval from the Attorney General's Office has been noted, as recommended by the County Attorney. Commissioner St. James seconded. All voted in favor.

Charles Nickerson noted he did look at the legal expense line and we were at 39% spent which represents going through August, August being 8 months of the 18 month period bringing us to 44%, making us alright with the budget. Charles further added we do know that Sheehan and Phinney invoices could be somewhat large for September and October and we will keep an eye on that. Charles then said the labor relations line was running well with additional expenses in September and October. Commissioner Coyle questioned about the allocation of labor lines. Charles Nickerson responded, anything that goes to negotiations goes to labor relations.

Charles Nickerson noted Kronos time clocks for LTC have been installed and Ben Wing was working on the clock allocation and should be operational by next week. Charles further noted Ben was working on the application for the nursing shift pickup bonus, making that part of the payroll process easier for nursing and payroll.

Commissioner St. James spoke of the decision that came down from the arbitrator and how he was disappointed in the ruling outcome and our representation. Commissioner St. James further added that he, Elizabeth Bailey and Charles Nickerson were working on the Sheriff's Office MOU prompting Charles Nickerson to note we have to go back to 2015 through 2017pre Kronos, totaling about 500 sheets. Discussion ensued.

## VI. Public Comment

## VII. Commissioners Non-Public Session

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

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:30 am. Commissioner St. James seconded. All voted in favor.



Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Alison Kivikoski, Stephen Church, and Brenda Santos.

Commissioner Coyle left the meeting at 10:33 am.

A second nonpublic at 10:35am.

Those present were Commissioner Coyle, Commissioner St. James., Commissioner Tombarello, Alison Kivikoski, Steven Woods, Joanne Carbone and Brenda Santos.

**Moved:** Commissioner St. James moved to go out of non-public session at 10:55 am. Commissioner Tombarello seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 10:55 am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by:

  
Thomas Tombarello, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Agenda  
Sheehan Phinney  
100 Elm Street 17<sup>th</sup> Floor  
Manchester, NH 03101  
October 25, 2018– 8:30 am-3:00 pm

**I. 29<sup>th</sup> Annual Public Sector Labor & Employment Law Review and Update Seminar**

**Attendance at this seminar will be:**

**Commissioner Coyle,**

**Commissioner St. James**

**Commissioner Tombarello**

**There was no formal meeting. Therefore, there are no minutes to report.**

***Agenda submissions, including supporting documentation, for the Tuesday, October 31, 2018 , 2018 Board of Commissioners meeting must be submitted no later than 3:00pm on Thursday, October 25, 2018 @ 3:00 pm.***

Posted at 117 North Road and 119 North Road, and on the County's website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org) on  
October 24, 2018 @ 11:00 am.



# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
October 31, 2018 – 10:00am

## Present:

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning & IT  
Lauren Brouillette, Gallagher & Co.  
Gary Fornari, Gallagher & Co.

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Brenda Santos, Senior Executive Assistant  
Attorney David McGrath, Sheehan Phinney  
Kelly Trudel, Sheehan Phinney

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

Commissioner St. James called the meeting to order at 10:06am

### II. RFP Openings/Awards

There were no openings or awards this date.

### III. Consent Agenda

1. Minutes: October 24, 2018 (Commissioners Office)  
To approve October 24, 2018 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,130,438.88 for the payroll ending October 27, 2018.
3. Census (Long Term Care Services)  
For informational purposes only.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

### IV. Reports

#### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates  
Commissioner Tombarello noted there will be no meeting on Friday.
- Commissioner Liaison Updates

Commissioner St. James noted he met with Nick Toumpas, and reported Nick said he was working hard on the IDN. Commissioner St. James told Nick he was concerned for the transitional people in Seabrook and Hampton as they were not receiving services in this region. Commissioner St. James said he asked Nick Toumpas to contact Stephen Church in hopes the IDN can help Rockingham County. Discussion ensued. Commissioner St. James stated he is seeing services out of Manchester and not here. Stephen Church added his disappointment with the lack of services available in the southern part of the county. Discussion ensued regarding ProShare. Commissioner St. James noted he asked Nick Toumpas to find a way to allocate a portion of the allotted IDN money to Rockingham. Discussion ensued. Commissioner Coyle arrived at 10:14 am.

Commissioner Coyle was brought up to discussion regarding Proshare and the meeting with Nick Toumpas and the IDN. Discussion ensued. Commissioner St. James noted Nick Toumpas was looking into the possibility of funding a Case Manager position at Rockingham County Department of Corrections. Stephen Church noted that transitional housing was the number one need for re-entry.



adding the nearest place for services is about an hour from Rockingham County. Further discussion ensued

- Holiday Bonus Discussion

Commissioner Coyle ask for an update on the possibility of a holiday bonus. Charles Nickerson confirmed the budget lines for wages were good and gave review of last year and prior years discretionary bonuses. Discussion ensued. Commissioner Tombarello noted he would like to see the numbers prior to making a decision. It was agreed Charles Nickerson will present the breakdown at the next meeting.

- Client Service Interview –Sheehan Phinney

#### Human Resources – Alison Kivikoski, Director

- Leave With Pay Leave of Absence Request- (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve a leave with pay/leave of absence request for a Long Term Care Services employee, with stipulation use of accrued time at 100% beginning October 21, 2018 on, as recommended by the Director of Long Term Care Services and the Director of Human Resources. Alison Kivikoski noted she was not aware the time had gone over and further explained it was a result of transition in staff in the HR department. Discussion ensued. Commissioner Coyle said he would be in favor of the use of earned time as it was our mistake. Commissioner St. James seconded. It was noted the employee would be approved to November 5, 2018. All voted in favor.

- Stop Loss Carrier Quote Motion

At 10:35 am Gary Fornari and Lauren Brouillette of Gallagher & Co. presented the final Stop Loss Premium Renewal Action and Alternatives with 4 separate options from Cigna. Alison Kivikoski recommended Option #4 after speaking with Gary Fornari, Lauren Brouillette and Charles Nickerson. Mr. Fornari presented the original quote from Cigna, which represented a 47.6% increase for individual stop loss and went over comparisons to prior years. Ms. Brouillette stated that our contract with Cigna contained a 45% maximum increase, which resulted in Cigna having to provide a revised quote. Discussion ensued regarding lasered and aggregate deductibles, and other stop loss items. Commissioner Coyle voiced his support for Option #3, which Commissioner Tombarello also supported. Upon an additional discussion, it was determined that the length of time (12 months or 18 months), for the lasered and aggregate deductibles referred to in the Cigna scenarios had to be clarified prior to any final decision being made. It was agreed to table to next week pending final clarification by Cigna.

**Moved:** Commissioner Tombarello moved to table Stop loss Carrier Quote Motion to the November 7, 2018 Commissioners meeting. Commissioner St. James seconded. All voted in favor.

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

- Adult Medical Day Care Grant Request-Seaside Elderly Day Out Center

**Moved:** Commissioner Tombarello moved to approved Adult Medical Day Care Grant request dated October 19, 2018, from Seaside Elderly Day Out Center, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor. Steven Woods noted there should be a future discussion to perhaps considering the putting money aside from agencies that not use their portions and the sharing with agencies that are more in need.

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

Michael Hureau noted there is a plan to fix the Rye Tower adding he has a quote of \$17,000 and was looking to where payment of this would come from. Charles Nickerson explained it will come out of two lines; labor out of the service contract line and the other part would come out of repairs line. Michael

Hureau noted there was a temporary fix before but a permanent one was needed now. Michael Hureau will bring this before the Board at the next meeting.

Michael Hureau also noted he will be drafting a letter to the Seacoast Fire letting them know their first phase is to go to simulcast and the second phase to digital, adding the first phase being July 2019 and the second phase July 2020.

Alison Kivikoski reminded everyone Sunday November 4<sup>th</sup> is the last date of the flu shots.

Alison Kivikoski noted we went to Kronos Live yesterday and employees can now update personal information such as addresses, phone number and emergency contacts.

Alison Kivikoski further noted the last day of open enrollment training was November 1, 2018.

Alison Kivikoski was happy to report the orientation for 5 new employees went well and the feedback from them was good.

Alison Kivikoski gave legislative updates on issues such as paid leave, adding more information will come along.

Jude Gates announced to everyone that Paul Ardagna's last day was today. Jude complimented him on delaying his retirement and staying with the County, making sure the Fernald project was complete. Jude noted he will return after 4 weeks as a consultant.

Jude Gates also reminded everyone of the North Road closures next week.

Stephen Church noted he finished the policy updates and the revamping. Stephen added, he will be submitting these policies to the Commissioners for review.

Charles Nickerson noted he was looking into the bond borrowing amount. Charles suggested an amount of \$5 million instead of the \$6 million authorized by the Delegation. Charles then said, everything must be completed by the November application deadline and this would most likely be added to next week's agenda for discussion. He further noted this is part of the 18 month budget, adding our borrowing limit is significantly higher than the proposed \$5 million. Discussion ensued.

Commissioner St. James asked about the cost analysis for bringing female inmates back to the County Department of Corrections and the status of the cell block remodeling. Jude Gates noted the remodeling was not complete. Charles Nickerson noted most of the final estimates were done with pending numbers such as medical, and that these figures will only be estimates based on assumptions and not guaranteed.

Commissioner Tombarello noted he was working on the virtual tours yesterday and it went well.

Commissioner St. James noted the mural project is nearing completion.

David McGrath, President of Sheehan Phinney and Kelly Trudel, Director of Business Development at Sheehan Phinney, were present to interview the Commissioners and department heads of the county. They were here looking for feedback on attorneys, staff, communication, billing, accessibility and any other items that we would like to address. Overall, the county expressed positive feedback on the services Sheehan Phinney have provided.

**VI. Public Comment**

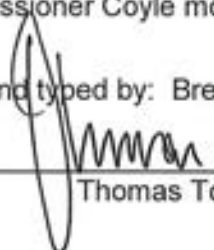
**VII. Commissioners Non-Public Session**

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 11:28am. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by:

  
\_\_\_\_\_  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 7, 2018 – 2:00pm.

## 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  
Janice Demers, Admin. Director Long Term Care Services

Charles Nickerson, Finance Director  
Cathy Stacey, Register of Deeds  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director  
Joanne Carbone, Director of Nursing  
Brenda Santos, Senior Executive Assistant

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

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

### II. RFP Openings/Awards

Open: Security Services (Long Term Care Services)

Open proposals from Madison Security Group, Inc., First Protection Services, Inc., and Aron Security.

Commissioner Coyle arrived at 2:07pm

**Moved:** Commissioner Tombarello moved to authorize the Director of Long Term Care Services to review, evaluate the proposals, and return with recommendations for Security Services. Commissioner St. James seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: October 31, 2018 (Commissioners Office)  
To approve October 31, 2018 Meeting Minutes.

2. Warrants (Finance)

To approve Department Warrants T180657, T180658, T180729, T180851, T180852, T180869, T180870, T180890, T1808907, T180909, T180910, T180911, T180921, T180927, T180928 totaling \$348,847.49; Departmental Warrants Entered by Finance T180930, T180931, T180960, T180962, T180963, T180964, T180965, T180966, T180967 totaling \$43,585.22; AP Wire Payments T180922, T180932 totaling \$132,294.64; Payroll Warrants 1019MR, 1022MR, 1025MR, 1026MR, 1031MR totaling \$9,042.91; General Ledger Warrants GL18684, GL18686, GL 18687, GL18689, GL18690, GL18691 totaling \$392,831.90; Amounts previously approved/authorized by BOC T180009 totaling \$1,278.84; BOC previously authorized payment T180946 totaling \$1,126.43; General Ledger Warrants Continued GL18694 totaling \$197.50; Grand Total \$929,204.93.

3. Legal Invoices (Commissioners Office)  
For informational purposes.

Commissioner Coyle expressed his concern. Charles Nickerson noted the expended line was at 39% through September invoices.

4. State Plan on Aging-DHHS Press Release (Long Term Care Services)  
For Informational purposes.



**Moved:** Commissioner Tombarello moved to approve the Consent Agenda as written. Commissioner St. James seconded. Voted 2-0-1. (Commissioner St. James abstained, noting he did not review the minutes.)

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted the next meeting will be December 9<sup>th</sup>. Commissioner Tombarello further noted he would be attending the NACO Legislative Conference in Washington DC in March 2019.

- Commissioner Liaison Updates

Commissioner St. James gave updates on the mural, noting it should be ready in about two weeks.

Commissioner Coyle noted the jail count was at 129.

- Holiday Bonus

Charles Nickerson gave an overview.

