



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, January 4, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Jude Gates, Sr. Director, Fac.Op.
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Eric Sheehan, member of the public
Kristine McNeil, member of the public

Remote Attendance:

Pat Conway, County Attorney

B. Consent Agenda

1. 12/14/23, 12/21/23 & 12/28/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the December 14, 2023 public minutes, and the December 21, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 01/05/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,372,923.42 for the period ending December 30, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle congratulated Superintendent Henry for the SAMHSA certification.

Commissioner Goddu said he had nothing to report.

Commissioner Chirichiello commended Senior Director Gates for the amount of work she and her department are currently managing.

b. Non-Profit Organizations ARPA Grant Applications Review

Commissioner Coyle said the Friends of New Hampshire Drug Courts submitted an application. She explained their mission and their value to the community. Discussion between the Commissioners ensued regarding the amount of the award. Attorney Conway and Superintendent Henry both explained why they support the Drug Courts and went into more detail about how their efforts benefit the community and the taxpayers. Commissioner Coyle moved to award \$15,000 to Friend of New Hampshire Drug Courts under ARPA nonprofit assistance treasury expenditure category 2.34. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. County Attorney's Office – Patricia Conway, County Attorney

a. *WITHDRAWN* Assistant County Attorney New Hire Pursuant to NH RSA 7:33-f (approval)

3. Facilities Operations – Jude Gates, Senior Director

a. Funding for Shower Repair in the Jail (discussion)

Senior Director Gates explained in detail what needs to be repaired and how it will be repaired. She said she got a rough estimate of \$31,700. She said there are funds left over from a different jail project and she would like permission to use the estimated amount of this repair from that project. Commissioner Coyle asked about RFP's. Senior Director Gates said she would do a quick turnaround on the due date because there are only a couple of vendors that will quote on that type of project. Commissioner Coyle moved to approve the reallocation of \$31,700 from the glycol replenish line to the jail showers project as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Chirichiello said they would like to take a look at the breakdown of the expended ARPA funds because there have been a few unexpected expensive repairs, and we may want to reallocate some of those funds for these repairs. Senior Director said he would prepare an analysis for the Commissioners by the first week in February.

4. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-4 – Department of Corrections (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Department of Corrections employee (K.A.) as recommended by the Superintendent and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Exception Request 7-3 – Facilities Operations (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Facilities Operations employee (R.Z.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Long Term Care Services – Jason Smith, Senior Director

a. Ice Maker and Water Dispenser RFP Proposals Rejection (approval)

Commissioner Coyle moved to reject the proposals received for the ice maker and water dispenser RFP and authorize republishing at a later date, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Elliot Hospital Clinical Laboratory Services Agreement (approval)

Commissioner Coyle moved to approve the Elliot Hospital Clinical Laboratory Services agreement for the period beginning January 1, 2024 for a term of one (1) year, and automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Department Head Updates

Senior Director Gates said they are preparing for the first big snowstorm of the season and they are digging today on the steam main at the jail.

Senior Director Nickerson reported being busy with grants, they may see a final version of the DHHS pilot program grant, the UKG transition continues and has been challenging.

Senior Director Kivikoski said they will be watching the weather forecast for a potential weather emergency, she gave a staffing update, and explained some issues with the UKG conversion and stated it may be delayed even further.

Senior Director Smith gave an illness update, reported the survey window for Assisted Living has opened, he gave an update on the renovation projects, stated the Water Tower Café is back open and fully functioning again. He said they have a new provider starting on Friday, he and the General Manager of Assisted Living will be attending a conference next week, and he gave a staffing update.

Register of Deeds Cathy Stacey mentioned a large transaction out of Londonderry.

County Attorney Conway gave a case update and is watching to see how the Felonies First change is going to affect them.

The High Sheriff said they are currently preparing their fiscal year 2025 budget.

Superintendent Jason Henry 140 jail population, Covid update, shut down for 10 days, update on projects, they received their new vehicle, they have added a camera for transports that automatically starts recording when someone is in the back, female transports can now be handled by one Officer instead of two, they have been involved in Apex simulation training preparing for the demonstration next week after the Commissioners' meeting.

Commissioner Coyle asked if a Use of Facility was filled out and approved. Commissioner Chirichiello clarified that if it's an internal request, it just needs to be reserved. The process was explained by Senior Director Smith.

E. New Business / Old Business

1. Walk-In Off-Cycle AP Warrant

Commissioner Coyle moved to approve an off-cycle accounts payable warrant dated December 29, 2023 for \$15.00. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

F. Public Comment

There were no public comments.

A brief recess was taken from 9:12 to 9:17 am.

New Business / Old Business (continued)

2. Long Term Care Services – Jason Smith, Senior Director

a. Strategic Planning Services Presentation

The presentation ran from 9:17 am – 9:45 am.

G. Commissioners' Nonpublic Session

There were no nonpublic sessions requested.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:46 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 01/11/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, January 11, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:30 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Robin Bernier, IT Manager

Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Remote Attendance:

High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. Consent Agenda

1. 12/28/23 and 01/04/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the December 28, 2023 public and nonpublic meeting minutes and the January 4, 2024 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. HR Bi-Weekly Recruitment Report (informational)

Commissioner Goddu expressed his concern and said it's time to review the recruitment process. He said they need to take a good look and take a different approach. Senior Director Kivikoski said they're going to use the Union Leader for the Department of Corrections and Dispatch, and mentioned other approaches she brought to the Board in the past. Discussion ensued regarding the competition with staffing agencies.

3. 01/11/24 Accounts payable list (approval)

List total: \$3,637,063.36, ACH \$1,824,398.01, GL \$510,104.50, Payroll \$48,428.40, Previously authorized by BOC \$153,546.23, Accounts Payable check run \$1,100,586.22.

Commissioner Coyle moved to approve the January 11, 2024 Accounts Payable list total of \$3,637,063.36. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Liaison updates

Commissioner Chirichiello mentioned NHAC, Cathy Stacy, Superintendent Henry, Senior Director Nickerson, and Senior Director Kivikoski are staying on top of the many bills in legislation that could affect the county and thanked them for their efforts.

2. Department of Corrections – Jason Henry, Superintendent

a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated January 8, 2024, transferring an inmate to Carroll County Department of Corrections, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Finance Office – Charles Nickerson, Senior Director

- a. IRC 179D Commercial Buildings Energy Efficiency Tax Deduction (discussion)

Senior Director Nickerson explained the tax deduction and proposed offering a 50/50 split with Harvey Construction. All Commissioners were in support of the proposal. Senior Director Nickerson stated he will work with Leila Mattila on a proposal letter for Harvey Construction.

4. Human Resources – Alison Kivikoski, Senior Director

- a. Weather Emergency PPP 8-4; Sunday, January 7, 2024 (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, for first shift only on Sunday, January 7, 2024 beginning at 7:00 am, or the start of first shift as defined by the department. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Long Term Care Services – Jason Smith, Senior Director

- a. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated January 8, 2024 to Silverthorne for four (4) additional clients; G.F., J.S., S.T., and M.D. at an amount of \$10 per day for five (5) days per week, and three (3) additional clients at an amount of \$25 per day; E.Y. for three (3) days per week, M.K. for three (3) days per week, and S.R. for two (2) days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated January 5, 2024 to Silverthorne for an additional client, C.C. at an amount of \$10 per day, five (5) days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

6. Sheriff's Office – Charles Massahos, High Sheriff

- a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$20,040, dated January 3, 2024, transferring from non-expendable equipment to expendable equipment and office supplies as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Department Head Updates

Superintendent Jason Henry gave a Covid update, he stated the inmate population is currently 135, he gave an update on the progress with the opioid abatement meetings and gave a staffing update. He said they will continually have K-9's go through the jail and he stated he has some meetings tomorrow.

IT Manager, Robin Bernier said they are making their plans for when the cybersecurity grant money to come in, they will be allocating some newly purchased equipment to different departments and security continues to be a priority. Discussion ensued regarding the switch to a .gov domain. She mentioned that Senior Director Gates is with DES at the wastewater treatment plant this morning.

Senior Director Kivikoski said she attended the annual legal update presented by Sheehan Phinney Bass and Green, they are planning the last of the anti-harassment training sessions for those who haven't taken it yet, and the UKG go live date has been pushed back to the end of January.

Senior Director Nickerson said he is busy with quarter end grant filing, he completed the nursing facility quality assessment return, they are still working out the details for the NHRS file with UKG, the SAM.gov membership has been renewed, and he's been working on MOU's and CBA's.

Register of Deeds Cathy Stacey gave a revenue update and mentioned some problems with some recent transactions.

The High Sheriff said they spent most of the day yesterday in Hampton with the flooding.

Leila Mattila reported she will post a new mileage reimbursement form on the website today to reflect the increased mileage rate, and she gave a postage meter update.

E. New Business / Old Business

Superintendent Henry suggested keeping a retired vehicle for use around the county to save on mileage reimbursements.

Commissioner Chirichiello said there was a presentation last week for the long term care planning study and there was a separate module in the proposals for child care. He made a motion to not move forward with the childcare study. He feels there is no support to spend \$30,000 on the study. Discussion ensued. Commissioners Coyle and Goddu both expressed not wanting to spend \$30,000 for the study but expressed interest in further discussion with Senior Director Smith, who is not present today, and possibly the vendors because nothing has been awarded yet. Commissioner Chirichiello moved to strike down the separate module for the childcare study. No one seconded the motion. The motion failed.