**Moved:** Commissioner Tombarello moved to approve a one-time, non-binding and non-precedent setting, \$200 discretionary bonus, to all employees who are benefits eligible as of November 11, 2018 or before, with union employees eligible only with an approved, signed MOU by December 3, 2018 to be paid in the first payroll in December 2018. Commissioner St. James seconded. All voted in favor.

- Hair Salon-Hairdressing Services Discussion

Commissioner Tombarello opened the discussion referencing the possible renting of the extra chair in the County salon. He shared a letter he received from the current contracted hairdressers. Commissioner Tombarello expressed his concern with these hairdressers not providing enough service to the residents, giving another reason for bringing in a 3<sup>rd</sup> person. Discussion ensued. Janice Demers explained the contract and the process for residents receiving hair services. Steven Woods noted there is not enough time for two to do all the work in the hours they are scheduled. Further discussion ensued. As recommended by Commissioner Tombarello, it was agreed to re-visit this in 30 days.

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

- NH Municipal Bond Bank Application

Charles Nickerson noted we have until the middle of December to confirm a finalized amount to be borrowed.

**Moved:** Commissioner Tombarello moved to approve the New Hampshire Municipal Bond Bank for the purchase of Rockingham County bonds in an amount not to exceed five million dollars, and authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner St. James seconded. All voted in favor.

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

- Motivate Me – Rewards Schedule: February 1, 2019 to June 30, 2019

Alison Kivikoski noted, this is that last piece of the health insurance and Cigna has allowed us to run it for one year at no cost. She said she worked back and forth with Gallagher on setting the required goals and activities, making sure they were in compliance with Federal regulation.

**Moved:** Commissioner Tombarello moved to approve the February 1, 2019 to June 30, 2019 MotivateMe Program as outlined, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Commissioner St. James seconded. All voted in favor.

- Stop Loss Carrier Quote Motion – Revisited

Alison Kivikoski noted they were not ready, stating after going back to Cigna the underwriters needed to go over the figures again. Alison further noted Gallagher sent out to other premium vendors and will get proposals for the Stop Loss adding they believe the rates will come in better than what Cigna had.

## V. New Business / Old Business

Brenda Santos noted the CDBG inquiry from Director of Farmsteads of New England Inc. Discussion ensued. It was agreed they will be invited to a BOC meeting for discussion.

Commissioner Tombarello expressed he was honored and sincerely happy to continue to work with such a wonderful team for four more years, and was grateful to have won the re-election.

Alison Kivikoski noted the electronic open enrollment window opened last night and was going well. She said if you are having issues, you must disable the pop-up blocker and you must have adobe flash. She noted the laptops were available in the employee lounge.

Patricia Conway noted her office was receiving several Right To Know requests, adding the latest was asking for personnel information of which prompted her to forward that request to Human Resources.

Patricia Conway further noted, in terms of extradition, a few police departments were expecting the County to bear the cost. She explained the police departments make the arrest, pay for the extradition and the County Attorney's Office prosecutes. She has relayed to the police departments the County cannot pay for 37 towns to extradite. She feels the towns should pick up the cost until the County has indicted the defendant.

Jude Gates noted North Road work was still going while being challenged by rain and water, and should be finished by the end of the week. She added she expected updates on the next project by tomorrow.

Jude Gates further noted GZA was coming tomorrow to flag where they will be putting in the new monitoring well.

Commissioner Coyle thanked everyone for their support in winning the re-election..

Congratulations to Commissioner Tombarello and Commissioner Coyle for winning the re-election were given by everyone in attendance.

## VI. Public Comment

## VII. Commissioners Non-Public Session

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

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (I) personnel at 2:45pm. Commissioner St. James seconded. All voted in favor.

First nonpublic: Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Steven Woods, Joanne Carbone, Alison Kivikoski, and Brenda Santos.

Second nonpublic: Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Stephen Church, Charles Nickerson and Brenda Santos.

Third nonpublic: Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, and a full time employee.

**Moved:** Commissioner Coyle moved to go out of non-public session at 4:11pm. Commissioner Tombarello seconded. All voted in favor.

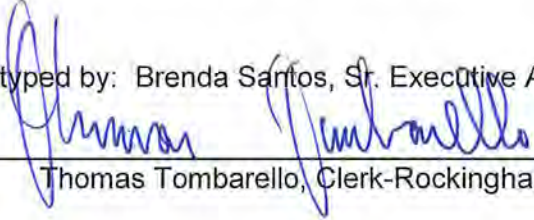
- Exception Request Pursuant to Personnel Policies and Procedures 9-3.B.4 (Department of Corrections)

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 9-3.B-4 Recruitment Procedures-Advertising the Vacancy, posting for Department of Corrections Office Administrator Position, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. All voted in favor.

#### VIII. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 4:25pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 14, 2018 – 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  
Major Darin Melanson, Sheriff's Office

Charles Nickerson, Finance Director  
Cathy Stacey, Register of Deeds  
Michael Hureau, High Sheriff  
Alison Kivikoski, Human Resources Director  
Steven Woods, Long Term Care Services Director  
Chuck Massahos, Newly Elected High Sheriff  
Brenda Santos, Senior Executive Assistant

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

Commissioner Coyle called the meeting to order at 10:05am.

## **II. Consent Agenda**

1. Minutes: November 7, 2018 (Commissioners Office)  
To approve November 7, 2018 Meeting Minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,135,333.93 for the payroll ending November 3, 2018.
3. Surplus Equipment Request Pursuant to NH RSA 28:8-a (County Attorney)  
To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, as outlined by the County Attorney, to be removed from the assets list accordingly by Engineering and Maintenance Services.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

## **III. Reports**

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates
- Commissioner Liaison Updates  
Commissioner St. James introduced and gave recognition to Chuck Massahos, Rockingham County's newly elected High Sheriff.  
Commissioner Coyle noted the jail was at 130 for an inmate count.
- Accident-Claims Discussion

### Finance Office – Charles Nickerson, Director

- Approval of Bond Counsel Services Engagement Letter

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the Engagement Letter regarding Proposed Issuance of General Obligation Bonds by Rockingham County, New Hampshire-Bond Counsel Services, as recommended by the Director of Finance. Commissioner St. James seconded. All voted in favor.

### Human Resources – Alison Kivikoski, Director

- Leave With/Without Pay Leave of Absences Request (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve a Leave with Pay Leave of Absence Request for a Long Term Care Services employee, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- Stop/Loss Renewal  
Alison Kivikoski noted the renewal was not ready and she was waiting on two active proposals.

Long Term Care Services – Steven Woods, Director/Administrator

- Renewal Application for Assisted Living Ernest P. Barka's Annual License Certificate

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the renewal application for Assisted Living Ernest P. Barka's Annual License Certificate. Commissioner St. James seconded. All voted in favor.

#### IV. New Business / Old Business

Charles Nickerson noted it will be busy in the payroll department specific to the first payroll in December while preparing for the bonuses for those employee that qualify.

Stephen Church noted he will be meeting with Nick Toumpas tomorrow to discuss the IDN and the services they have to offer. Commissioner St. James made a reminder of the Case Manager position and Nick's support with this. Stephen further noted Jessica in Health and Human services has been working on the stats of the IDN, comparing the different counties and the services they are receiving. Discussion ensued.

Jude Gates noted DOT was finishing up today on taking out the by-pass. Jude also gave updates on the 3 Ponds project. She said she spoke with Joseph Falzone and he is requesting one fire hydrant on the domestic in lieu of the 30,000 gallon cistern. The cost for the cistern would be approximately \$123,000 and the cost of a hydrant would be about \$6,000. Joseph Falzone is looking to propose this to the town with the fire department having the only access to the hydrant. Discussion ensued. Jude further noted Joseph Falzone will be bringing in a \$50,000 check today. Charles Nickerson noted that we budgeted for water revenue. All agreed they would be fine with the Hydrant if the County could receive revenue from the savings.

Patricia Conway was sad to announce that Attorney Doug Sheehan will be leaving her office. Patricia Conway noted she has one assistant County Attorney position available and has not received applicants. Discussion ensued.

Alison Kivikoski noted 123 people have completed the open enrollment with 471 benefits eligible employees pending completion adding she will send out a reminder.

Michael Hureau noted Cindy Tuck has given notice that she will be leaving. Michael added he is has two positions open and is interviewing for them.

Michael Hureau gave updates on the Rye tower and repair to the damage done by the town of Rye, noting Severino Construction has agreed to dig up and lay the conduit, as they felt responsible, which is a \$5,000 cost savings to the possible Bid Waiver of \$7000-8,000.

Michal Hureau then noted his department received a questionnaire from NH Judicial Council and Felonies First regarding budget and how many transports.

Darin Melanson noted he will be bringing up staffing issues, due to Felonies First and the pulling of approximately 200 additional warrants each month, at the next budget meeting.

Steven Woods noted the construction was moving along and nearing completion and expressed how hard the staff was working. Steven added the disaster drill on Friday went well and gave praise to the staff for doing a fantastic job.

Commissioner Tombarello brought up the hiring above mid-point and who should be authorized to do this. He referenced the past minutes of which this was discussed and approved. Discussion ensued and it was agreed to further discussion in a nonpublic.

Commissioner Coyle noted the switching of a Finance office and his office and it was agreed Jude Gates and Charles Nickerson will work on this move.

Commissioner Coyle noted the December 12, 2018 Board of Commissioners meeting will begin in the Hilton as the Executive Committee Meeting will be in the Commissioners Conference Room on the same day and time.

**V. Public Comment**

**VI. Commissioners Non-Public Session**

**Moved:** Commissioner Tombarello moved to go into nonpublic pursuant to NH RSA 91-A:3,II (a) at 10:36am. Commissioner St. James seconded.

1<sup>st</sup> Nonpublic: Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Michael Hureau, Darin Melanson, and Brenda Santos.

2<sup>nd</sup> Nonpublic: Those present were Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Brenda Santos and Alison Kivikoski.

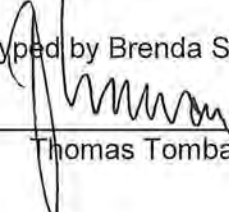

**Moved:** Commissioner Tombarello moved to go out of nonpublic at 11:20pm. Commissioner St. James seconded. All voted in favor.

**VII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 11:55. Commissioner Coyle seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

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

   
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 20, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Cathy Stacey, Register of Deeds  
Joseph Falzone, 3 Ponds

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Mike Spiro, C & M Cleaning  
Brenda Santos, Sr. Executive Assistant

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

Commissioner St. James called the meeting to order at 10:05am.

### II. RFP Openings/Awards

- Open: Audit Services for Financial Statements & Cost Reports, *Years Ending June 20, 2019, 2020, 2021* (Finance)

Opened proposals from: How Riley & Howe CPA's, Graham & Graham, P.C., Melanson Heath, Vachon Clukay & Company PC, Berry Dunn

| **Moved:** Commissioner Tombarello moved to authorize the Director of Finance to review, evaluate the proposals, and return with recommendations for Audit Services for Financial Statements and Cost Reports, Years ending June 20, 2019, 2020 and 2021. Commissioner St. James seconded. All voted in favor.

- Open: Cleaning Services (Registry of Deeds and County Attorney)

Opened proposals from: C & M Cleaning, Cleaning Services Group, and Kevin Wojcik-City Wide Maintenance.

| **Moved:** Commissioner Tombarello moved to authorize the Register of Deeds and County Attorney to review, evaluate the proposals, and return with recommendations for Cleaning Services. Commissioner St. James seconded. All voted in favor.

- Award: Rehabilitation and Nursing Center Linen Products (Engineering and Maintenance Services)

| **Moved:** Commissioner Tombarello moved to award the Rehabilitation and Nursing Center Linen Products proposal to American Hospitality Supply, Harbor Linen, ATD-American Co., and Hotel Linen source for the period of November 20, 2018 to September 30, 2019 (to coincide with the Jail award) for a total cost not to exceed \$24,793.67 as outlined and recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: November 14, 2018 (Commissioners Office)  
To approve the November 14, 2018 minutes.

2. Warrants (Finance)

To approve Departmental Warrants T180730, T180853, T180872, T180913, T180914, T180933, T180950, T180985, T180998, T180999, T181000, T181010, T181011 totaling \$454,688.46; Departmental Warrants Entered by Finance T181031, T181032, T181034, T181037, T181038, T181039, T181040, T181042 totaling \$37,189.36; AP Wire Payments T181041 \$1,602,398.00; Payroll Warrants 1101MR, 1108MR, 1109MR, 1112MR, 1115MR Totaling \$36,081.81; General Ledger Warrants GL18738, GL18741, GL18750 totaling

( ) Marked- Commissioner Coyle was not present.

\$3,113.84; Amounts previously approved/authorized by BOC \$188,696.07; BOC previously authorized payments T180926 \$214.20; Grand Total \$2,322,381.74.

3. Census (Long Term Care Services)  
For Informational purposes only.

**Moved:** Commissioner Tombarello moved to approve consent agenda as written with amendment to Liaison Updates as recommended by Commissioner St. James. Commissioner St. James seconded. All voted in favor.

Commissioner Coyle arrived at 10:15am.

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates
- Commissioner Liaison Updates

Commissioner Tombarello noted the legislative calls will begin again next week.

Commissioner Coyle noted the inmate count was at 138.

Commissioner Coyle noted the swearing in ceremony for the elected officials would be January 2, 2019. The Commissioners agreed to ask Judge Wageling to help with the Oath of Office ceremony.

Commissioner Tombarello suggested a singer at the celebration as recommended by Chuck Massahos and it was agreed the County would reach out to her.

- Letter to NHAC regarding discussion December 12, 2018.

After brief discussion, it was agreed Commissioners Coyle and Commissioners St. James will sign the letter.

- Holiday Letter

The letter was approved and signed by the Commissioners.

- Use of Premises Agreement (Registry of Deeds and County Attorney)

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the Agreement for Use of Premises at Rockingham County Courthouse, #10, Route 125, Brentwood NH, 18,053 square feet of office space for a period of three (3) years, commencing on May 1, 2019 and continuing through the 30<sup>th</sup> day of April 2022, annual rent as follows: May 1, 2019 through April 30, 2020: approximately \$10.34 per square foot, which is \$15,562.00 per month, \$186,744 annually; May 1, 2020 through April 30, 2021: approximately \$10.45 per square foot, which is \$15,718.00 per month, \$188,616.00 annually; May 1, 2021 through April 30, 2022: approximately \$10.55 per square foot which is \$15,875.00 per month, \$190,500.00 annually: Total Rent Due for the three-year Term: \$565,860.00. Commissioner St. James seconded. Cathy Stacey asked about the changes that will be needed before we sign the contract. Commissioner Tombarello noted we do not need permission to make the changes, prior to signing the contract. Commissioner St. James noted we had 120 days to end the lease agreement, with advance notice. Discussion ensued. All voted in favor.

##### Corrections – Stephen Church, Superintendent

- Exception Request-Pursuant to Personnel Policies and Procedures 6-7



**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-7, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Delta Dental Clarification Request – Rollover Provision

**Moved:** Commissioner Tombarello moved to approve the November 20, 2018 Clarification Request-Rollover Provision under County's Delta Dental plan to end the program *June 30, 2019*, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- Worker's Compensation 2018 Contract for Services – The Lawson Group

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the The Lawson Group Workers' Compensation Administration 2018 Contract for Services, as the recommended changes that Attorney Mullen had identified have been made, as recommended by the Director of Human Resources. Commissioner Coyle seconded. All voted in favor.

- Request for Regrade – Accounts Payable Clerk (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the Request for Regrade- Accounts Payable Clerk from 30 hours to 40 hours for a Long Term Care Services administration position, as recommended by the Director of Human Resources, pending final approval from the Executive Committee. Commissioner Coyle seconded. All voted in favor.

- Request for Grade Level Change – Staff Scheduler (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the Grade Level Change-Staff Scheduler from Grade 1 to Grade 3, for a Long Term Care Services Nursing position, as recommended by the Director of Human Resources, pending final approval from the Executive Committee. Commissioner Coyle seconded. All voted in favor.

- Request Repurpose Position - LNA to Administrative Assistant (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve the Repurpose Position-LNA to Administrative Assistant, for a Long Term Care Services Nursing position, as recommended by the Director of Human Resources, pending final approval from the Executive Committee. Commissioner Coyle seconded. All voted in favor.

- HSA Clarification

**Moved:** Commissioner Tombarello moved to approve the November 20, 2018 Clarification Request with regards to the employees' Health Savings Accounts, as outlined and recommended by the Director of Human Resources. Commissioner St. James seconded. Commissioner Coyle asked if this was an 18 month plan. Alison Kivikoski gave explanation. Charles Nickerson further explained. Discussion ensued. Commissioner Coyle asked when the deductibles reset. Alison Kivikoski responded July 1, 2020, unless an employee changes between the OAP and a High Deductible Health Plan. Further discussion. All voted in favor.

Joseph Falzone arrived at 10:35am.

- Weather Emergency Pursuant PPP 7-5: November 16, 2018; 6:00am-7:30am



**Moved:** Commissioner Tombarello moved to approve the Weather Emergency request pursuant to Personnel Policies and Procedures Chapter 7-5, declaring November 16, 2018 from 6:00am to 7:30am as a weather emergency, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- News Article Honoring a Veteran who is a Rockingham County Assisted Living Resident

Steven Woods noted how this was an absolutely beautiful tribute to our residents that served our country.

- F.I.R.S.T Announcement  
For informational purposes.
- Bid Waiver Request Pursuant to NH RSA 28:8-F – Career Management Associates

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request pursuant to NH RSA 28:8-F to Career Management Associates, for helping with the F.I.R.S.T. program, in the amount not to exceed \$8,400, a split between the Long Term Care Department and Human Resources training budget, of which \$4,800 has already been spent, as recommended by the Director of Human Resources and the Director of Long Term Care Services. Commissioner Coyle seconded. All voted in favor.

**V. New Business / Old Business**

Charles Nickerson noted Departments Heads should be seeing e-mails going out regarding longevity and a list of current eligible employees. He is asking departments to sign, make necessary changes and get them back to Finance to be ready for the first payroll in December. Charles further noted reminders included on the paychecks regarding the last date of open enrollment being November 27, 2018. Lastly, Charles noted the discretionary bonus will also be in the first payroll in December.

Stephen Church noted he had a lengthy meeting with Nick Toumpas and there will be a further meeting with the programming staff. Stephen will give updates at the next meeting.

Cathy Stacy noted Deeds was fully staffed and all was good.

Alison Kivikoski noted the Newsletter will be coming out and that Jessica will be reaching out to departments for articles.

Alison also noted, five out of seven Unions have signed MOU's for the discretionary bonuses.

Alison Kivikoski reminded everyone of the years of service recognition celebration was all set for November 28<sup>th</sup>.

Alison Kivikoski further noted, approximately \$1630 from the wellness fund will be used to purchase a refrigerator for Employee Health Services.

Commissioner St. James asked for updates with open enrollment. Alison Kivikoski noted about 240 were complete with about 441 remaining.

Michael Hureau noted there were three potential dispatchers pending background checks.

Steven Woods noted the Holiday Fair on Saturday was successful with a grand showing of many families, making it a fantastic day. Steven further noted the Holiday Gift Giving Tree was set up at the Singer entrance.

Commissioner Tombarello gave concern about the security company Madison contracted with the County, and how it was not working to our expectations as required by contract. Jude Gates noted security points were missing and they have not replaced them. Jude noted she has contacted them as much as six months ago and they have become less and less responsive. Commissioner Tombarello noted fluctuating numbers each night with the numbers of punches and the inconsistency.

Commissioner Coyle asked when the County will begin budget preparation for the year 2020. Charles Nickerson noted that with the new budget cycle, the end of March is when the department budgets need to be submitted. Charles further noted we have a new platform called OpenGov and there will be training on this system and added it is interactive. Alison Kivikoski asked if the salary numbers will be loaded. Charles Nickerson stated that wage information would be included.

Commissioner Tombarello noted the years of service awards ceremony is November 28, 2018, asking if the Board meeting time should be changed. Commissioner St. James noted he will not be attending the ceremony but will be at the meeting. It was agreed the meeting time will be changed to 11:00am.

Commissioner St. James gave recognition and a thank you to the Finance department for going through the time cards manually for the shift differentials project. Charles Nickerson noted approximately \$6000 is the conservative estimate for all three groups for 36 months going back to 2015.

## VI. Public Comment

- Fire Safety Request-Hydrant-3 Ponds, LLC

Joseph Falzone of 3 Ponds, LLC development, noted he worked with Tom Shulte and was unaware the master meter he has to install would cost \$65,000, as it is in the ground and reports back to the water treatment plant. He was present because the Commissioners asked for a contribution if he was to install a hydrant in lieu of a cistern. He explained no water would be coming out of the hydrants unless there was a fire. He further explained the type of hydrants to be installed and could donate \$25,000. Commissioner Coyle noted if we said no to the hydrants it would cost \$125,000 and Joseph Falzone agreed. Commissioner Coyle then responded you are asking us to save you \$125,000. Discussion ensued. Commissioner Coyle said it was the Commissioners responsibility to protect the interest of the taxpayers, and as much as we would like to help you out, we believe you should pay a portion. Jude Gates said she was comfortable with 2 hydrants. Commissioner Coyle noted \$50,000 should be the contribution amount. Commissioner St. James noted the town has the ability to hook up to the hydrants at any time if needed on North Road because it becomes a municipal source for the Fire Department to take water. Joseph Falzone asked if it could be agreed for him to pay \$50,000 when the 2<sup>nd</sup> hydrant is hooked up, as he will be in another funding cycle with his bank at that time. He anticipates that date to be 12-18 months and will be January 1, 2020. All agreed they would delay the funding as requested. Commissioner Coyle said the agreement should have a "to be paid not later than date" in the agreement. It was agreed a drafted copy of the agreement will be drawn up by Joseph Falzone to be presented to the Board at a later date.

Joseph Falzone left the meeting at 11:15 am.

## VII. Commissioners Non-Public Session

**Moved:** Commissioner Tombarello moved to go into non-meeting session at 11:15am. Commissioner Coyle seconded. All voted in favor.

**Moved:** Commissioner Tombarello moved to go out of non-public session at 11:33 am. Commissioner Coyle seconded. All voted in favor.

## VIII. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 11:35 am. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

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

Thomas Tombarello, Clerk-Rockingham County Commissioners

( ) Marked- Commissioner Coyle was not present.





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
November 28, 2018 – 11:00 am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning and IT  
Patricia Conway, County Attorney  
Robin Bernier, IT Manager  
Sean Jellison, All Covered  
Nick Toumpas, IDN

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds  
Brenda Santos, Sr. Executive Assistant  
Deborah DeScenza, Farmsteads of NE, Inc.  
Mike Ebbett, Block 5  
Jessica Norton, Dir.-Inmate Services & Programming

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

Commissioner Coyle called the meeting to order at 10:02am.

### II. RFP Openings/Awards

- Open: IT Services (Engineering and Maintenance Services)

Open proposals from MSSSI, All Covered IT Services from Konica Minolta, Systems Engineering, INC, Block 5, Axis Computer Networks

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for IT Services. Commissioner St. James seconded. All voted in favor.

- Open: Replace Detention Doors Rockingham County (Engineering and Maintenance Services)  
Open proposals from Exactitude Hardware Consultants

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Replacement Detention doors Rockingham County. Commissioner St. James seconded. All voted in favor.

- Award: Cleaning Services (Registry of Deeds and County Attorney)

**Moved:** Commissioner Tombarello moved to award Cleaning Services proposal to C & M Cleaning, and authorize the chair to sign the agreement in the amount of \$1,622.50 per month inclusive, term of the contract for services shall run January 1, 2019 through December 31, 2020, as recommended by the Register of Deeds and County Attorney. Commissioner St. James seconded. Commissioner St. James asked if this was the same company currently being used. Cathy Stacey responded yes. All voted in favor.

### III. Consent Agenda

1. Minutes: November 20, 2018 (Commissioners Office)  
To approve November 20, 2018 Meeting Minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,169,407.44 for the payroll ending November 24, 2018.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

### IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates



- Commissioner Liaison Updates
- 2:00pm-3:00pm Employee Appreciation Celebration-Hilton Auditorium

#### Corrections – Stephen Church, Superintendent

- Bid Waiver Request Pursuant to NH RSA 28:8-a

Commissioner Coyle asked how much Appriss is used. Stephen Church responded, this system is supported by the inmate program fund and is used a lot and we have been using the service successfully for over 20 years, there being no substitute. Stephen noted this system allows victims to be notified immediately upon inmate release.