F. Public Comment

There were no public comments.

G. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a).

Commissioner Coyle moved to enter nonpublic session at 9:15 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:37 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:37 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 01/25/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, January 18, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Robin Bernier, IT Manager
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Remote Attendance:
Jude Gates, Sr. Director, Facilities Operations
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director LTC

High Sheriff Massahos
Captain Lussier, Sheriff's Office
Cathy Stacey, Register of Deeds
Pat Conway, County Attorney (9:06 am)
Leila Mattila, Commissioners' Office
Jeseca Wendel, LTC Services
Dan Vogt, Member of the public
Jonathan Findlay, Member of the public
Kristine McNeil, Member of the public

B. RFP Openings & Awards

1. Award: Strategic Long Term Care Planning Services (Master Planning) – Long Term Care Services

Commissioner Coyle moved to award the proposal for Strategic Long Term Care Planning Services (Master Planning) to Berry Dunn for an amount not to exceed \$152,670, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Coyle stated that since the request for this study originated from the Delegation, she said she wonders if they should table the award until the Executive Committee meeting next week to make sure everyone is on the same page. Discussion ensued regarding funding the study. Commissioner Coyle moved to table the award for two weeks. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. Practical Guidance for Health Care Boards on Compliance Oversight (informational)
2. 2023 Long Term Care Compliance Work Plan (informational)
3. 2024 Long Term Care Compliance Work Plan (approval)
4. 01/19/24 Payroll (approval)

Commissioner Coyle moved to approve the consent agenda with includes a payroll expense in the amount of \$1,378,701.57 for the period ending January 13, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

- a. Commissioner updates

Commissioner Goddu stated he wasn't happy last week with the recruitment progress, and someone pointed out that it is not across the board, and it is not a problem with recruitment, but there is a significant issue in the nursing department. He said they are at 70% agency and that's a crisis. He said he called a

colleague that runs a long term care facility in Portsmouth, and they were able to get rid of all their agency in April of 2022 but they don't have a union to deal with. We need to make a significant effort and do whatever we can because the 70% needs to change. Commissioner Coyle stated the New Hampshire Retirement System significantly hampers them because the recent graduates in the nursing field are drawn to the agencies because they offer more in their weekly paychecks. She suggested they should be looking at the legislative end, maybe change being vested in the NHRS after 5 years. Need more advocacy at the State House because it's a challenge with those conditions. Brian said there is a bill at the State House that will allow being vested after 5 years, it's a more long term issue that needs to be addressed because most of the young people coming in, 10 years seems like an eternity to them. They want to see the bottom dollar in their paycheck.

2. Department of Corrections – Jason Henry, Superintendent

- a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated January 9, 2024, receiving one inmate from Strafford County Department of Corrections, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Human Resources – Alison Kivikoski, Senior Director

- a. MNA Training Program (approval)

Commissioner Coyle moved to approve funding the MNA Training Program cost through Manchester Community College for employee A.R. as an American Rescue Plan Act (ARPA) project under Treasury Expenditure Category 2.7, Job Training, not to exceed \$1,800, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Long Term Care Services – Jason Smith, Senior Director

- a. Line Item Transfer (approval)

Commissioner Coyle moved to table the line item transfer until after the Executive Committee meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

- a. Grant Application, 2024 NH Department of Safety, State Homeland Security, New Hampshire Tactical Officers Association, Team Allocation Grant, \$3,164.56 (approval)

Commissioner Coyle moved to approve an application for the 2024 NH Department of Safety, State Homeland Security, New Hampshire Tactical Officers Association, Team Allocation Grant in the amount of \$3,164.56, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Authorization For Utilization of Contingent Grant Expense Line, \$1,400 (approval)

Commissioner Coyle moved to authorize the utilization of the contingent grant expense line under the general fund in the amount of \$1,400 to cover the remainder of the cost to purchase the Bounce Imaging Explorer 3.0 Tactical Edition with Audio Kit. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

The High Sheriff said they were at Hampton Beach again last weekend to help evacuate people from their homes and block off roads.

Senior Director Gates said they're continuing to work on the leak in the condensate pipe at the jail, the site visit at the wastewater plant last week for the sewer connection permit went very well, it's an important piece of the driveway permit for the DOT. She said the crane is here, the steel will be going up pretty quickly, 6 to 8 weeks is the how long we're expecting for the steel erection. They're still waiting for DES to weigh in for well #4, everything has been submitted, and the dishwasher in the dietary kitchen in the nursing home should be completed by Tuesday.

Register of Deeds Cathy Stacey had nothing new to report.

Senior Director Smith gave a Covid update, Assisted Living is waiting for the State survey, he mentioned the QAPI report and the employee newsletter.

Superintendent Jason Henry stated they are Covid free, there is a hearing on Friday regarding slavery, they don't want sentenced inmates to work hard labor because it's equated to slavery. He said he told them they are the same tasks as if you owned your own house, kitchen work, laundry, etc.

Senior Director Kivikoski stated they are starting to work on the next quarterly newsletter, Gallagher will be out today to go over trends and review what they are looking at for next year. Discussion ensued regarding recent increases. She stated they will be finishing the harassment training for 70 individuals, including 10 supervisors. The next podcast recording will be underway soon, there are some workers' comp things she's working on with the HR Supervisor, and she gave a UKG update.

Senior Director Nickerson mentioned the UKG transition, he reminded everyone of the Executive Committee meeting, he said tomorrow is NHAC Exec meeting, he's been busy with quarterly grant filing, he spoke of some legislative activity, and reminded everyone that the fiscal year 2025 budget season is approaching.

County Attorney Conway gave a staffing update, thanked the Sheriff's Office for their help with their assistance with the sentencing hearing for the State v/s Medeiros trial last week.

Robin Bernier stated she is working on projects at the jail and they have some new projects starting and some projects wrapping up.

F. New Business / Old Business

Commissioner Chirichiello mentioned there was a demonstration for a reporter at the Eagle Tribune with the Apex Simulator and it will be in the paper soon.

Chuck Nickerson mentioned they are looking to promote the NHAC Legislative Conference at the end of February.

G. Public Comment

There were no public comments. Commissioner Chirichiello asked Leila Mattila if she had anything to report. She stated she has been enjoying her vacation and she'll be back on Monday.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Coyle moved to enter nonpublic session at 9:18 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:23 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a

member of this board and they don't have a finite date of conclusion. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 9:24 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/01/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, January 25, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:30 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Jude Gates, Sr. Director, FO
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director LTC
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds (8:51 am)

B. Consent Agenda

1. 01/11/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the January 11, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion and stated he needed a little more time to review the public minutes. It was agreed that the vote would be tabled until later in the meeting.

2. One Sky Close-Out Certification and Documentation, CDFA, CDBG (approval)

3. Adult Medical Day Care (AMDC) Payout Report, December 2023 (informational)

There was a brief discussion, and it was decided they would take it back up again later in the meeting because there is an agenda item regarding Adult Medical Day Care.

4. 2024 Long Term Care QAPI Plan, and Authorization (approval)

5. 2024 Long Term Care QAPI Letter to Staff and Residents (informational)

6. 2024 Authorization to Act on Behalf of the Senior Director of Long Term Care Services (informational)

7. Long Term Care Administrator of Record (approval)

8. HR Bi-Weekly Recruitment Report (informational)

Discussion included staffing overall, then staffing for Nursing and rates of pay.

9. 01/25/24 Accounts payable list (approval)

List total: \$1,880,386.34, GL \$470,116.76, Payroll \$24,786.86, Previously authorized by BOC \$25,188.10, Accounts Payable check run \$1,360,294.62.

Commissioner Coyle moved to approve the remainder of the consent agenda with includes the January 25, 2024 Accounts Payable list total of \$1,880,386.34. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Chirichiello reported that the Delegation has formed a small committee that will be sitting in on meetings for the new building.

2. Department of Corrections – Jason Henry, Superintendent

- a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated January 22, 2024, transferring an inmate to Sullivan County Department of Corrections pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Human Resources – Alison Kivikoski, Senior Director

- a. Referral Bonus Increase (approval)

Commissioner Coyle moved to approve an increase in the Referral Bonus to \$5,000 for the benefits-eligible positions of LNA, MNA, LPN, RN, Unit Manager, and Nursing Manager. Commissioner Goddu seconded the motion. Commissioner Goddu asked if it was paid with ARPA funds. Discussion ensued. Commissioner Chirichiello stated he needs to know where it's coming from before supporting it. Voted 2-1, Commissioners Goddu and Coyle in favor, Commissioner Chirichiello opposed. *(Commissioner Chirichiello changed his vote to yes toward the end of the meeting.)*

- b. Exception Request 7-4 – Facilities Operations (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Facilities Operations employee (J.R.) as recommended by the Senior Director of Facilities Operations and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. General Leave – Long Term Care Services (approval)

Commissioner Coyle moved to approve a general leave request for an Environmental Services employee (L.S.) with County portion of all benefits to continue for the period January 8, 2024 through February 28, 2024, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Long Term Care Services – Jason Smith, Senior Director

- a. Harmony Homes By the Bay Memorandums of Understanding (approval)

Commissioner Coyle moved to approve the memorandums of understanding with Harmony Homes By the Bay and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Out of State Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel and training request for two Long Term Care employees (J.S. & K.M.), to attend the ACHCA 2024 Convocation & Expo held May 6 - 9, 2024 in Myrtle Beach, SC at an estimated total cost of \$5,367.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Adult Medical Day Care (AMDC) Grant Request – Easterseals (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant request of \$12,800.00 dated January 18, 2024 to Easterseals. Commissioner Goddu seconded the motion. Discussion ensued regarding the trend in Adult Medical Day Care and the remaining funds in the budget line. Commissioner Goddu proposed a new motion to approve Adult Medical Day Care grants for the existing clients of both Silverthorne and Easterseals through the end of the fiscal year to be paid as services are provided on a monthly basis. Commissioner Coyle seconded the motion. Commissioner Chirichiello said he won't support

the motion because even though there's a calculation, they don't know what the actual number is and he won't approve anything that could bring the budget line past the \$5000 allowance. Voted 2-1, Commissioners Goddu and Coyle in favor, Commissioner Chirichiello opposed.