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request pursuant to NH RSA 28:8-a to Appriss, and authorize the chair to sign the Service Agreement Renewal in the amount of \$20,118.34, a 3% increase over last year, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

- Programs and Re-Entry Discussion

Stephen Church introduced Jessica Norton, the Director of Inmate Services and Programing. Jessica spearheads the programs and has a staff of five. Jessica presented written information and gave an impressive overview of a few of those the current programs at Rockingham County Department of Corrections that include: STAR, Coping with Anger, Reasoning Skills, Anger Management for Substance Abuse and Mental Health, Thinking for Good, Cage your Rage, Art Therapy, HlSet, AA/NA, Chapel, Thinking for a Change, Living on the Outside, Case Management, 99 Days and a Get Up, Parenting on the Inside, Mental Health Programs, Personal Finance, Book Club, Seeking Safety, Mindfulness, Mental Health Wellness Group. Jessica compared the In House Substance Misuse Treatment Programs by County. Having met with Nick Toumpas of IDN 6 last week, Jessica shared the IDN Services Wish List for Rockingham County giving highlight to the need for transitional housing or designated shelter beds for individuals leaving the Department of Corrections who are experiencing recovery needs and transportation. Stephen Church gave detail on the Vivitrol program and the importance of locations available. Discussion ensued. Jessica addressed the setting up of Medicaid coverage. She spoke of the signing of a MOU with Social Security that began in April, which improves the processing with Portsmouth Social Security for those who qualify. A discussion ensued regarding transitional housing. Jessica spoke of the road blocks that come up after inmates are released, stating transitional housing does not have the stigma of "Jail", and how you are more apt to seek guidance after you are released when living in this type of supportive environment. Stephen Church noted approximately twenty-five beds were needed. Stephen Church spoke of the proposed 100 million dollar grant Dartmouth Medical Center will be receiving for help in the opioid situation, adding the goal is to partner with them in this fight. Stephen Church explained how the transition of those being released and the programs that are so very important to the recover. He gave examples of the re-entry process and the difficulties that arise. Stephen added that many are on probation upon release, noting the case load for Probation is more than they can handle, making the program fail because they are so short staffed. After further discussion, Stephen Church noted he would work on the cost for transitional housing and present it to the Board at a later date. Jessica gave information on "Work Ready", a program where once completed, a released inmate would leave with a resume and a "Work Ready" certificate. Stephen Church also noted he and Jessica will meet with Nick Toumpas again on Thursday to discuss the needs of Rockingham County.

#### Human Resources – Alison Kivikoski, Director

- 2019 Holiday Schedule -Registry of Deeds and County Attorney

Alison Kivikoski explained the schedule reflects an additional day off for Registry of Deeds and County Attorney's offices as a result of the closing of the court on December 24, making the schedule different than that of Rockingham County.

**Moved:** Commissioner Tombarello moved to approve the 2019 Holiday Schedule for Registry of Deeds and County Attorney Offices, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- 2019 Holiday Schedule- Rockingham County

**Moved:** Commissioner Tombarello moved to approve the 2019 Holiday Schedule for Rockingham County, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

- Leave With/Without Pay Request-Leave of Absence Request (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve a Leave with Pay Request for an Environmental Services employee, as recommended by the Director of Human Resources. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request Pursuant to Personnel Policies and Procedures 6-4

Steven Woods noted a nurse has been covering for the open Unit Manager position and was doing a great job. Commissioner Tombarello asked how long it would be before the position is filled. Steven Woods explained there was another round of interviews, anticipating a few more weeks.

**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-4, for a Long Term Services Employee, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

- Stop Loss Renewal (Human Resources)

Alison Kivikoski asked of the Commissioners to table this item as she will be presenting possibly three options.

It was agreed to table for next week's meeting December 4, 2018.

- CBA – NCEU, Local 118 –Ratification

**Moved:** Commissioner St. James moved to approve the ratification contract of the NCEU, Local 118, for a period of two and half years, the term January 1 2019 to June 30, 2021. Commissioner Tombarello seconded. All voted in favor.

Charles Nickerson noted there were issues with employees understanding the using of accrued time off for holidays. He requested the Board to reiterate their position from prior years' BOC meetings, that employees are to use holiday accrual balances for holidays off, as the Boards view did not get recorded in prior meeting minutes. Discussion ensued. Commissioner Coyle asked Charles to present this information to the Board in writing.

Jude Gates stated that the lagoon was up four feet since the beginning of the month.

Cathy Stacey noted she has been reviewing the new pieces of legislation and one pertains to the County RSA's.

Patricia Conway noted all was good at her office, adding she continues to work on new hires.

Alison Kivikoski noted the open enrollment ended last night. She was reaching out to the Commissioners to see if they would approve an extension to December 5-7. Commissioner Tombarello noted he would agree

with this as it was a new process. Commissioner Coyle noted it should be clear there will be no exceptions after this extension. Alison noted she would send letters and e-mails to those individuals that have not enrolled as well as those to re-engage that may have misconstrued the information.

Alison Kivikoski asked about the Holiday issue and noted the amendment needed to the Personnel Policies and Procedures Manual. It was agreed she would work with Charles Nickerson on this.

Steven Woods noted the compliments given to him from a short term resident, praising the staff for the care they were given.

#### VI. Public Comment

- Farmsteads of New England, Inc.-Deborah DeScenza, M.Ed. –CDBG Discussion

Deborah DeScenza was present to seek information on receiving CDBG funding for Farmsteads of New England, Inc., (FNH) a nonprofit human services agency that provides opportunities for individuals who have developmental disabilities, autism and other varying abilities through the use of farming and life in a rural environment. She handed out written information about FNH and explained they contract with area state agencies (currently 6 of the 10 area agencies) to provide services for NH residents who have developmental disabilities and acquired brain disorders under DD and ABD waivers. Deborah spoke of the recent purchase of 38 Plumber Road in Epping NH. She explained the future expansion plans on converting the current dilapidated barn into indoor space to include bedrooms, a meeting room, space for weaving and ceramics/potter, a small kitchen that meets commercial standards in which they would be able to make products to sell, such as jellies, pickles, soaps and pies. Deborah was looking to gain a CDBG Grant of approximately \$400,000, with an application due by January 2019. Commissioner Coyle asked if she had ever applied for a CDBG grant. She said she had made a request to the town of Epping Selectman's Office, and after they researched how grants were used, they decided it was best to be used for town municipal purposes and denied her request. Discussion ensued. Commissioner Coyle noted we should be fine with this and that her grant writer would have to supply more information. Commissioner St. James and Commissioner Tombarello were in support of Deborah's request also. The Commissioners referred her to speak with the Director of Finance, Charles Nickerson, and he would supply her with the information on who to contact (Donna Lane), to begin the application process.

Nick Toumpas appeared before the Board of Commissioners to speak about a recent letter from Representative Weyler to Commissioner Myers of NH Department of Health and Human Services. Discussion ensued.

Commissioner Tombarello gave updates on the responses from the letter sent to the NHAC from Rockingham County. He will be attending the meeting at NHAC on Friday.

Brenda Santos noted January 2, 2019 at 12:00pm will be the Oath of Office Ceremony for the newly elected Officials. She added Judge Wageling will be present to perform the swearing in.

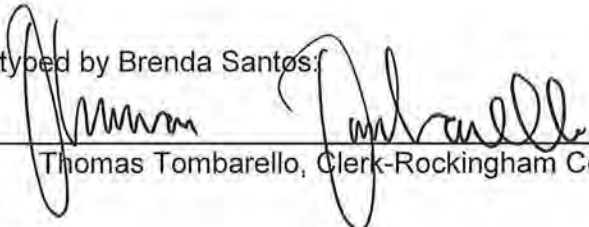
#### VII. Commissioners Non-Public Session

#### VIII. Adjourn

**Moved:** Commissioner Coyle moved to Adjourn at 12:45am. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos.

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 4, 2018 – 10:00am

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning and IT  
Patricia Conway, County Attorney  
Robin Bernier, IT Manager  
Jeffrey Meyers, Commissioner NH DHHS  
Nick Toumpas, IDN 6

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds  
Brenda Santos, Sr. Executive Assistant  
Major Darin Melanson, Sheriff's Office  
Gary Fornai, Gallagher & Co.  
Peter Janelle, IDN 4

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 10:01am.

## II. RFP Openings/Awards

- Award: IT Services (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award IT Services proposal to Block 5 Technologies in an amount not to exceed \$14,350 per month or \$607,700 for the term of January 1, 2019 to June 30, 2021, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner Coyle asked why the lower bids were not accepted. Robin Bernier explained while looking through the details of the contracts, there were provisions that allowed for future rate changes in at least two proposals and Block 5 was not one of them. Jude Gates added Block 5 was the only service that offered unlimited service at no extra cost and have been doing a great job. All voted in favor.

- Award: Audit Services for Financial Statements and Single Audit Services (Finance)

**Moved:** Commissioner Tombarello moved to award the Audit Services proposal for Financial Statement and Single Audit services to Melanson Heath for the periods ending 6/30/19, 6/30/20, and 6/30/21 in the total amount of \$84,000 for Financial Statement audits and \$9,450 total for Single Audits, and to authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner St. James seconded. All voted in favor.

- Award: Cost Report Services (Finance)

**Moved:** Commissioner Tombarello moved to award the Audit Services proposal for Cost Reports to Howe, Riley & Howe for Medicare Cost Report preparation for the periods ending 12/31/18, 6/30/18 (6 month period), 6/30/19, 6/30/20 and Medicaid Cost Report preparation for the periods ending 6/30/19, 6/30/20, and 6/30/21 in the total amount of \$26,100, and to authorize the Chair to sign all necessary documents, as recommended by the Finance Director. Commissioner St. James seconded. Commissioner St. James asked if they are our current auditors. Charles Nickerson responded they are, adding they are one of the firms DHHS recommends. All voted in favor.

## III. Consent Agenda

1. Minutes: November 28, 2018 (Commissioners Office)  
To approve November 28, 2018 Meeting Minutes.

2. Warrants (Finance)  
To approve Departmental Warrants T180731, T180854, T180855, T180951, T180970, T180972, T180989, T180991, T181001, T181012, T181013, T181014, T181015, T18016, T181017 totaling \$658,488.73; Departmental Warrants Entered by Finance T181085, T181086, T181087 totaling \$2,821.13; Payroll Warrants 1119MR, 1119VD, 1121MR, 1126MR, 1129MR totaling \$15,777.16; General Ledger Warrants GL18755, GL18760, GL18782, GL18783, GL18784, GL18785 totaling \$50,419.94; Amounts previously approved/authorized by BOC T180009 totaling \$1,278.84; Grand Total \$728,785.80
3. Surplus Equipment Request Pursuant to NH RSA 28:8-a ( Long Term Care Services)  
To approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, one Schuco Suction Machine, to be removed from the Fixed Asset # 00001003 list, to be disposed of accordingly by Engineering and Maintenance Services.
4. Legal Invoices (Commissioners Office)  
For informational purposes.

Commissioner Coyle asked for an update on legal, showing concern for the totals. Charles Nickerson noted some of the costs may be in labor relations and he would present the breakdown at a later date..

**Moved:** Commissioner Tombarello moved to approve the Consent Agenda as written. Commissioner St. James seconded. Commissioner St. James abstained stating he did not read the minutes November 28, 2018 meeting minutes. Voted 2-0-1 (Commissioner St. James).

#### IV. Reports

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

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted he will be attending the meeting on Wednesday. Commissioner Tombarello further noted he will be late to the Friday meeting as he will be attending the Service Link meeting from 9-11 on Friday.

- Commissioner Liaison Updates

Commissioner Tombarello gave note to the article in the Exeter News-Letter, dated November 30, 2018 that was written about the experience of a former Commissioner who received exceptional rehabilitation care here at the Skilled Care Unit.

- Board of Commissioner Meeting Dates for 2019-Discussion

Discussion was held and the dates for the 2019 Board of Commissioners meetings were selected, subject to change upon notice.

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

- MOU - Corrections Officers
- MOU -Corrections Supervisors
- MOU-Dispatchers
- MOU -Engineering & Maintenance
- MOU -Legal Assistants
- MOU -Sheriff Deputies
- MOU -Sheriff Supervisors



**Moved:** Commissioner Tombarello moved to approve the MOU's between Rockingham County and the following (as written on the internal agenda): the National Correctional Employees Union, Local 11; the Teamsters Local 633, Supervisory Employees; the Teamster Local #633, Rockingham County Dispatchers; the Teamsters Local #633 of New Hampshire Department of Engineering and Maintenance; the Teamsters Local #633 of New Hampshire; Legal Assistants I, II, and IV and Paralegals; the Teamsters Local #633 of New Hampshire Deputy Sheriff's; and the New England Police Benevolent Associations Rockingham County Sheriff's Supervisors, concerning a one-time discretionary bonus, as recommended by the Director of Human Resources. Commissioner St. James Seconded. All voted in favor.

- Stop /Loss Renewal

Gary Fornari, Gallagher Benefits Consultant explained the updated quotes after going out to market on the preferred carriers. He presented a Stop Loss Premium Renewal Action and Alternatives outline, comparing coverage based on the 6 month renewal and gave a detailed explanation on what the differences were. Gary highlighted HM's firm 6/6 proposal which includes a 45% rate cap on the ISL at renewal, and said they were more competitive in pricing to Cigna. He explained how this was a bridge to get the County to the July 1st renewal and gave an illustrated renewal rate of 39.5% with a 45% cap, where Cigna is at 45% for the entire 18 month. Gary relayed that the savings would roughly be \$125,000 to the County. Commissioner Coyle asked who HM was. Gary said they were Highmark, a Blue Cross affiliated company that went out on their own and that they were based in Pennsylvania. He further noted, Gallagher contracts with them at "no laser renewals". Responding to the question of budget affect, Charles Nickerson said if we do the whole roll up with this plan, it should result with us falling below 100% loss ratio with the plan. Charles further stated, we allow for \$16,500 per person for 12 months and that covers our union health plans, self-insured plan, wellness and everything else. Discussion ensued. Commissioner St. James gave a thank you to Gary for the work Gallagher has done in saving money for the County.

**Moved:** Commissioner Tombarello moved to approve the Renewal – Option quote for a six (6) month period, January 1, 2019 to June 30, 2019, with HM Insurance Group as the Stop Loss Carrier, option #6: Individual pooling point of \$150,000, no laser, and an incurred claims contract basis for January 1, 2019 to June 30, 2019; no Aggregating Specific Deductible. Rate difference to current is -21.3%. As recommended by Gary Fornari, Gallagher Benefits Consultant and by the Director of Human Resources. Commissioner St. James seconded. All voted in favor

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

- AMDC Grant-Senior Class Adult Day and Home Health Services (2)

Commissioner Tombarello noted they were close to their maximum allowance. Discussion ensued. Steven Woods said he would add to next week agenda a discussion to see if we could reach out to other agencies to transfer their allotted amounts.

**Moved:** Commissioner Tombarello moved to approve two AMDC Grant request from Senior Class Adult Day and Home Health Services, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- July 4<sup>th</sup> 2019 Fireworks Discussion

Steven Woods said he was approached by the Brentwood Fire Works Committee to see if the County was willing to be a host site for the fireworks display next 4th of July. Steve went on to detail the work that was involved for the County and how it is was difficult to fill all the needs, and asked, is it worth the exposure of the County and all that is involved with the struggle of getting volunteers, providing food, parking, portable toilets, a DJ and more. He stated it has become challenging on the residents and their families with all the traffic, making it impossible for them to get in or out. He seeks



recommendations from the Board. Commissioner St. James noted he was a member of the committee over the past two years and will not continue, though it is good for the community maybe a different location would be suggested. Discussion ensued. Jude Gates said it takes her department a minimum of two weeks in preparation of time and effort with setting up, taking down and the major cleaning up afterwards. Michael Hureau said, this year they were understaffed with the amount of people, and how more planning regarding security should be considered. Michael Hureau suggested maybe the Dragway as an option for the location. Discussion ensued. Commissioner St. James gave history on how this was intended to bring in revenue for EFFORTS, a program that benefits the residents and how it no longer results in a benefit, rather an expense to the County. Steven Woods asked if the Board was in agreement, he will go back to the committee and suggest they find a different location. Commissioner St. James said he was in agreement with him relaying this and if they were still having trouble with a location, it can be brought back to the Board for further discussion. Commissioner Coyle noted the Town of Brentwood does not fund this event. Commissioner St. James noted the committee is responsible for the funding. Commissioner Tombarello noted the cost was in the thousands to the County.

Steven Woods was happy to announce the holiday festivities were underway and to name a few, the giving tree, caroling, and the staff meals that will be served throughout the shifts on Thursday the 13<sup>th</sup>.

Michael Hureau noted he has invited all the Police departments and Fire departments to attend a FirstNet meeting on the 11<sup>th</sup> in the Hilton Auditorium, as AT & T will be present to explain FirstNet. He then said Block 5 has to make adjustments on getting AT& T into the firewall, and if some of the departments choose to stay with Verizon, there will be an additional charge to them from Block 5

Michael Hureau asked if someone hired two days after the discretionary bonus cutoff, could be allowed to receive the benefit. He was asking for more orientation dates as well. Commissioner St. James noted this is a reward for people that have been here and would not agree to Michael's request. Commissioner Coyle was not in agreement to give the bonus. Commissioner Tombarello also noted a no to the request.

Alison Kivikoski noted the Fitness Training Session dates for employees will be rolling out, the weeks of December 10<sup>th</sup> and 17<sup>th</sup> and notification will be sent via e-mail and hard copy. Alison said the sessions are to be attended on employees own NON work time, as this is not paid time. Once they sign a waiver, learn how to use the equipment and the cleaning, they will receive a certificate and will be able to gain access to the gym. Alison said there will be further training after the first of the year.

Alison Kivikoski noted a request for a discretionary bonus given to her for an employee that began work after the designated required "hired by date" (date approved by the Commissioners on November 7<sup>th</sup>). She explained, to be eligible you had to be here by November 11<sup>th</sup> and an active benefits eligible employee to at least the 25<sup>th</sup> to get the bonus. Alison stated, people hired Monday the 12<sup>th</sup> or later or changed from non-benefit eligible per diem status effective Sunday the 11<sup>th</sup> would not be eligible. She had six hired on the 13<sup>th</sup> and seven on the 26<sup>th</sup> of November, and three people who changed per diem status. Commissioner Coyle was not in agreement with giving the bonus. Commissioner Tombarello noted, though it may seem unfortunate, we had to set the goals and he would not be in favor of allowing this request.

Jude Gates gave updates from her department to include: the monitoring wells going in at the drill yard should be complete; she has received confirmation from 3 Ponds the cut over will not be done until March 2019; Christmas lights were going up; regarding renovations, the Chapel is back to being the Chapel and the day room is back to being the day room. Commissioner Coyle asked if the front of the building-Mitchell will be painted. Jude Gates responded they were working on it.

Commissioner St. James asked about the status of the IEU. Jude Gates said there has been no updates. Commissioner St. James noted there was equipment being stored owned by the Town of

Exeter they would like to retrieve and there is a tractor owned by the IEU. Discussion ensued. It was agreed the IEU will be invited to a meeting and Jude Gates will give Brenda the contact information.

Stephen Church noted the inmate count was at 127 today.

Charles Nickerson said they were moving along with the borrowing process. Commissioner Coyle asked if the borrowing was five million or six million. Charles responded five million. Charles reminded everyone of the December 12<sup>th</sup> public hearing and the Delegation meeting. Charles explained the bond re-authorization that will be on these meeting agendas.

Commissioner St. James commented on the employee recognition ceremony and that he was unable to attend. He gave reviews on the County mural and the visit from the newspaper.

**V. New Business / Old Business**

**VI. Public Comment**

At 10:51am Jeffrey Meyers, Commissioner of NH Department of Health and Human Resources appeared before the Board looking for help with scheduling a meeting between he and the Delegation and to be added to the Delegation meeting agenda, to discuss the ProShare money donation from Rockingham County. He explained, he was removed from the December 12<sup>th</sup> agenda and has been unsuccessful in speaking with Representative Major. Discussion ensued. It was agreed Commissioner's St. James and Tombarello would contact Representative Major on behalf of Jeffrey Meyers and ask that he be added to Delegation meeting agenda. Commissioner Coyle abstained.

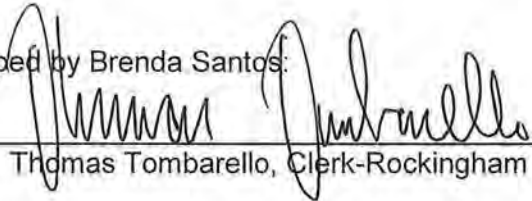
**VII. Commissioners Non-Public Session**

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 11:35 am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 11, 2018 – 8:30 am

## Present:

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

Cathy Stacey, Register of Deeds  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Brenda Santos, Sr. Executive Assistant

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

Commissioner Coyle called the meeting to order at 8:35am.

### II. Reports

Commissioners Office – Kevin Coyle, Chair

- ProShare Discussion

Commissioner Coyle noted the Commissioners decide on the amount that is given. Commissioner Coyle asked how the portion of ProShare money to the County is allocated. Charles Nickerson presented a Proportionate Share Analysis, which broke down ProShare 1 Calculations and ProShare 2 Calculations comparisons for each County in New Hampshire and the Requested Contribution by DHHS for IDN Funding at 50%. In this spreadsheet, Charles also showcased theoretical calculations of other possible percentages for all the Counties. Discussion ensued. Commissioner St. James noted we should present this chart before Commissioner Meyers as an alternative to the 50% he is requesting and for future referral. Commissioner St. James went on to say, there was to be an infrastructure built by IDN and this has not been accomplished. Commissioner Tombarello noted, though reluctant, he would be in favor of the 30%. Discussion ensued.

**Moved:** Commissioner Tombarello moved to approve a supplemental appropriation of 30% of the incremental increase in 2018 ProShare funds received, equaling \$708,185.25, which shall be remitted to the State of New Hampshire for purpose of funding services to be provided through the Integrated Delivery Networks. Commissioner St. James noted he will not second as it will be a no vote. Commissioner Coyle moved seeing no second, motion dies.

### III. New Business

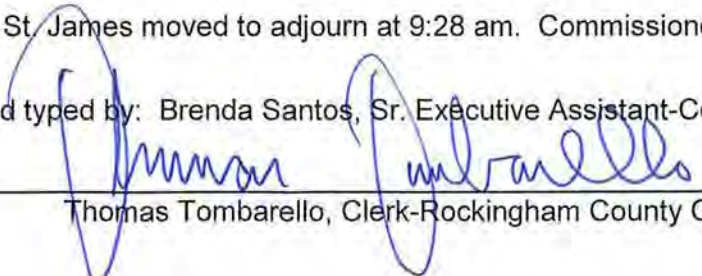
In advance of the NHAC meeting, which is on the December 12, 2018 Board of Commissioners agenda, Stephen Church, Steven Woods, and Charles Nickerson spoke on the benefits of working with their fellow associates, members of the NHAC from each County and were looking to preserve what they have worked so hard to accomplish. Discussion ensued. Charles Nickerson noted, if NHAC falls, all Group II's go to Group I with regards to the academy. Stephen Church expressed his continuing concern on the academy issue and the need for certification of the officers. Discussion ensued.

### IV. Adjourn

**Moved:** Commissioner St. James moved to adjourn at 9:28 am. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 12, 2018 – 8:00 am

## Present:

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Robin Bernier, IT Manager  
Patricia Conway, County Attorney  
Major Darin Melanson, Sheriff's Office  
Brenda Santos, Senior Executive Assistant

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds  
Jude Gates, Director of Facilities, Planning & IT  
Katherine Arsenault, Business Office Administrator

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 8:08 am.

## II. RFP Openings/Awards

Open: Rye Water Tank Cable Replacement (Sheriff's Office)

Open proposals from CyberCom, Inc.

**Moved:** Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals and return with recommendations for Rye Water Tank Cable Replacement. Commissioner St. James seconded. All voted in favor.

Award: Security Services, Term January 1, 2019 to December 31, 2021 (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to award Security Services, the term of January 1, 2019 to December 31, 2021, to First Protection Services, Inc. (FPS) of Scarborough, Maine, not to exceed \$55,000.00 annually, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner Tombarello noted he met with Jude Gates and Steven Woods and did a walk through on the services that would be needed. He expressed his disappointment with the company they have had in the past and gave favor for this award. All voted in favor.

## III. Consent Agenda

1. Minutes: December 4, 2018 (Commissioners Office)  
To approve the December 4, 2018 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,372,681.50 for the payroll ending December 8, 2018.
3. Census (Long Term Care Services)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James noted the changes made regarding the IEU equipment. Commissioner St. James seconded. All voted in favor.

## IV. Reports

Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates
- Commissioner Liaison Updates

Commissioner St. James noted there would be a look into non-glare glass for the mural.

Commissioner Tombarello expressed appreciation for the thank you letters received from employees regarding the discretionary bonus.

- Poirier & Associates/Colonial Poplin – Purchase of Bed Request

**Moved:** Commissioner Tombarello moved to approve the selling of 20-30 beds to Colonial Poplin as requested of the Board by Jeff Philbrick, the owner of Colonial Poplin and John Poirier, President of Poirier and Associates, LLC at the September 25, 2018 Board of Commissioners meeting. Commissioner St. James seconded. Commissioner Tombarello noted he was speaking with Commissioner Meyers and also was at an event for ServiceLink, and both times the talk of the ageing population growing, it looks like in the future we may have to actually build to accommodate more beds, he would vote a no. Commissioner St. James voted no, he would rather keep what we have in house. Commissioner Coyle said we have not given beds away in the past and for the reason brought by Commissioner Tombarello he would vote no as well. Voted 0-3-0 (All voted No).