Commissioner Coyle withdrew her original motion, Commissioner Goddu withdrew his second on that motion.

d. Change Order Request – Alternative Sales Corp. (approval)

Commissioner Coyle moved to approve a change order request for Alternative Sales Corp. for an amount not to exceed \$146.35, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Out of State Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel and training request for four (4) Sheriff's Office employees (R.W., M.F., G.A., M.B.), to attend the New York Tactical Officers Training Conference held April 15 - 19, 2024, at an estimated total cost of \$5,683.72, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Goddu stated he had reviewed the minutes and is ready for the vote. Commissioner Coyle moved to approve the January 11, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Department Head Updates

Senior Director Kivikoski gave a UKG conversion update.

Senior Director Nickerson explained some of the changes with the UKG conversion, he stated W-22's went out last Friday and are also available in UKG, and he has been busy with quarterly reporting. He stated lost revenue is at \$37M, a little less than the original calculation, but that's because revenue has increased somewhat in the first two quarters.

Senior Director Gates said everyone is excited about the steel going up on the construction site, the dish machine in dietary is on schedule for start-up and training tomorrow, and she gave an update on the condensate project in the jail. The Assisted Living Life Safety inspection was yesterday and overall, it went well, just a couple of small findings like paint over a fire label that was fixed before the inspector left but he still wrote it up. The flooring is being replaced in the facilities building and the D Block shower project is underway.

Katherin Mann said she had nothing new to report.

Register of Deeds Cathy Stacey said she had nothing new to report.

Superintendent Jason Henry reported the jail is Covid free, the inmate population is currently at 131. They have a few projects going on; additional new cameras are going in, and additional card readers are being installed and the shower project. They have started working on the new budget, it will include a new box truck because their current one is falling apart. Hiring is going well, and their Adult Diversion Director is coming back full time. He plans on testifying in Concord quite a bit because there are a lot of bills in legislation that could affect Corrections.

Senior Director Smith gave a Covid update, he said they are waiting for their health inspection in Long Term Care, and he gave a staffing update. He reported that they have been named as the best nursing home of 2024 by US News, only 19% of nursing homes nationwide meet the criteria for eligibility. The hospice suites project continues. Last quarter they had 82 admissions and 83 discharges, the current census is 140 in the nursing home, total bed capacity is 151, and the Assisted Living facility is full.

Leila Mattila had nothing new to report.

Senior Director Kivikoski said she now has the information on the funding for the referral bonus. They use expenditure category 2.7, job assistance/training of the ARPA funds. Commissioner Chirichiello said he would now like to change his vote to yes if no one objects to it. All agreed to allow the change.

E. New Business / Old Business

1. Department of Corrections – Jason Henry, Superintendent

a. Walk-In Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated January 23, 2024, transferring an inmate to Hillsborough County Department of Corrections pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

F. Public Comment

There were no public comments.

G. Commissioners' Nonpublic Session

There were no nonpublic sessions requested.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:27 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/01/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 1, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office
Former Commissioner Tom Tombarello
Remote Attendance:
Jude Gates, Sr. Director, Fac. Op
Rich Zabroski, Assistant Director, Fac. Op.

Robin Bernier, IT Manager
Pat Conway, County Attorney
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Jeseca Wendel, Long Term Care Services

B. Consent Agenda

1. 01/18/24 & 1/25/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the January 18, 2024 public and nonpublic meeting minutes, and the January 25, 2024 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 02/02/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,332,990.73 for the period ending January 27, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Chirichiello said the Delegation has formed a new building committee. They are currently getting up to speed with everything.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Grant Application: Victims of Crime Act, Federal Grant, \$44,000 (approval)

Commissioner Coyle moved to approve an application for the Victims of Crime Act Federal Grant in the amount of \$44,000 and authorize the County Attorney to electronically submit the application on behalf of the Board of Commissioners as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Facilities Operations – Jude Gates, Senior Director

a. Eversource Interconnection Agreement (approval)

Commissioner Coyle moved to approve the Eversource Interconnection Agreement for the solar project and authorize the Chair to sign all necessary documents as recommended by the Senior Director of

Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Discussion ensued regarding several suggested edits by Primex and Attorney Bedard. It was decided that due to the absence of a final agreement from Eversource, and the strict timeline, they will hold a Board of Commissioners meeting Monday, February 5, 2024 at 1:30 pm. If the agreement isn't received by then, the meeting will be canceled, and it will be addressed on Thursday that week.

Commissioner Coyle moved to table agreement. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel and training request for one Facilities Operations employee (R.B.), one Sheriff's Office employee (B.P.), and one Department of Corrections employee (J.B.) to attend the Central Square Engage conference held May 5 – 8, 2024 in Grapevine, TX, at an estimated total cost of \$9,186.90, as recommended by the IT Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Weather Emergency PPP 8-4; Sunday, January 28, 2024 (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, for Sunday, January 28, 2024 beginning at 11:00 pm, or the start of third shift as defined by the department, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Per Diem Wage Schedule Amendment (approval)

Commissioner Coyle moved to amend the Per Diem Wage Schedule for one position effective February 1, 2024 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Exception Request, Referral Bonus Payment Policy (approval)

Commissioner Coyle moved to approve an exception request to Referral Bonus Payment Policy for a Long Term Care Services employee (J.G.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Residual Gift Card and Gift Certificate Distribution (approval)

Commissioner Coyle moved to authorize the Human Resources Department to conduct a random drawing from all active employees' names of various gift cards and gift certificates as identified on the submitted list date January 29, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Long Term Care Services – Jason Smith, Senior Director

a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$150,000 dated January 5, 2024, transferring from Med Nursing Medical Supplies to Service Contracts as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion included where the funds were coming from, what it is going to be used for, and their gratitude for the support from the Delegation. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. RFP Award – Strategic Long Term Care Planning Services (Master Planning) (approval)

Commissioner Coyle moved to award the proposal for Strategic Long Term Care Planning Services (Master Planning) to Berry Dunn for an amount not to exceed \$152,670, as recommended by the Senior

Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Department Head Updates

Senior Director Nickerson expressed disappointment as the sole testifier in opposition to SB553 related to the New Hampshire Public Deposit Investment Pool (PDIP). The UKG upgrade is now live and they're faced with timeclock challenges. Grant filing has slowed, and he noted that Corporate American Express rewards can be utilized to purchase the many televisions or monitors for the new building.

Senior Director Kivikoski reported on a new wellness activity, the last of the anti-harassment training is scheduled, union negotiation meetings, UKG issues.

The High Sheriff mentioned a speech he gave and posted on their Facebook page.

County Attorney Conway stated she attended the Rockingham County Chief's meeting where she received appreciation for the Medeiros case. Her staff surprised her with a celebration for her 25-year work anniversary, and she wanted to make everyone aware of the opposition to HB1566 by all County Attorneys. There was an article in the Union Leader, and she said if anyone has concerns or wants more information, they can reach out to her on the matter.

Register of Deeds Cathy Stacey reported on a couple of large transactions, a staffing update, and her testimony on the NH Retirement System vesting, advocating for a change from 10 to 5 years.

Superintendent Jason Henry mentioned the current jail population is 130. A lot of females have been coming in lately, so they've been shipping them off to other locations. He will be testifying on legislative changes affecting Corrections, they are working on their budget and awaiting NCEU agreement on negotiation dates, appreciation was extended to Facilities Operations for a vehicle repair, and updates on jail projects were provided. He mentioned upcoming meetings with other Superintendents regarding high utilizer inmates that will be the topic of discussion at the legislative conference later this month, and Guard Tour training with a new hand-held system for electronic documentation is scheduled.

Senior Director Smith expressed gratitude for the Commissioners' approval of the line item transfer and RFP award. He provided updates on illnesses in the facility, and they are awaiting DHHS inspection in Assisted Living. The statement of deficiencies from the Life Safety inspection is pending, progress on the hospice suites was noted, and a new Medical Provider is set to start soon. Staff training is in progress and a Valentine's Day fundraiser by Life Enrichment aims to support residents by selling roses. Appreciation was extended to Leila Mattila for initiating a spin-off fundraiser, aiming to purchase a rose for every resident.

Senior Director Gates shared updates on jail projects, she reported a delay in the new dishwasher startup due to a missing piece of machinery, it's re-scheduled for start-up today. The driveway permit from DOT is pending, and the final report for well #4 will be sent to DES shortly.