- ProShare Discussion

Commissioner St. James gave an update to which included a voice mail message Henry Lipman would call him back. He received an e-mail response from Commissioner Meyers the funding was done and there will be no changes. Discussion ensued.

- NHAC Membership Discussion @ 11:00am (see below public).

Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfers Report

**Moved:** Commissioner Tombarello moved to approve Rockingham County Department of Corrections Inmate Administrative Transfers Report dated December 5, 2018, Inmate booking # 20182947, as recommended by the Corrections Superintendent. Commissioner St. James seconded. All voted in favor.

Finance Office – Charles Nickerson, Director

- Bond Resolution: \$5,000,000

**Moved:** Commissioner Tombarello moved to authorize Commissioner Tombarello to adopt the \$5,000,000 general obligation bond resolution as written. Commissioner St. James seconded.

**ROCKINGHAM COUNTY, NEW HAMPSHIRE**  
**Authorization of \$5,000,000 General Obligation Bonds by County Commissioners**

**RESOLVED:** That the Commissioners hereby approve the issuance of Five Million Dollars (\$5,000,000) in general obligation bonds for the purpose of funding the County's transition to a June 30 fiscal year, 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 December 12, 2018.

All voted in favor.

- NHMBB Resolution and Agreement



**Moved:** Commissioner Tombarello moved to authorize 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 \$5,000,000 and a maximum annual net interest cost rate of three and three-quarters (3.75) percent, and authorize the Chair to sign all necessary documents. Commissioner St. James seconded.

**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 February 28, 2018, as ratified on December 12, 2018 and to a vote of the Board on November 7, 2018 there be and hereby is authorized the issuance of a \$5,000,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing the Issuer's transition to a June 30 fiscal year.

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 and three-quarters percent (3.75%) 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 the 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 12, 2018.

All voted in favor.

Human Resources – Alison Kivikoski, Director

- Proposed Modification of Section 8-4 "Holiday Leave" of Personnel Policies & Procedure Manual

**Moved:** Commissioner Tombarello moved to approve the following revision of Section 8-4, "Holiday Leave", of the Personnel Policies and Procedures (PPP) manual as recommended by the Director of Human Resources Director and Director of Finance, Proposed Adjustment to section 8-4 to be inserted as letter "D" with subsections "D" and "E" to be updated to be "E" and "F", to read – D. Employees requesting to take a scheduled workday off that is also a holiday are required to utilize holiday accrual hours. In the event that an employee does not have available holiday accrual hours, he/she is permitted to utilize Earned Time accrual hours.

Holiday accrual hours are earned on that day of the holiday and may be used for time off on that day. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Change Order Request-Core Physicians, LLC

**Moved:** Commissioner Tombarello moved to approve Change Order Request, Core Physicians, LLC, in the amount of \$2,960.00, to amend the Agreement (Original Agreement effective May 1, 2017) to include two payments (one in March 2019 and another in June 2019) to each of these two Doctors in the amounts of \$740 each (total of \$2,960.00) as requested by our Medical Director, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

- 4<sup>th</sup> Quarter Line Item Transfer Request

**Moved:** Commissioner Tombarello moved to approve a Fourth Quarter Line Item Transfer Request in the amount of \$60,000 to NH Enviro, funds to cover the cost of the remaining furniture items needed to complete construction, an amount that was budgeted in the Non-Expendable Equipment line but the cost of the furniture falls in the Expendable equipment line, as recommended by the Director of Long Term Services. Commissioner St. James seconded. All voted in favor.

- Adult Medical Day Care Discussion

**Moved:** Commissioner Tombarello moved to move \$5,000 from Easter Seals remaining \$30,072 funds balance to Vintage Grace's remaining balance funds of \$3,250. Commissioner St. James seconded. All voted in favor. Commissioner Coyle noted we will re-visit this in February, 2019.

- Emily M. Brooke Staff Assistance Fund Discussion

Steven Wood's concern was how the County would be able to run a fundraiser to benefit the employees. Discussion ensued. It was agreed the County will not be responsible for running or managing the fund. It was noted Steven Woods will give her direction of other possibilities she may wish to pursue.

- Dedicated nursing Associates, Inc. (DNA) December 7, 2018 to December 7, 2019

**Moved:** Commissioner Tombarello moved to approve to amend the Medical Staffing Award made on Tuesday, September 29, 2015 to include Dedicated Nursing Associates, Inc. (DNA) of Delmont,

Pennsylvania, and to authorize the Chair to sign all necessary documents pending completion of risk review, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. All voted in favor.

Sheriff's Office – Michael Hureau, High Sheriff

- Grant Adjustment Request for JAG: 2017-H2110-NH-DJ

**Moved:** Commissioner Tombarello moved to approve and authorize the chair to sign a grant adjustment and the reallocation of JAG funds for JAF: 2017-H2110-NH-DJ in the amount of \$11,107 for the three Mobile Data Terminal Projects, as recommended by the High Sheriff. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

- Thank You Letter (Department of Corrections)

Stephen Church noted the Thank You letter from North Hampton Fire and Rescue and how the Department of Corrections was able to save them tens of thousands of dollars.

- 2019 Agreement for Prosecution Services: Towns of Danville, Kingston and Plaistow (County Attorney)

**Moved:** Commissioner Coyle moved to approve the 2019 Agreement for Prosecution Services by the Rockingham County Attorney's Office to the Towns of Danville, Kingston and Plaistow in the 10<sup>th</sup> Circuit-District Division-Plaistow, for the term January 1, 2019 until December 31, 2019, as recommended by the County Attorney. Commissioner St. James seconded. Commissioner Coyle asked what happens to the other two towns if Plaistow leaves. Patricia Conway noted it was up to each department what they will do, and we would have to re-negotiate another contract. Voted 2-0-1 (Coyle abstained).

- Tyler Technologies Agreement (Finance)

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the Tyler Technologies Amendment Agreement, as recommended by the Director of Finance. Commissioner St. James seconded. All voted in favor.

Stephen Church introduced Katherine Arsenault who has joined the Department of Corrections team as the new Business Office Administrator.

Michael Hureau noted the meeting with Firstnet went well with 25-30 people in attendance. He further noted there will be an unexpected charge of about \$8500 from the IT department with the terminals. He let everyone know the Christmas luncheon was on Friday at 11 and all were invited.

Alison Kivikoski noted the Newsletter should be published next week.

Patricia Conway noted she met with Jonathan on the space allocation and is working up an estimate for the changes. She asked about permission with the State and how she can utilize the space. Commissioner St. James asked if there was a time frame from Jonathan. Jude Gates said it will be soon.

Jude Gates noted the Brentwood Fire Department walk through went well.

Charles Nickerson noted the Finance Department was in check.

Commissioner St. James asked if the December 19, 2018 Board of Commissioners meeting could be moved to 12:00 noon. It was agreed to move the December 19, 2018 meeting to 12:00 noon.

Recess was called at 9:00am for members to attend the Delegation Meeting in the Hilton Auditorium.

## **VI. Public Comment**

After recessing to attend the Delegation Meeting the Commissioners resumed the Board of Commissioners meeting at 11:25am.

Those Present were of Rockingham County: Commissioner Coyle, Commissioner St. James, Commissioner Tombarello, Stephen Woods, Cathy Stacy, Patricia Conway, Alison Kivikoski, Jude Gates, Steven Church, Katherine Arsenault, Brenda Santos and Charles Nickerson; members of NHAC: Hunter Taylor, Amanda Bevard, David Babson, Mark Hounsell, Charles Weed, Paul Bergeron, Peter Spaulding, George Maglaras, George Hebert, Ronald White, Matthew Lagos, Jason M. Henry, Dave Berry, Jr., Howie Chandler, Ken Robichaud, Kelley Monahan, Debra Shackett, Keith Gray, Sara Lewko, Ross L. Cunningham, Chris Coates, Steve Fournier, Derek Ferland; of members of NHMA: Bill Harman, Dale Caron, and Donna Nashawaty; and Selectman Jim Maggiore

Commissioner Coyle introduced himself, Commissioner Tombarello and noted Commissioner St. James was minutes from joining as he was finishing up in a Delegation meeting, down the hall. It was apparent, everyone in the room was here as a result of a November 20<sup>th</sup> letter from Commissioner Coyle and Commissioner St. James to Ronald White, Executive Director of the NHAC. Commissioner Coyle gave direction on how the meeting will be conducted, stating he will go around the room and give everyone a chance to be heard and if a person did not wish to speak they will not be expected to. His concern was whether Rockingham County was getting value of the Association and if they will continue to be members of NHAC.

While going around the room, everyone introduced themselves. Below are statements from those that chose to speak further and give their position.

Howie Chandler, speaking as the president of the nursing home affiliate of the Counties, he finds tremendous value in the association and believes strongly in maintaining what is has to offer.

Chris Coates spoke of the accomplishments that have been seen in Cheshire County, and spoke favorably and how the building of meeting together on legislation, the Governor, DHHS and Commissioner Meyers on addressing managed care and the IDN and how this money to NH has helped. He said is has been a win for Cheshire County with manage care, opioid and mental health as a group plays an important role. He went on to say, Cheshire County is facing opioid and mental health as the biggest issues, without the group Cheshire County would be devastated. He found that CMs funding mechanism had to come from the County. He added, if we do not stick together as NHAC we are at risk from future with the IDN and manage care and the money coming to us. His other concern was the certification of the corrections officers. He is here to listen.

George Hebert Sullivan County asked Commissioner Coyle to explain why Rockingham is withdrawing and asked if they have tried to address the concerns.

Commissioner Coyle spoke freely... he has been trying to have a change for two years. He said he believes the association as contacts are a great idea and have done good things in the past. He believes the current leadership and staff are not doing what is necessary to be done. He gave an example of his own Delegation, who do not know who is leading or who is executive director, and the lack of presence in Rockingham. He said, in the past, people have known Betsy Miller and others that have lead the organization and have done a great job. He expressed frustration to the current president, sitting in this room of which he felt bad for. He does not see things moving forward and that is reason for not giving support. He said the associations finances are in a disarray for the past 3-4 years and has not seen any progress.



David Berry, Superintendent Sullivan County DOC is concerned that we do not backslide in terms of Group 2 status from what he and other Superintendents have work so hard in bringing them where they are today, and gave recognition to all the work it took to get to Group II, where they belong.

Jason Henry, Carol County Superintendent said the NHAC has been very helpful learning what laws are out there and that he is sitting on many committees the association puts on such as legislation committee and advocacy groups. He said NHAC has been very helpful as a resource and he is supportive of the organization.

Mathew Lagos Merrimack said he echoes what Howie Chandler said about the affiliation.

Ross Cunningham, Superintendent of Merrimack County, said he has been in the NHAC since 2007 and there have always been concerns on various fronts for example management, budget, County conferences and how they are managed. He felt it was unfortunate to be here today and understands the frustrations. He has concerns himself and suggested everyone take a look in the mirror and if we want something, we need to put it in writing to push the issue to resolve the issue, and in keeping with the bi-laws, change can be made. He understands the budget side. He does not believe in singling anyone out. He said we need to reflect on why we are here today, get healthier and appropriately continue with working together.

Sara Lewko, Human Resources Director Merrimack County, for approximately 32 years, said she has seen the ups and downs the NHAC sometimes can have. She gave compliment to the HR affiliates and how working together they are a great resource to each other over the 10 Counties. She believes the financial situation has turned around this past year, as the finance committee worked hard on that process, and with the help of Sue Collins you will see a positive change in the finance. She believes we need to keep together.

Keith Graham, Superintendent Belknap County, said as Superintendent Berry pointed out, we need the certification of our officers. He added this DOC mechanism has been in place for a while, and needs to be kept together, especially for the smaller counties. He said it is relevant in the keeping of Group II employment.

Hunter Taylor, Commissioner of Belknap, echoes what Chris said about manage care. He believe the NHAC has been instrumental in dodging manage care bullet. He said we have an eldercare crisis and it is vital we remain together as this will be getting worse. He went on to say, the opioid issue is a concern, adding Laconia has dramatically dropped since March and attributes to the IDN working for his region, which goes back to work of the NHAC. He agrees with streamlining the organization, stating it is hard to figure out who is in charge as it is too loose. He asks Rockingham to stay in and become part of the solution and believes we need to tighten the organization and give direction. He went on to say, if we do not get results, then we make a change in personnel. He feels this is a critical time adding, it would be a loss to the Counties of the State if we do not stay together and find a solution and strengthen the organization.

Debbie Shacket, Belknap County Administrator, said it is important that all the Counties be part of an organization. She agreed the NHAC needs work but said bailing out is not the solution. She suggested the bi-laws need improvement and changes would make this association successful and most of all useful and concluded with the need of an association.

Chuck Weed, County Commissioner Cheshire County, Vice president of NHAC, he believes if you have a problem with an organization you need to get involved. He was pleased to see a revision to the bi-laws proposed, but there was no follow up. He mentioned, at the Conference in Sunapee, there was a strong recommendation regarding how conferences were handled, but that is in the works. He would like to see the organization remain. He thinks it is premature, but united, we have a better chance at making positive changes.

Mark Hounsell, Carol County Commissioner, though his term is up January 2, 2019, wished to say he would not put up with how things are, adding if changes are not made he would support the demanding of changes

and if dropping out were a solution, then so be it. He went on to say, you have many non-political aspects but what is lacking is a political presence in Concord. He gave compliment to the Dupont Group for being a fine lobbying group, but they have other clients and cannot serve as the face of the Counties and we need a face representing us. He praised the actions of the Counties in the onetime joining together for manage care and how they were listened to and how good the outcome was. He said there is no better organization than the County Commissioners and if you can come together in a solid position such as manage care and what we can do with IDN in the future, your presence and voice is elevated. He was clear on saying, if there is a way of making improvements then this organization should be kept, but as the status quo with no changes, if I were a Commissioner I would not stay.

Paul Bergeron, Hillsborough County Commissioner District 2, self-employed Real Estate agent, asked, why are we here at his first year of experience at a NHAC meeting. He now believes the changes over the past year have been good. He thought Friday was an interesting meeting with Commissioner Meyers speaking to the 10 counties, collectively we were stronger and if we should stay together can discuss these programs. He sees value of the association. He went on to say, is there work to be done, yes, and as we are moving out of the Primex building, suggested downtown Concord, as it was centrally located for all the Counties and a resource to having more presence. He agree with changes needed in the bi-laws. He said Rockingham County should reconsider as your Board brings a lot to the organization and maybe give another year to see the changes we all want implemented. He concluded, we are stronger together and agrees united we can make NHAC change for the better.

Kelly Monahan, Register of Deeds, Grafton County, said we have had a lot of turnover in leadership in wants to be part of the solution and is here to listen.

George Maglaras gave positive statements of the association. He gave history of Strafford County leaving the association and the negative impact it had to his County. He gave example of a lesson learned when it was a time the State did a certificate of beds process and the need they had to build another 100 beds. His County was in need of help and could not get it from the NHAC as the NHAC acted in a participant manner. He said as our County left the other members of NHAC became weaker. He explained, they joined back as it was in the best interest of the NHAC and Strafford County. He said it would be appropriate if a County has concerns, the officers should meet with the Rockingham County Commissions and go over the issues. He went to say to say, as result of our bi-laws, if it is budget or personnel or management you should meet in private. We should make a list and satisfy your needs. He concluded, as past president he was willing to do this, would file a report and when the process is complete would agree on the appropriate action.

Stephen Church, Superintendent DOC Rockingham County, administers the certification process spoke of hard they fought over the years in moving Corrections to Group II, and in the last 5 years the academy process is quite an accomplishment. He said, If you travel over NH and the 10 Counties, particularly the Superintendents all work together and this is huge. He went on to say, if one needs something such as training, transporting help and more, it is through the constant contact through the NHAC we reach out to each other that is responsible for this. He explained he has to answer to his BOC and the Delegation as to where the tax payer money is spent, and he can honestly say if he did not have the answer and show accountability, he was sure there would be a problem. He praised the NHAC for working wonders for the DOC and it would be problem if this were to stop, because what t the Association brings to the DOC is cohesive and relevant to the success of our operations.

Jim Maggiore, State Representative from Rockingham County said he is here to support NHMA.

Ken Robichaud Carol County Administrator has been NHAC for 18 years, he has seen ups and downs. His problem is he has to report to the delegation why we are spending this money to the NHAC. He spoke of difficulty he had two years ago in trying to justify the expenses with exception for the Nursing Home and DOC. He does not know where we stand now and is nervous about the management of the association and express his concern for the organization. He said Commissioner Hounsel had spoken to him on the importance and



strength members of the association have when they work together. He said Rockingham County has a great influence on how we move forward and backing out would have a negative effect. He believes the other Counties will fall without Rockingham County. He asked, how strong can we make the association and how we can help all the Counties.

Peter Spaulding, County Commissioner Merrimack said he agrees with Ken, the association cannot exist without Rockingham County. He said it will not be a viable organization with years to come. He cannot remember when he has seen this many County officials together for one meeting. He complimented Rockingham County for being a catalyst for getting people together. He went on to say, annual meetings and legislation efforts need to be addressed and we need to find a way. He added, bringing us together is good because we have a major stake and we need to speak with the public and other government agencies with one voice to resolve issues. He concluded we have enough members to do this and just need to put the time and dedication in, with your help.

Cathy Stacey, Rockingham County Register of Deeds gave a brief history of the many years she has been an active member of NHAC and said she was a proponent for this organization. We have been successful over the years but not of late. She said there is no face in Concord representing us which was disconcerting. She went on to say, over the 3 plus years there has been weakness in the leadership and action was needed. Cathy gave compliment to the value of this organization and that we are powerful together but we are not unified. She spoke of past accomplishments and of future possibilities and needs. She gave recognition to the Dupont Group, lobbying, Department of Corrections academy, Deeds issues and more. She expressed the importance of how we need to reach out to our County Delegations and how it makes a difference to the County's success. In conclusion, Cathy said NHAC has to work to be heard, and by our actions our success should be known throughout the Counties. She has confidence we can get there but there has to be a commitment to change.

Patricia Conway, Rockingham County Attorney would like to see more involvement of the County Attorney's with the Association, as there are issues with statutes and legislation that come up and should be made aware that can have a major affect and impact, such as the Bail Reform Act. She recognized the Dupont Group for doing a great job, but the procedural was not being looked at, and with this type of proposed legislation, input early is needed and not until the very end after the Act was put in place. Patricia further voiced, we can be advocates and helpful to the organized in court processes, and especially now with the opioid crisis, which is driving the work at the prosecution office. She then stated, we need more treatment centers, though our Stephen Church and the Department of Corrections is handling the services for those incarcerated quite well, once they are released there is nothing in Rockingham County.

Derek Ferland, County manager Sullivan manager, He believes the County voice is important and agreed on the issues Chris raised whether it is manage care or IDN and having a unified voice when needed and mobile. He said we have to make sure the County entities are represented. He further noted if you ask the question of fundamental root cause there are two issues: 1. Accountability and performance, possibly the concern about why the budget is what it is; 2. Structural, how can you be affected and powerful with only 10 components and if you speak of NHAC the numbers are 232 member organization. He then said, we can gain strength and resources with these numbers to benefit the Counties. He said I banning together as done for Group II for DOC, make issues solvable. He stated, if we work together we can find a way to preserve the strength of NHAC as an entity and it is worth discussing.

Alison Kivikoski, Human Resources Director Rockingham County, began with stating, the board knows the NHAC is important to her and the affiliates of the other nine Counties. She said she and the nine Human Resource representative band together on issues before the legislation and ask the Delegation to stand behind them. She is respectful for the direction of the Commissioner but it is hard to be in a non-profit sector world as an employer when it is a public entity, it is nice to rely on colleges to keep each other informed and the need to move forward. She gave the value for the NHAC and agreed we have hit a plateau with the organization. She wants to see us propel and gain stability and know where we are going.



Charles Nickerson, Director of Finance from Rockingham County, (was in attendance late after attending a meeting with the Delegation, expressed there is value to the organization, such as the Corrections Academy. He said the other County administrators and affiliates do discuss and bounce much off each other. He would like to see more advocacy representation at the State House. He is sure the Dupont Group does a great job, but a direct voice from NHAC would be better.

Ronald White acknowledge Rockingham County's concerns. He asked that Rockingham County stay with NHAC. . He asked that you address the issues with the directors and if it is he remains in the capacity that this would be discussed, adding he would move on if this would benefit the Counties. He highly respects the NHMA associations and asked that maybe there be a merger. A spokesperson from NHMA said this would not be considered, but they could work together, adding issues that concern the Counties are different than that concern the municipalities.

Ronald White then referenced the issues and structure and agreed there should be change. He explained, the legislative advocate portion of the NHAC was given to the Dupont Group and at his time of hire was not expected to take on that role. He humbly said he does the finances to the best of his ability and has fallen short. He noted he was working with Sue Collins to correct the issues. He said these topics could be better addressed through the leadership. He said thank you to Rockingham County for bringing this forward. As the executive director he has to take into consideration your feelings and other member feelings. He asked for there to be a stepping plan for leaving the position

Steven Woods said we rely on the affiliates and agreed they bring huge value to each other. He then stated plans are put in place to share policies and procedures and this saves money rather than reaching out to private sectors. He expressed the importance of the NHAC and is hoping for Rockingham to remain.

Commissioner St. James thanked everyone for being here. He sees the value in collectively working with ten counties together. He said this was not a decision we make lightly and have been working on this for four years. His intention is not want to make it personal and appreciates the contriteness as nothing has changed. He added, as far as finances, we are the stalwarts to Rockingham County tax dollars. He went on to explain how the finance reports for the conference Rockingham County held and the year later have not yet been finished and accounted for. He noted Sullivan County ran a phenomenal conference this year, controlled the budget and finances and completed a report without the help of NHAC, and were admonished for doing such. He gave an example of how NHAC was using Citizens Bank and charging many fees and neglected to seek an alternative bank with less fees, upon advice to do so three years ago. A few other statements from Commissioner St. James were: 1. We cannot continue this way maybe not withdraw but suspend. 2. The problems are real and we cannot turn a blind eye. 3. The bi-laws are ready to go but will only help the quorum issue, but not the administrative end. 4. As recently as this week Sue Collins, who has done a great job, was asked for information from our treasurer and it was not provided to her. He apologized for Rockingham County not paying the NHAC assessment as the County did receive the dues assessment, took a vote in October to pay the Department of Corrections and the Conference portions, and stated the money has been sent. He then said 10 % for the Dupont Group should be paid as well and that will be taken up at the next meeting. He questioned the staff accountability and suggested a time clock. In summary, he said the relationship that is built with the Delegation and our tax payers cannot be jeopardized and gave recognition to the affiliate groups in doing fantastic work with each other.

Commissioner Tombarello, as the president of NHAC said he is embarrassed about the leadership issues. He stated, about a year ago he took over after George stepped down and he inherited the issues of concern. He sees the value in NHAC and has talked to everyone at Rockingham County. He is voting to stay as he sees the value and would not go over anything personal. He has worked hard and as a president he has not had the support of issues needing to be addressed adding he cannot make decisions on his own. He cannot fire or hire anyone, it is the officers that make those decisions. He humbled himself giving credit on issues of Medicaid manage care and on the IDN and added, if we did not go to Concord, and he was part of it, we would

not be as successful as we have been. Though he has received praise on what he has done, he is sad to be here today.

Commissioner Coyle asked of the NHMA, if they would consider taking over and have a subset of the Counties.

Dale Caron explained NHMA has affiliate groups already and would be willing to discuss.

Commissioner Coyle expressed his appreciation for everyone coming. He went on to say, we talk about the NHAC every week as reflected in our agenda. He said in the almost 6 years, the executive director has been here 2-3 times. It would be nice to see the executive attend a meeting to discuss what is going on in Rockingham County. His message to Tom, George and the other officers, he will not stay in the NHAC if the entire management team remains. He will give a challenge, we will not take a vote today and give two weeks, and if the management team is changed and you have a direction for moving forward, we will consider not leaving. But in two weeks we will be out.

Commissioner Coyle's challenge was accepted by George Maglaras.

George Maglaras directed his question to the president and said he would like to have a meeting.


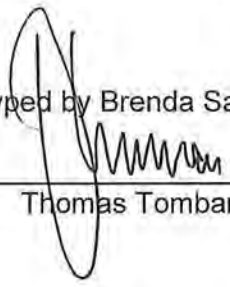
Deborah Shackett asked what you referring to with regards to management. Commissioner Coyle responded, the two employees.

**VII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 12:45pm. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos.

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

  
Thomas Tombarello, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 19, 2018 12:00 NOON

## Present

Commissioner Coyle, Chair  
Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Major Darin Melanson, Sheriff's Office  
Brenda Santos, Sr. Executive Assistant

Michael Hureau, High Sheriff  
Steven Woods, Long Term Care Services Director  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds

## I. Call to Order / Pledge of Allegiance

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

Commissioner Tombarello excused himself from the meeting for a brief moment.