Rich Zabroski expressed hope in making a positive impact in both the community and the county.

E. New Business / Old Business

Senior Director Kivikoski received news about financial challenges at Stewart Healthcare System, leading to the departure of some higher managerial staff. In response, they are exploring advertising strategies to attract LPN's and RN's.

F. Public Comment

Former Commissioner Tom Tombarello expressed excitement about the progress on the new building. He said he appreciated seeing familiar faces during his visit to the café before the meeting and commended the team for retaining employees. He also applauded everyone for achieving a minimal budget increase.

G. Commissioners' Nonpublic Session

1. Department of Corrections – Jason Henry, Superintendent

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Coyle moved to enter nonpublic session at 9:35 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:53 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of nonpublic session #1 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the minutes of nonpublic session #2 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 9:54 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/08/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 8, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Jude Gates, Sr. Director, FO
Pat Conway, County Attorney
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director LTC
High Sheriff Massahos

B. Consent Agenda

1. 02/01/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the February 1, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 02/08/24 Accounts payable list (approval)

List total: \$4,955,482.77, ACH \$1,778,126.96, GL \$24,170.43, Payroll \$21,219.76, Previously authorized by BOC \$329,104.17, Accounts Payable check run \$2,802,861.45.

Commissioner Coyle moved to approve the February 8, 2024 Accounts Payable list total of \$4,955,482.77. Commissioner Goddu seconded the motion. Discussion ensued regarding the Harvey Construction warrant, Commissioner Goddu stated he hadn't seen it yet. Commissioner Coyle confirmed it was emailed to them on Wednesday, pointing out the increased support for this warrant compared to previous ones, providing additional details in the discussion. Voted 2-0-1, Commissioners Coyle and Chirichiello in favor, Commissioner Goddu abstained.

C. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle expressed positivity about the progress of the new building and extended gratitude to Leila Mattila for her efforts in collecting funds to purchase roses for the residents on Valentine's Day.

Commissioner Chirichiello said he attended the Building Oversight Committee meeting last Friday and reported it went well.

b. American Red Cross Use of Facility Request (approval)

Commissioner Coyle moved to approve the request for use of the Hilton Auditorium and waive the facility fee for the American Red Cross on May 3, 2024 and November 1, 2024 for blood drive events. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Brentwood NH Democratic Committee Use of Facility Request (approval)

Commissioner Coyle moved to approve the request for use of the Hilton Auditorium for the Brentwood Democratic Committee on February 22, 2024 for a candidate night. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Department of Corrections – Jason Henry, Superintendent

- a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated February 5, 2024, transferring one inmate from Hillsborough County Department of Corrections, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Facilities Operations – Jude Gates, Senior Director

- a. Eversource Interconnection Agreement (approval)

Commissioner Coyle moved to approve the Eversource Interconnection Agreement for the solar project. Commissioner Goddu seconded the motion. Discussion included Eversource's \$3M insurance requirement, exceeding the county's risk pool coverage limit of \$2M. Senior Director Nickerson stated they won't be the only ones faced with this issue because there are other counties in NH that are planning large scale solar projects. He will reach back out to Primex to see what their recommended next course of action is. Commissioner Chirichiello mentioned SB1391. Commissioner Goddu said we will need to focus on getting temporary insurance. Voted 0-3, Commissioners Goddu, Coyle, and Chirichiello opposed.

4. Human Resources – Alison Kivikoski, Senior Director

- a. LNA Training Program as American Rescue Plan Act (ARPA) Project (approval)

Commissioner Coyle moved to approve the LNA Training Program for D.R. as an American Rescue Plan Act (ARPA) project under Treasury Expenditure Category 2.7, Job Training Assistance, (cont'd) not to exceed \$2,600 per enrolled student, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Exception Request 2024 Per Diem Wage Schedule – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to the 2024 Per Diem Wage Schedule for a Long Term Care Services employee (L.H.) as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. A discussion followed regarding the rate of pay and the number of hours worked. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Department Head Updates

Senior Director Kivikoski has scheduled the final sessions of the anti-harassment training, today is the first union negotiation meeting for legal assistants, two 'lunch-and-learn' wellness initiatives are scheduled and significant time is being dedicated to the UKG transition.

Senior Director Nickerson explained the issues associated with the UKG transition, he plans to provide an updated analysis of ARPA projects and offer suggestions for reallocating some funds. He met with Robin Bernier and Senior Director Gates regarding FF&E for the new building. He's scheduled to attend the NHAC executive committee meeting next Friday and the NH PDIP meeting next Thursday after the Senate hearing on SB553. Commissioner Goddu expressed appreciation for his written explanation of the hardship the bill will create, and he sent it to each senator, urging them to defeat the bill.

County Attorney Conway said she had nothing new to report.

The High Sheriff had nothing new to report.

Senior Director Gates stated all projects are progressing nicely.

Superintendent Jason Henry reported the jail population is currently 149 and provided project and staffing updates. He's actively working on budgets and will testify against HB1428 in Concord on Friday. Additionally, he'll attend the NH Retirement System Board of Trustees meeting on Tuesday. He suggested extending the Glendale contract for another 6 months considering budget complexities, as it expires in December.

Senior Director Smith provided a Covid update and expressed gratitude to Senior Director Gates for the completed dishwasher project. They await DHHS for the assisted living health inspection and extended thanks to Leila Mattila, they sold over 390 roses.

Leila Mattila mentioned she updated and posted the non-county specials application along with the instructions.

E. New Business / Old Business

1. Walk-in Accounts Payable Warrant

Commissioner Coyle moved to approve the February 8, 2024 Accounts Payable warrant #T240705 in the amount of \$68,783.38. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

F. Public Comment

There were no public comments.

G. Commissioners' Nonpublic Session

1. Commissioners' Office – Brian Chirichiello, Chair

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Coyle moved to enter nonpublic session at 9:12 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:13 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of nonpublic sessions #1 and #2 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the minutes of nonpublic sessions #3 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to adopt and send the letter regarding a 91-A request dated February 8, 2024 and she, as Clerk, will sign the letter. Commissioner Goddu seconded the motion. Voted 2-1 Commissioner Goddu voted yes, and Commissioner Coyle voted yes. Commissioner Chirichiello voted no because he doesn't like the way it's worded.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:15 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/15/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 15, 2024 @ 8:30 am

A. Call to Order

Commissioner Goddu called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Coyle
Commissioner Goddu
Katie Casey, Asst. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Remote Attendance:

Commissioner Chirichiello

Jude Gates, Sr. Director, FO
Pat Conway, County Attorney
Jason Smith, Sr. Director LTC
Michelle Melanson-Schmitt, DON, LTC
High Sheriff Massahos
Cathy Stacey, Register of Deeds
Jeseca Wendel, Long Term Care
Former Commissioner Tombarello

B. RFP Openings & Awards

1. Opening: Skilled Nursing Facility (SNF) Mock Survey – Long Term Care Services

Commissioner Coyle moved to authorize the Senior Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

2. Opening: Book Restoration – Registry of Deeds

Commissioner Coyle moved to authorize the Register of Deeds to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

C. Consent Agenda

1. 02/08/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the February 8, 2024 public and nonpublic meeting minutes. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

2. HR Bi-Weekly Recruitment Report (informational)

Discussion regarding recruitment was brief.

3. 2024 Quality Assurance & Performance Improvement (QAPI) Plan for Rockingham County Rehabilitation and Nursing Center (informational)

Commissioner Coyle praised the Long Term Care Services staff for what they have accomplished.

4. 02/16/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,378,022.77 for the period ending February 10, 2024. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle congratulated the Assisted Living staff for being deficiency free in their annual survey.

Commissioner Chirichiello said he echoes Commissioner Coyle's sentiments for Assisted Living and commented on some of the issues covered at the NACo legislative conference.

Commissioner Goddu also made brief comments regarding the NACo legislative conference.

2. Finance Office – Charles Nickerson, Senior Director

- a. Authorization to Claim Abandoned Property with the State of New Hampshire (approval)

Commissioner Coyle moved to authorize the Senior Director of Finance, Charles Nickerson to submit claims to the State of NH Treasury Department for abandoned property on behalf of the county.

Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

- b. ARPA Projects Analysis (discussion) was tabled.
- c. Authorization for Reallocation of ARPA Funds (approval) was tabled.
- d. Grant Application: County Pilot to Defer/Delay Institutional Care, \$578,300. (approval)

Commissioner Coyle moved to approve an application for the New Hampshire Department of Health and Human Services County Pilot to Delay or Defer Institutional Care Grant in the amount of \$578,300 and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Discussion ensued regarding what services this grant will support and who it will support. Commissioner Chirichiello pointed out that the Board voted against hiring additional county staff to support the pilot program but contracting would be an option if needed. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

3. Human Resources – Alison Kivikoski, Senior Director

- a. Exception Request 7-4 – Long Term Care Services (approval)
- b. Exception Request 7-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve two (2) exception requests to Personnel Policy 7-4 for Long Term Care employees (E.W. & M.M.S.) as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

- c. Exception Request 7-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Long Term Care employee (K.M.) as recommended by the Senior Director of Long Term Care Services and the Human Resources Manager. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

- d. Weather Emergency PPP 8-4; Tuesday, February 13, 2024 (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, for Tuesday, February 13, 2024 beginning at 3:00 pm (or the start of second shift as defined by the department), as recommended by the Senior Director of Human Resources.

Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

E. Department Head Updates

Superintendent Jason Henry reported the inmate in house population stands at 140, with additional individuals held in other counties. He is scheduled to meet with Lucky 8 again soon, they are looking at budgeting for a box truck and a new dishwasher. He anticipates having leftover funds in the current budget to allocate towards these purchases. Additionally, the shower project is expected to be completed next week.

Senior Director Kivikoski shared updates on the anti-harassment training and union negotiations. The flu attestation audit has been successfully completed. They have been occupied with various personnel matters, and the initial payroll processing with UKG Pro presented some challenges.

Katie Casey commended the payroll team. Their collaboration with HR to navigate benefits and complete all necessary processes was excellent. Successfully completing the first payroll is a significant achievement and everyone did an amazing job.

Leila Mattila had nothing to report.

The High Sheriff had nothing to report.

Register of Deeds Cathy Stacey said she had a discussion with Senior Director Nickerson regarding the list of abandoned property held at the NH Treasury. Anything listed for the Register of Deeds is not county money because when something is recorded at the Deeds office it is paid for at that time. Despite the slow season they have been actively engaged in various projects to stay busy. Commissioner Coyle assured Ms. Stacey that none of the items listed as abandoned properties presented to the Board involve the Register of Deeds.

Senior Director Smith provided a Covid update and the Director of Nursing, Michele Melanson Schmitt assured everyone that they remain in compliance and provided some of the details. Senior Director Smith noted the Assisted Living health inspection is deficiency free.

County Attorney Conway gave a staff health update, emphasizing that the team is working collaboratively, with everyone covering for one another.

Senior Director Gates highlighted an emergency heat repair on Monday and provided an update on the jail shower project. They received the DOT permit for the new driveway, she expects the DES sewer connection permit shortly, and anticipates the reports for the DES permit for well #4 to go out in the next day or so and will trigger a 30-day review. We're currently in a holding pattern regarding discussion with the insurance company regarding liability and indemnification language for Eversource. There haven't been any developments to review.

Superintendent Jason Henry noted testifying against HB1428 alongside 8 other superintendents. Additionally, he will be testifying on a protective custody bill next week.

F. New Business / Old Business

No one had anything for New Business / Old Business.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:08 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Goddu voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:15 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

Commissioner Coyle stated the minutes of session #1 do not need to be sealed. She moved to seal the minutes of sessions #2 & #3 seal indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and they don't have a timeline that the action would be completed. Commissioner Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Goddu voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:16 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/29/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 22, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Katie Casey, Asst. Director, Finance
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Jude Gates, Sr. Director, FO
Alison Kivikoski, Sr. Director, HR
Jason Smith, Sr. Director LTC
High Sheriff Massahos
Captain Kevin Walsh, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

Remote Attendance:

B. RFP Openings & Awards

1. Award: Skilled Nursing Facility (SNF) Mock Survey – Long Term Care Services

Commissioner Coyle moved to award the proposal for skilled nursing facility (SNF) mock survey to HealthPRO Heritage for an amount not to exceed \$9,5000, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Award: Book Restoration – Registry of Deeds

Commissioner Coyle moved to award the proposal for Book Restoration to Kofile Technologies, Inc. for an amount not to exceed \$102,966.00, as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Discussion involved the number of vendors that were informed of the RFP and the number of bids received. Ms. Stacey informed everyone that there are 393 books remaining, this award is for 36 books and they use surcharge funds for the restorations. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 02/22/24 Accounts payable list (approval)

List total: \$1,310,207.08, ACH \$188.10, GL \$1,919.12, Payroll \$2,863.30, Previously authorized by BOC \$65,856.65, Accounts Payable check run \$1,239,379.91.

Commissioner Coyle moved to approve the February 22, 2024 Accounts Payable list total of \$1,310,207.08. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Chirichiello shared that while he was at the legislative conference in DC, he learned of a federal grant under the clean energy infrastructure act that may fund 30% of the cost of our solar panels. He said he would discuss this with the Finance Director when he returns to the office.

Commissioner Goddu conveyed that he believes the Senate voted in favor of SB 553, eliminating the NH Public Deposit Investment Pool forcing every municipality to go through a small group of NH banks. After discussion with Senator Daryl Abbas, he understands that the Senators believe there would be no difference in the amount of interest paid, and the Investment Pool offers no advantages. The Bill is headed to House Finance for approval. He suggests increased lobbying efforts by the NH Association of Counties

in the House. It is his understanding that they will earn 34% less interest if they're forced to go through NH banks. The small towns will be hurt the most and they should be looking out for them.

Cathy Stacey advised Commissioner Goddu that 11 Senators out of 24 put this bill forward. She stated she doesn't know if she agrees with what Daryl Abbas is saying with regards to information that was provided to the Senate. She said Senior Director Nickerson told them that they were providing accurate information at the hearing. The entity he is involved with takes no stance, and when he had his meeting with them last week, they wouldn't even allow a discussion about it and Senior Director Nickerson is on the Board. She said NHAC has been very aggressive but when you have 11 Senators, one of them being the Senate President on the Bill, there's no surprise why it went through the Senate. She is going to make a call to find out why the NHMA isn't testifying on behalf of the cities and towns. Commissioner Chirichiello mentioned that she may want to think about making an appointment to speak with the Governor.

2. Long Term Care Services – Jason Smith, Senior Director

- a. Golden Tides Dental Services Amendment (approval)

Commissioner Coyle moved to approve the Golden Tides Dental services amendment to include Ernest P. Barka Assisted Living to the current dental services agreement as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Sheriff's Office – Charles Massahos, High Sheriff

- a. FFY24 Office of Highway Safety Grant Agreement Amendment (approval)

Commissioner Coyle moved to approve the amended Federal Fiscal Year 2024 Office of Highway Safety grant agreement in the new amount of \$30,217.93 and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Superintendent Jason Henry reported the inmate population is at 135, he gave an update on the shower project, stated the union negotiations are going very well, and they continue working on budget. Monday is the legislative conference, several of his staff members are going, and he encourages everyone to go. He has a phone call meeting with Lucky 8 today, and he's still working on a protective custody Bill.

Katie Casey reported payroll is working out the UKG kinks, and they are scheduled to receive draft fiscal year 2022 financials soon and plan to have finals within the next few weeks.

Superintendent Henry stated he wanted to let everyone know that this morning Sergeant Pelchat was on his way to work when he observed a car accident on South Main Street in Manchester. The driver of the car was semi-conscious with labored breathing. Sergeant Pelchat observed a head injury and the driver was nodding and bleeding profusely. Based upon training he administered a 4mg dose of Narcan which all Corrections Officers carry now to combat the effects of an opioid overdose. He remained with the driver until EMS and police took over, and EMS also administered Narcan to the driver. Sergeant Pelchat came into work today after saving someone's life.

Senior Director Kivikoski said notices are going out to the individuals who's names were drawn for the residual gift cards, there was a wellness meeting scheduled at the Courthouse but due to scheduling, people were not able to attend. She gave an update on the anti-discrimination training and announced the NHAC conference hotel reservations are open, they will be sold out quickly.

Register of Deeds Cathy Stacey reminded everyone of the legislative conference on Monday, reviewed the agenda and asked everyone to attend. She mentioned she will be testifying on Tuesday as an expert witness on recording at a trial in Strafford County on behalf of the Register of Deeds who is facing a lawsuit. She commented on a large transaction that was recorded recently, and she extended her deep appreciation to Ben Wing because he has been instrumental with the issues they have been having during the UKG transition.

The High Sheriff stated there has been a lot of drug activity and he has been involved in many meetings with the different divisions of the Sheriff's Office staff.

Captain Kevin Walsh had nothing to add.

Katherin Mann echoed Cathy Stacey's sentiments regarding Ben Wing and his efforts with the UKG transition.

Senior Director Smith gave a Covid update, they continue working on the budget, they are planning the next Alzheimer's walk, and there is a new café manager in Glendale. Next week several members will be at the Point Click Care conference.

Senior Director Gates commended Ben Wing's efforts also. She mentioned the AT&T outage, and asked if the infrastructure bill would accommodate the EV charging stations. Commissioner Chirichiello said he would meet with the grant writing in Finance after the meeting to get more details.

Leila Mattila stated she is diligently working on some changes to the current website to avoid it crashing when the next update happens in March.

F. New Business / Old Business

Commissioner Goddu said he would like the Board to consider making the hotel reservations today for the NHAC conference in November. All agreed.

Senior Director Kivikoski asked if the NHAC Government awards should be moved back under the umbrella of the NHAC conference. They are at capacity with the Years of Service awards. Discussion ensued regarding reorganizing the awards and the need for further discussion.

G. Public Comment

Superintendent Henry thanked the Sheriff's Office for their response and how they handled a sensitive situation last week.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:07 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:21 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 9:21 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/29/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, February 29, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Goddu
Katie Casey, Asst. Director, Finance
Julie Hoyt, HR Manager
Leila Mattila, Commissioners' Office

Remote Attendance:

Commissioner Coyle
Pat Conway, County Attorney

Jude Gates, Sr. Director, Facilities Op.
Jon Banville, Asst. Superintendent, DOC
Jason Smith, Sr. Director LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Automatic Transfer Switch Replacement on Generator – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 02/15/24 and 02/22/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the February 15, 2024 public and nonpublic meeting minutes, and the February 22, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 03/01/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,352,210.09 for the period ending February 24, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle mentioned she was pleased that the long term care facility has made it through the Covid outbreak.