## II. RFP Openings/Awards

- Award: Rye Water Tower Cable Repair (Sheriff's Office)

**Moved:** Commissioner St. James moved to award Rye Water Tower Cable Repair proposal to Cyber Communications, Inc. in the amount not to exceed \$15,199.19, as recommended by the High Sheriff. Commissioner Coyle seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: December 11, 2018 (Commissioners Office)  
To approve the December 11, 2018 Meeting Minutes.
2. Minutes: December 12, 2018 (Commissioners Office)  
To approve the December 12, 2018 Meeting Minutes.
3. Warrants (Finance)  
To approve Departmental Warrants T180732, T180856, T180857, T180952, T180953, T180996, T181002, T181003, T181004, T181018, T181019, T181020, T181021, T181045, T181089, T181091, T181090 totaling \$569,439.18; Departmental Warrants Entered by Finance T180980, T181105, T181107, T181108, T181109, T181111, T181115, T181116 totaling \$51,834.03; AP Wire Payments T181104, T180977, T180982 totaling \$1,741,333.49; Payroll Warrants 1129MC, 1130MR, 1203MR, 1206MR, 1207MR, 1213MR, 1213MC totaling \$16,044.32; General Ledger Warrants GL18801, GL18803 totaling \$371.50; Amounts Previously approved/authorized by BOC T180009, T180001, T180002, T180003, T180004, T180005, T180008, T180010, T180012, T180013, T180007 totaling \$186,586.32; BOC previously authorized payments T180978, T180981, T181110 totaling \$45,893.99; Grand Total \$2,611,502.83

**Moved:** Commissioner St. James moved to approve Consent Agenda. Commissioner Coyle seconded. Commissioner St. James noted the name correction in the December 12, 2018 Meeting Minutes. All voted in favor.

## IV. Reports

Commissioners Office – Kevin Coyle, Chair



- New Hampshire Association of Counties Legislative Updates

**Moved:** Commissioner St. James moved to approve to pay the balance of the 2018 NHAC Assessment owed by Rockingham County of (\$3500 approved to be paid on October 2018, balance to be paid \$18,769.80) to the NHAC. Commissioner Coyle seconded. Charles Nickerson noted we would add to this week's payments, to be reflected on the next Warrants. All voted in favor.

- Commissioner Liaison Updates
- CDBG Update

Commissioner St. James suggested giving Farmsteads of New England, Inc. the opportunity to be placed on the agenda for discussion. Charles Nickerson noted Donna Lane clarified the Board of Commissioners vote after the public hearing. Commissioner Coyle noted Charles Nickerson will take the lead in working with Donna Lane and let the Board know when she would be ready for a public hearing. Charles added, there were concerns about the budget for the project and possibly the wording. Charles suggested the week after the 9<sup>th</sup> of January was a date that would be preferred by Donna.

- ProShare Discussion

Finance Office – Charles Nickerson, Director

- Town Taxes Discussion

Charles Nickerson noted payments from all towns have been received.

Human Resources – Alison Kivikoski, Director

- Fitness Center Use Discussion

Alison Kivikoski noted there have been inquiries from contracted employees asking if they would be permitted to use the County Gym. Commissioner Coyle suggested a revisit to this in February. Commissioner St. James ask Alison to give an update after monitoring the use by County employees, at that time.

## V. New Business / Old Business

- Adult Medical Day Care (AMDC) Grant Request (Long Term Care Services)

**Moved:** Commissioner St. James moved to approve Adult Medical Day Care (AMDC) Grant Request from Senior Class Adult Day and Home Health Services, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. She now knows to go through regular channels and Steve will bring before the BOC. All voted in favor.

- Exception Request Pursuant Personnel Policies and Procedures 8-2, H-2 (Long Term Care Services)

**Moved:** Commissioner St. James moved to approve Exception Request pursuant to Personnel Policies and Procedure 8-2, H-2, a request to be paid 100% of Earned Time on December 21, 2018, from a Long Term Care Services employee that has given her notice to end her employment, the request is not recommended by the Director of Long Term Care Services, the Director of Human Resources and the Director of Finance. Commissioner Coyle seconded. Commissioner St. James noted based on the reasons on the exception request as presented and because of her not giving proper notification, it would be a showing of bad precedence if we were to approve. All voted 0-2-0, Denied.

- Exception Request Pursuant to Personnel Policies and Procedure 6-4 (Long Term Care Services)

**Moved:** Commissioner St. James moved to approve Exception Request , a request for a \$100 bonus for all RN's/LPN's/LNA's/MNA's who have or will be picking up shifts for the December 24, 2018 11pm -7am shift, and December 25, 2018 7am-3pm, 3pm-11pm and 11pm-7am, if any portion of the employees shift crosses into the time range as stated, they will be eligible for the \$100 stipend. Commissioner Coyle seconded. Commissioner Coyle asked, do we not have normally scheduled people for the holiday. Steven Woods explained the combination of factors. Alison noted the contract agencies have been unable to provide the service. All voted in favor.

- 3 Ponds LLC Amendment to Agreement

**Moved:** Commissioner St. James moved to approve the Amendment to Agreement between 3 P-Ponds, LLC and Rockingham County, granting the Owner the right to install two (2) fire hydrants in the Condominium, which shall be connected to the County's water supply. Commissioner Coyle seconded. Commissioner Coyle asked why this is on the agenda today. Jude Gates noted this is old business as it was previously discussed. All voted in favor.

- December 26, 2018 BOC meeting.

Commissioner Coyle noted he will not be in attendance to the December 16, 2018 meeting.

Alison Kivikoski spoke of the two contracts that needed to be signed.

It was agreed to keep the December 26, 2018 meeting light and to address emergency agenda items only, to include payroll.

Stephen Church noted the inmate count was 115.

Cathy Stacey noted the soft close of the books will be ready for the end of the month and the monies for Deeds were right on the mark. Commissioner St. James asked if the County was benefiting from the Tuscan Village development project in Salem. Cathy responded the project is good for the County and answered yes.

Commissioner Tombarello joined the meeting at 12:22pm.

Charles Nickerson noted the bond process was going well and Finance was underway preparing for the Year end. Charles Nickerson asked the departments to finalize payroll by Friday to give the Finance staff time to process. Commissioner St. James asked for a bond report be made available for the 88 State Representatives, as he was disappointed in how the Officers of the delegation handled this being questioned, after already been approved last year.

Michael Hureau joined the meeting at 12:27pm. This being his last meeting, he thanked everyone for all their help.

Those appearing approximately at 12:45pm prior to the Officers Meeting: Jessica Norton, Peter Janelle, Senator Chuck Morse, George Maglaras, Kelly Capuchino, and Henry Lipman.

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

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

Recess was called at 12:51pm to attend an Officers Meeting at 1:30pm, a ProShare discussion.

#### **VIII. Adjourn**

The Officers Meeting ended at 2:00 pm.

Senator Chuck Morse stayed after appearing for the Officers Meeting gave comment at the BOC meeting. He agreed that Henry Lipman and Commissioner Myers needed to bring back to this County a report on what they are delivering to Rockingham, adding there was work they needed to do.

Commissioner Coyle said we will speak on this at our January 2, 2019 meeting.

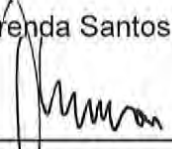
Commissioner St. James noted, the meetings are public and everyone is invited.

Discussion ensued.

**Moved:** Commissioner Coyle moved to adjourn at 2:51pm. Commissioner Tombarello seconded.  
All voted in favor.

Minutes taken and typed by Brenda Santos:

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

  
Thomas Tombarello, Clerk Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Commissioners Conference Room  
117 North Road ~ Brentwood, New Hampshire  
December 26, 2018 – 10:00am

## Present

Commissioner St. James, Vice Chair  
Commissioner Tombarello, Clerk  
Charles Nickerson, Finance Director  
Jude Gates, Director of Facilities, Planning & IT  
Michael Hureau, High Sheriff

Joanne Carbone, Director of Nursing  
Alison Kivikoski, Human Resources Director  
Stephen Church, Corrections Superintendent  
Jennifer Haggar, Deputy County Attorney

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 10:00am.  
Jennifer Haggar arrived at 10:02am.

## II. RFP Openings/Awards

## III. Consent Agenda

1. Minutes: December 19, 2018 (Commissioners Office)  
To approve the December 19, 2018 meeting minutes
2. Payroll (Finance)  
To approve payroll in the amount of \$1,170,779.13 for the payroll ending December 22, 2018.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner St. James seconded. All voted in favor.

## IV. Reports

### Commissioners Office – Kevin Coyle, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Tombarello noted that he would be at the NHAC on Thursday to address personnel matters and reorganize the office. Discussion ensued on related NHAC matters.

- Commissioner Liaison Updates

There were no items of note from Commissioners' liaison updates.

### Corrections – Stephen Church, Superintendent

- Training Seminar: Tablets Boot Camp

**Moved:** Commissioner Tombarello moved to approve sending two (2) staff members (Laurilee Hurley of the Department of Corrections and Robin Bernier of Engineering and Maintenance/IT) to a training seminar, Tablets Boot Camp, which is being held in Dallas, Texas January 29-31, 2019 at Securus' new state of the art Technology Center; there being no cost to the County as Securus is picking up the entire cost including air travel, hotel and meals. Commissioner St. James seconded. All voted in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Assistant County Attorney – New Hire

**Moved:** Commissioner Tombarello moved to approve the appointment of Andrew Sarasin to Assistant County Attorney in accordance with NH RSA 7:33-f, as recommended by the County Attorney. Commissioner St. James seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Agreements-Cigna

**Moved:** Commissioner Tombarello moved to approve and authorize Alison Kivikoski, as the Benefits Plan Administrator, to sign on behalf of Rockingham County the following documents: Cigna Agreement Concerning Designation of Beneficiaries Using Electronic Systems; Cigna Group Insurance Client Requirements Document; Cigna Salary Continuation Agreement; Cigna Employee Welfare Benefit Plan Appointment of Claim Fiduciary, as recommended by the Human Resources Director, pending legal review. Commissioner St. James seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request Personnel Policies and Procedures 6-4

**Moved:** Commissioner Tombarello moved to approve an Exception Request to Personnel Policies and Procedures section 6-4 for a Long Term Care Services employee, as requested by the Long Term Care Services Director. Commissioner St. James seconded. All voted in favor.

**V. New Business / Old Business**

Alison Kivikoski stated that she would be filing the fully executed collective bargaining agreements with the New Hampshire PELRB. She is also providing original copies of the CBA's to each respective union.

Joanne Carbone said that the Nursing Department strategic plan was completed and would be presented to the Board of Commissioners at an upcoming meeting. Inquiry was made by the Commissioners if the Office Administrator position was posted yet. Ms. Carbone answered that it was. Alison Kivikoski stated that over a hundred applications had already been received for the opening, but only around thirty were from potentially qualified candidates.

Sheriff Hureau noted that this would be his last BOC meeting as the Sheriff. He expressed a sincere "thank you" to the Commissioners, elected officials and division directors for all of their help during his time as Sheriff. Commissioner St. James inquired about the status of dispatch operator hiring, and the Sheriff responded that only one candidate remained after three individuals went through background check process.

Commissioner St. James gave a brief update on the status of MOU's for three unions, stating that the one with the Engineering and Maintenance union should be able to proceed forward immediately.

Deputy County Attorney Haggar stated that several cases had recently closed out, including one major one in which the judge gave a greater sentence in line with what the County Attorney's Office was recommending. A brief discussion ensued between the Commissioners, the Sheriff and the Deputy County Attorney over the effects that bail reform was having on the "no-show" rate for defendants at court hearings. The Sheriff said that there has been a resulting significant increase in the number of active warrants, as individuals released on personal recognizance were not showing up for scheduled court dates.

Jude Gates reported that all is well with Engineering and Maintenance Services.

Steve Church stated that the prior day's inmate count was at 105, and it was 107 this morning. Commissioner St. James inquired of the Finance Director about the status of the cost analysis for

potentially bringing female inmates back to be housed at the Department of Corrections. Discussion ensued regarding remaining data to be compiled in order to complete the cost analysis. The Finance Director will bring forward the information at the next Board of Commissioners' meeting.

Charles Nickerson stated that the Finance Office was making sure that all year-end payroll items were being properly addressed, and mentioned that progress was being made with the implementation of the OpenGov software.

Commissioner Tombarello thanked the Human Resources Director for her assistance with NHAC items.

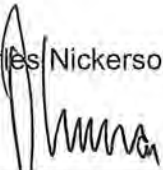

Commissioner St. James stated that NH DHHS Commissioner Myers had separate meetings on December 24<sup>th</sup> with he and Commissioner Coyle regarding IDN funding and other related matters.

**VI. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 10:50am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Charles Nickerson.

Received by:

  
  
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Thomas Tombarello, Clerk – Rockingham County Board of Commissioners