Commissioner Chirichiello spoke of the NHAC legislative conference on Monday and the topics of discussion. He said it went extremely well.

2. Human Resources – Alison Kivikoski, Senior Director

a. Employee Retention and Engagement/ARPA Project Fund (approval)

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the submitted listing dated February 23, 2024, utilizing category 2.35 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. General Leave – Long Term Care Services (approval)

Commissioner Coyle moved to approve a general leave request for an Environmental Services employee (L.S.) with County portion of all benefits to continue for the period 02/29/24 through 03/31/24, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Long Term Care Services – Jason Smith, Senior Director

a. Source Medical Staffing Agreement (approval)

Commissioner Coyle moved to approve the Source Medical Staffing Agreement and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion ensued regarding contract language, recommended changes from Primex as well as the legal review. Senior Director Smith will review the submitted final copy of the contract and compare it with the recommended changes. Commissioner Coyle moved to table the approval of the Source Medical Staffing Agreement. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Register of Deeds, Cathy Stacey reported the books were picked up by Kofile for restoration. She stated the legislative conference on Monday was a success and she emphasized the importance of fostering relationships with their delegation members as well as state-wide legislators.

Senior Director Smith provided a Covid update, he announced they have partnered with the Portsmouth Senior Center who have asked them to host an afternoon tea today. He conveyed the completion of the hospice suites is scheduled for next week, and their Provider Enrollment has been completed.

County Attorney Conway provided an overview of an upcoming case, she was pleased to announce that two staff members received special recognition, and she gave a staffing update.

Senior Director Gates stated the report for well #4 was submitted to DES last week. They have 30 days to review it and they agreed last year to consider a waiver for the solar panels within the sanitary protected area of the well. Other projects include working on the budget.

Assistant Superintendent Banville reported the jail pop is currently 129, and he provided a staffing update announcing 6 new staff members are starting on Monday.

The High Sheriff had nothing new to report.

Assistant Finance Director, Katie Casey reported they are learning the quirks on the new payroll system.

HR Manager, Julie Hoyt gave an update on the anti-harassment training status.

Senior Executive Assistant, Leila Mattila had nothing new to report.

F. New Business / Old Business

Commissioner Goddu explained that Leila's AP warrant was flagged by finance because receipts that were turned in didn't meet the requirements. He commended the finance department for their diligence in identifying these details. He stated he doesn't want to be treated any differently than any other employee, and he wishes we would use the same scrutiny over the Harvey Construction warrants.

Commissioner Chirichiello said at the time you're not looking for the detailed receipt and some places don't give you a detailed copy, using Uber as an example. He agreed to comply and stated he would pay the amount for the receipts that are missing the detailed copy.

Leila asked for clarification on the daily cap asking if it was an actual daily cap or a cumulative cap. Everyone agreed that the \$87 daily cap is in fact the daily cap. Leila will revise the AP warrant so that it complies with policy.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

There were no nonpublic sessions requested.

I. Adjourn

Commissioner Coyle moved to adjourn at 8:57 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/07/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 7, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Jude Gates, Sr. Director, FO
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Tom Tombarello, Former Commissioner

Remote Attendance:

Jason Smith, Sr. Director LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Orlando, member of the public (8:49am)

B. RFP Openings & Awards

1. Opening: IAQ-HVAC/Duct Cleaning – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 02/29/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the February 29, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 2024 LTC Facility Assessment (informational)

3. 03/07/24 Accounts payable list (approval)

List total: \$2,899,251.90, ACH \$134,810.96, GL \$390,260.56, Payroll \$28,065.38, Previously authorized by BOC \$65,100.23, Accounts Payable check run \$2,281,014.77.

Commissioner Coyle moved to approve the March 7, 2024 Accounts Payable list total of \$2,899,251.90. Commissioner Goddu seconded the motion and stated receipts are missing from the Harvey Construction warrant. Discussion ensued regarding receipts, the contract, and review of the warrants. Voted 2-1, Commissioners Coyle, and Chirichiello in favor, Commissioner Goddu opposed.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Goddu stated they continue with union negotiations for the legal assistants.

Commissioner Coyle mentioned the NCEU is also in negotiations.

Commissioner Chirichiello provided an update on the earmark for \$750,000 of Federal funding for new dispatch consoles for the Sheriff's Office.

2. County Attorney's Office – Patricia Conway, County Attorney

- a. Victims of Crime Act Grant (VOCA) Amended Budget Submission (approval)

Commissioner Coyle moved to approve submitting the amended budget to the Grants Management Unit to increase potential funding for the 2025 VOCA Grant from \$44,000 to \$50,000 as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Facilities Operations – Jude Gates, Senior Director

- a. Change Order Request – New England School Services, Inc., \$5,930.00 (approval)

Commissioner Coyle moved to approve a change order request for New England School Service, Inc. for an amount not to exceed \$5,930 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Bid Waiver Request, Nobis Group \$99,600.00 (approval)

Commissioner Coyle moved to approve the Nobis Group Proposal & Bid Waiver Request in the amount of \$99,600 for Civil Engineering Services relative to a water line replacement as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Discussion involved the overall project, the estimated cost and the reasoning for requesting Nobis Group. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Water Bottle Filling Stations ARPA Project Allowance Modification (approval)

Commissioner Coyle moved to authorize expenditure up to \$11,500 for the installation of ten water bottle filling stations at the House of Corrections as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Finance Office – Charles Nickerson, Senior Director

- a. ARPA Projects Analysis (discussion)

Senior Director Nickerson explained in detail the options for reallocation of ARPA funds from expense categories that are no longer necessary. Discussion ensued.

- b. Authorization for Reallocation of ARPA Funds (approval)

Commissioner Coyle moved to authorize the financial reallocation of ARPA Projects 2.34, 2.35.A, and 3 to New Municipal Building Projects 1.4, 1.12.C, 1.13.A, and 5.5.B as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Select Actuarial Services Engagement Letter

Commissioner Coyle moved to approve the Select Actuarial Services Engagement Letter for a workers' compensation actuarial review and opinion to be submitted to the NH Department of Labor for the self-insured workers' compensation application and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- d. Update to Account Signers for Health Fund (approval)

Commissioner Coyle moved to approve the update to the signers on the county's health fund account with Citibank to reflect the Senior Director of Finance and the current County Treasurer, Scott G. Priestley, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Human Resources – Alison Kivikoski, Senior Director

- a. Wellness Event – Spring Wellness Webinar and Raffle Prize Drawing (approval)

Commissioner Coyle moved to approve a Spring Wellness webinar activity and raffle prize drawing utilizing Cigna Wellness dollars as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

6. Long Term Care Services – Jason Smith, Senior Director

- a. HealthPRO Management Services Mock Survey Agreement (approval)

Commissioner Coyle moved to approve the HealthPRO Management Services program evaluation and consultative agreement to provide a skilled nursing mock survey and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. HealthPRO Heritage, LLC HealthyLiving Wellness Program Agreement Amendment (approval)

Commissioner Coyle moved to approve the HealthPRO Heritage amendment to healthy living wellness program agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. HealthPRO Heritage, LLC Therapy Services Agreement Amendment (approval)

Commissioner Coyle moved to approve the HealthPRO Heritage amendment to therapy services agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- d. Adult Medical Day Care (AMDC) Grant Request – Easterseals (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated February 29, 2024 to Easterseals, NH for an additional client (S.W.) at an amount of \$80 per day, 3 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion and asked if the funds received from the State Pilot Grant to Defer or Delay Institutional Care can be used for this purpose if needed. Senior Director Smith answered yes, it can be. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- e. Source Medical Staffing Agreement (approval)

Commissioner Coyle moved to approve the Source Medical Staffing agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

The High Sheriff commended the deputies and the CAC that worked on the case out of Newton. He provided a staffing update and thanked Commissioner Chirichiello for working on the earmarks for the dispatch consoles.

Senior Director Smith provided a Covid update and announced Assisted Living is Covid free. He reminded everyone that the ribbon cutting for the hospice suites is coming up, while meeting with Finance regarding the pilot grant, they looked at software, and website development, and included Human Resources with assistance in staffing and job descriptions. He is pleased to have the Facility Assessment completed and announced that the Assisted Living General Manager was awarded Assisted Living Administrator of the year by the American College of Healthcare Administrators. He concluded his update with notification of a donation from a resident's family of \$11,250.

Superintendent Jason Henry reported the jail population is currently 135 and they are Covid free. He provided a staffing update, he will be meeting with Lucky 8 next week, and the pre-auditor will be back on site on the 15th. He thanked the NHAC for keeping them on top of things, discussion ensued regarding HB 1479 an anti-lobbying bill.

Senior Director Nickerson stated he is busy with grants. He said he now has a gross reallocation for the three ARPA projects that the Board approved earlier totaling \$1,936,488 that could go to building related categories, which totals 2,762,625. He reminded everyone that it's budget time and there will be a meeting right after the BOC meeting next week. He gave a synopsis of the Elected Officials salaries procedure, and he will be changing one of the resolutions regarding encumbrances giving a little more flexibility for Department Heads.

Senior Director Gates reported they had walk through for the HVAC rfp this week, it's the 3rd time they've published the rfp. She said several people showed up this time, and she's hopeful for a couple of proposals. Everything with the new building is moving forward, and they are currently taking care of a high-pressure steam leak this morning in the nursing home.

Senior Director Kivikoski said she has been working on positions changes with the departments in preparation for the budget, and there have been some difficult personnel items. Everyone involved with the UKG payroll process is dissatisfied with the new system so she will be adding funds to the upcoming budget so they can look at getting a different system.

Senior Executive Assistant Leila Mattila reported she has been working on the current website for several weeks and has recently made some significant changes.

F. New Business / Old Business

There were no discussions for New Business / Old Business.

G. Public Comment

Former Commissioner Tom Tombarello commented on the amount of hard work everyone is involved with and stated they are all doing a great job.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:57 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:43 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of nonpublic session #1 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the minutes of nonpublic session #2 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the minutes of nonpublic session #3 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:44 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/14/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 14, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Smith, Sr. Director LTC
Kendra Mayall, A.L. General Manager

Leila Mattila, Commissioners' Office

Remote Attendance:

Jude Gates, Sr. Director, Fac. Op.
Jason Henry, Superintendent, DOC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office

B. RFP Openings & Awards

1. Award: Automatic Transfer Switch Replacement on Generator – Facilities Operations

Commissioner Coyle moved to award the proposal for automatic transfer switch replacement on generator to Electrical Engineering & Service Co., LLC for an amount not to exceed \$14,252, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Award: IAQ / HVAC Duct Cleaning – Facilities Operations

Commissioner Coyle moved to award the proposal for IAQ / HVAC Duct Cleaning to Airduct Klean for the Mitchell Building bathroom exhausts and the ABC Dining air handling unit for an amount not to exceed \$1,950, and to Impact Fire Services for the Mitchell Building air handling unit and ducts and for the A, B, and C block units at the DOC for an amount not to exceed \$12,900, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 03/07/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the March 7, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare two Vulcan convection steamers from Long Term Care Services dietary surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. 03/15/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,355,763.57 for the period ending March 09, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Chirichiello congratulated Kendar Mayall for being selected to receive the New Assisted Living Administrator award from the American College of Health Care Administrators Board of Directors and Awards Committee. Commissioners Coyle and Goddu both said a few congratulatory words and Kenda concluded the conversation thanking the staff and associates.

Commissioners Coyle, and Goddu both commented on their involvement with the ongoing union negotiations.

2. Human Resources – Alison Kivikoski, Senior Director

a. Request for Utilization of Wellness Funds (approval)

Commissioner Coyle moved to approve utilizing \$15,000 from the FY 2024 County Wellness fund and \$10,000 from the FY 2024 Cigna Wellness fund to purchase equipment for the Employee Fitness Center and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel and training request for a Human Resources Employee (A.K.), to attend the UKG Women in Business Summit held June 3 – 5, 2024 in Austin, TX, at an estimated total cost of \$605.00, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Sheriff's Office – Charles Massahos, High Sheriff

a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$80,000, dated March 5, 2024, transferring from Sheriff's Deputies to Bailiff Salary Expense as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Katherin Mann explained the need for the transfer. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Major Bashaw indicated that Chris Pappas's office has informed them that they will soon receive a packet regarding earmarks for the dispatch consoles. He stated they will commence work on them promptly upon receipt.

Superintendent Jason Henry emphasized that his current primary focus entails union negotiations and budget preparation. Presently, the jail population stands at 135 inmates. He mentioned a corporal was promoted to sergeant in June of 2023 and following his return from deployment three weeks ago, they were able to conduct his promotion ceremony. The 122nd Academy commences on the 25th, they will enroll four staff members this time around. Ongoing training on the APEX simulator has demonstrated promising results, particularly among younger staff members with an interest in gaming.

Senior Director Gates has reported that the Building Oversight Committee convened on Tuesday and expressed satisfaction with the report. A verbal presentation is scheduled for the Executive Committee meeting in May. Additionally, there has been a notable increase in the influx of employment applications.

Senior Director Kivikoski has been extensively occupied with ongoing union negotiations, budget preparation, and addressing personnel concerns. They are currently focusing on wellness initiatives.

Senior Director Nickerson has held his focus in union negotiations and budget preparation, announcing that payroll projections will soon be distributed to the departments. A budget workshop is scheduled for later today. Although payroll processing remains challenging, there have been slight improvements recently.

Kendra Mayall provided a census status for Assisted Living and the status of the current waiting list. She reported on staffing developments, staff training initiatives, and a strategic goal to eliminate agency staff by year-end.

Senior Director Smith provided an update on the progress of the business review. Their marketing vendor, Krative, is currently in the process of enhancing the website for the Rehabilitation and Nursing Center. His team have been concentrating on budget preparation and preparing for the upcoming audit scheduled for September. He announced Dr. Singer's upcoming retirement celebration. There have been collaborative efforts with Finance and Human Resources on the Pilot Program grant to Delay or Defer Institutional Care involving processes, personnel needs, software choices and meeting with the two Adult Medical Day Care centers. Further discussion included the potential reopening of Senior Class.

F. New Business / Old Business

Commissioner Goddu informed the group that he has become aware of an organization that applied for an ARPA grant. The ensuing discussion encompassed the information available on the website regarding the program, as well as any other potential applications that have yet to be reviewed. The decision was made to review the application during the March 28th meeting and the program information would be removed from the website.

Senior Director Kivikoski informed the Board that she will submit the position regrades, repurposes, status changes and new positions for Fiscal Year 2025 for next week's agenda.

1. Human Resources – Alison Kivikoski, Senior Director

a. Gallagher Benefits Presentation Scheduled for 9:30 am

Due to the efficient review of all agenda items thus far, Commissioner Chirichiello proceeded directly to public comment and then to nonpublic session. The Gallagher presentation is scheduled to begin in 25 minutes.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:08 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:31 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 2-1, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted no, explaining the topic of discussion should not be protected by 91-a.

The meeting resumed with New Business / Old Business and the Gallagher Benefits Presentation at 9:40 am and concluded at 10:45 am.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:45 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/28/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 21, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Robin Bernier, IT Manager
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Julie Hoyt, HR Manager
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office
Kevin St. James, former Commissioner
Kevin Coyle, former Commissioner

Remote Attendance:

Commissioner Goddu
Jude Gates, Sr. Director, FO
Rich Zabrowski, Asst. Director, FO
Megan McGowen, County Attorney's Office
Jason Smith, Sr. Director LTC
Kendra Mayall, AL General Manager
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Jeanette Finley, member of the public

B. RFP Openings & Awards

1. Opening: Fuel; #2, LP, Diesel & Gasoline – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 03/14/24 Meeting minutes (approval)

Commissioner Coyle moved to table the March 14, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 03/21/24 Accounts payable list (approval)

List total: \$2,023,409.49, ACH \$492.60, GL \$12,336.26, Payroll \$8,905.24, Previously authorized by BOC \$4,187.90, Accounts Payable check run \$1,961,487.49.

Commissioner Coyle moved to approve the March 21, 2024 Accounts Payable list total of \$2,023,409.49. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to bring forward the position changes for the Register of Deeds, items 4.d through 4.j. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

d. Position Regrade & Revised Job Description – Register of Deeds (approval)

Commissioner Coyle moved to approve a regrade and job description for the Assistant Deputy Register of Deeds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. Position Regrade, Title Change & Revised Job Description – Register of Deeds (approval)

Commissioner Coyle moved to approve a regrade, title change and job description for the Recording Clerk to Recording Assistant as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

f. Position Title Change & Revised Job Description – Register of Deeds (approval)

Commissioner Coyle moved to approve a title change and job description for the Accounts Coordinator/Recording Clerk to Accounts Receivable Technician as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

g. Position Title Change & Revised Job Description – Register of Deeds (approval)

Commissioner Coyle moved to approve a title change and job description for the Computer/Optical Technician to Records Support Technician as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

h. Revised Job Description – Register of Deeds (approval)

Commissioner Coyle moved to approve the job description for the Records Retention Specialist as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

i. Revised Job Description – Register of Deeds (approval)

Commissioner Coyle moved to approve the job description for the Records Retention Technician as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

j. Revised Job Description – Register of Deeds (approval)

Commissioner Coyle moved to approve the job description for the Deputy Register of Deeds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle mentioned it was exciting to have the steel inspection this week and she was able to tour the new hospice suites.

Commissioner Chirichiello said he testified on the Interconnection Legislation bill in Concord. The bill is just to create the rules because there aren't any now.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Bid Waiver Request, LexisNexis (approval)

Commissioner Coyle moved to approve the LexisNexis subscription agreement amendment & Bid Waiver Request in the amount of \$12,660 for year 1, \$13,296 for year 2, and \$13,968 for year 3 and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Goddu seconded the motion. Megan McGowan explained the importance of having this service for each of the attorneys. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Facilities Operations – Jude Gates, Senior Director

a. Exception Request 9-2 – Facilities Operations (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 9-2 for a Facilities Operations employee (J.R.). Commissioner Goddu seconded the motion. Commissioner Coyle stated due to continuity and consistency across the county, she can't support it. Commissioner Goddu agreed with Commissioner Coyle. Voted 0-3, Commissioners Goddu, Coyle, and Chirichiello opposed.

4. Human Resources – Alison Kivikoski, Senior Director

a. Position Repurpose – Department of Corrections (approval)

Commissioner Coyle moved to approve a repurpose and job description for one (1) Corrections Officer position to one (1) Investigations & Safety Compliance Coordinator as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Position Repurpose – Long Term Care Services (approval)

Commissioner Coyle moved to approve a repurpose/regrade and job description for one (1) part time Wellness Coordinator position to one (1) full time Wellness Supervisor position as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Position Status Change – Sheriff's Office (approval)

Commissioner Coyle moved to approve a status change for one (1) part time NCIC Technician position to one (1) full time NCIC Technician position as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

(Items 4.d through 4.j were brought forward earlier on the agenda.)

k. HR / Finance UKG Conversion One-Time Payment Stipend Request (approval)

Commissioner Coyle moved to approve a discretionary, one-time payment stipend to the Finance Office and Human Resources Department employees involved in the conversion and implementation of the new UKG Pro system, as outlined on the submitted memo dated March 18, 2024, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

l. Wellness Activity Utilizing Cigna Wellness Dollars (approval)

Commissioner Coyle moved to approve a Wellness activity (Elements Massage, Portsmouth, NH) utilizing Cigna Wellness dollars as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Long Term Care Services – Jason Smith, Senior Director

a. Geriatric Medical Supply Agreement (approval)

Commissioner Coyle moved to approve the Geriatric Medical Supply agreement for a two (2) year term beginning March 6, 2024 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. PalAmerican Security Contract Addendum (approval)

Commissioner Coyle moved to approve the PalAmerican Security Contract addendum and updated billing rates effective March 21, 2024 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Glendale Dining Services Contract Extension Agreement (approval)

Commissioner Coyle moved to approve the Glendale Dining Services contract extension agreement extending the current contract to a June 30, 2025 expiration as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Kivikoski has been busy working with the department heads on the position changes, union negotiations and budget preparation continues, and they are now working on rolling out some wellness initiatives. She will also collaborate with the Sheriff's Office to get the new gym equipment ordered.

Superintendent Jason Henry the inmate population is currently 150, he expressed gratitude to the Coyle's, the Sheriff's Department, State Police, and the courts, for their collaborative efforts regarding an individual that was injured in a shooting. They successfully advocated for the individual's release until they recover, with plans for their return, alleviating the potential financial strain on the county to cover the associated costs. Work continues with union negotiations, and budget preparation.

Senior Director Nickerson has been keeping busy with union negotiations, budget preparation, payroll projections, continuous UKG issues, and the DHHS pilot program.

Senior Director Gates announced they had three major follow up walk throughs for the HVAC project, she's hopeful for some really competitive pricing. Budget preparation continues, they are chipping away at capital projects, progress on the new building continues, and they're working with multiple state departments for permits.

Major Bashaw said he concurs with what Superintendent Henry said about the collaborative efforts on the initial arraignment to get the proper electronic monitoring on the injured individual. It alleviated a huge burden that would have fallen on the jail and the Sheriff's personnel to get the medical care needed for that individual.

Senior Director Smith provided a Covid and flu update. The NH DHHS conducted an on-sight nonpunitive assessment and only had a few recommendations. There has been some collaboration with their marketing company for new rate sheets going into their brochure. A mock survey is scheduled for April 2nd, the hospice suites are finished with the ribbon cutting on Monday, and they continue working on budget preparation. They met with Finance regarding the NH DHHS pilot program, then met with the two Adult Medical Day Care coordinators, they will continue working on recruitment, software evaluations, marketing, and the website development for this new program.

Leila Mattila provided an update on her ongoing efforts to enhance the current website, noting significant improvements in its overall health. She expressed confidence in focusing on developing changes rather than the creation of an entirely new website.

F. New Business / Old Business

There was nothing for new business / old business.

G. Public Comment

Kevin St. James said it's heartwarming to see the county is still a well-oiled machine.

Jeanette Finley was in attendance for the bid tabulation on the fuel rfp.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:07 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:26 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.


Commissioner Coyle moved to seal the minutes of nonpublic session #2 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 9:26 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 03/28/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, March 28, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Autumn Newsome, Recruiter
Jason Henry, Superintendent, DOC

Leila Mattila, Commissioners' Office
Karin Allard (member of the public)

Remote Attendance:

Jude Gates, Sr. Director, FO
Jason Smith, Sr. Director LTC
Cathy Stacey, Register of Deeds

Commissioner Goddu moved to take up New Business now instead of later in the agenda. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor. Commissioner Chirichiello introduced Karin Allard who is registered with the nonprofit organization, Pet Partners. They recognize April 30th as National Therapy Animal Day every year for greater awareness and to increase volunteering. She read the statement she made to submit with the proclamation request. Commissioner Goddu suggested she bring her therapy dog Stella to the nursing center that day for a photo shoot.

B. RFP Openings & Awards

1. Award: Fuel; #2, LP, Diesel & Gasoline – Facilities Operations/IT Services

Commissioner Coyle moved to award the proposal for fuel to Palmer Gas & Oil for #2 oil (ULSD) for \$2.949/gallon, and to Haffner's Energy North Group for diesel fuel at \$3.339/gallon, LP Gas at \$1.649/gallon, and gasoline at \$2.849/gallon for the period of April 1, 2024 to March 31, 2025 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 03/14/24 and 03/21/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the March 14, 2024 public and nonpublic meeting minutes, and the March 21, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Adult Medical Day Care (AMDC) Payout Report, January & February 2024 (informational)

Discussion included an estimated shortage in funds of \$2000 by the end of the fiscal year, and the qualifications of the current AMDC facilities and their clients for possible funding from the NH DHHS pilot program.

3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care Services (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a Hoyer Lift from Long Term Care Services surplus with the item to be disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. 03/29/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,367,571.83 for the period ending March 23, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Goddu commented on the well-attended ribbon cutting ceremony and congratulated the team that worked on the hospice suites project. He announced that he met with a placement representative based out of the North Shore at a trade show, that claims they can find LNA's to work here at a commissioned rate. He's waiting to hear from them, he's actively searching and asked Autumn to join the Zoom call with him.

Commissioner Coyle highlighted the ribbon cutting ceremony for the hospice suites and noted how the finished product will provide dignity to individuals and will accommodate their families so they can be with their loved ones.

Commissioner Chirichiello noted that Senior Director Smith has given him a tour of the hospice suites. He also mentioned having a discussion with Gary from Gallagher regarding a new program and a couple of different options that are designed to lower costs of health insurance including a spousal surcharge and he wants to discuss these options in greater detail. He will share the link he received from Gary with everyone.

b. ARPA Grant Application (discussion)

Discussion ensued regarding an ARPA grant application received December 4, 2023 from the Londonderry Presbyterian church for a childcare program. The Board reviewed their requirements to qualify, how it relates to Covid, how much PPP they received and separation of church and state. Commissioner Goddu moved to award \$10,000 to the Londonderry Presbyterian church childcare as it has been applied for with the County. Commissioner Coyle asked to include an amendment, with the caveat that there would be no exclusion on utilizing the childcare facility based on faith so it's open to the entire community. She seconded the motion with the amendment. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor, with the amendment.

2. Department of Corrections – Jason Henry, Superintendent

a. Neptune Uniforms Contract Extension (approval)

Commissioner Coyle moved to approve the contract extension for Neptune Uniforms for an additional one-year term ending June 30, 2025 with a 3.5% industry wide increase as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. PrimeCare Contract Extension (approval)

Superintendent Henry explained that the PrimeCare contract is set to expire in June of 2024. He will need to go out to rfp next year when the new building opens because they're going to need nursing staff in the new building which will be a much larger contract. He is asking to extend the current contract by one year so he can go out to rfp next year. There is a 3.5% increase which is about \$200,000 more. He will work with Senior Director Nickerson and PrimeCare to see how much of the contract qualifies for opioid abatement fund use, so it's not hitting the budget. All Commissioners were in favor of extending and asked for a contract amendment for signatures. Commissioner Coyle suggested scheduling a opioid abatement committee meeting.

A short break was taken from 9:19 am to 9:21 am.

3. Facilities Operations – Jude Gates, Senior Director

a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$20,000, dated March 24, 2024, transferring from rehabilitation and nursing center fuel to rehabilitation and nursing center electric as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Request to Reallocate Project Funds (approval)

Commissioner Coyle moved to authorize reallocation of \$9,548 from the Department of Corrections Security Access Control to Department of Corrections Roof Repairs as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to authorize reallocation of \$38,300 from the Department of Corrections HVAC Glycol Replenish to Department of Corrections Roof Repairs as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Bid Waiver Request & Use of ARPA Funds (approval)

Commissioner Coyle moved to approve the Bid Waiver Request in the amount of \$19,324 for the purchase of NeoGov Attract, utilizing category 3.2 of the ARPA project funds as recommended by the Senior Director of Human Resources. Autumn Newsome provided an overview of their current use of NeoGov and highlighted the potential benefits of incorporating the NeoGov Attract module. Senior Director Kivikoski elaborated on the rationale behind utilizing ARPA project funds during an evaluation period for the first year before allocating the cost within her budget beginning fiscal year 2026. Discussion included the start and end date of the test period in relation to the fiscal year end and it was suggested they add three months to the testing period for a total of fifteen months, ending June 30, 2025 for a seamless transition into the next fiscal year. Commissioner Coyle amended the motion and moved to approve the Bid Waiver Request in the amount of \$22,490 for the purchase of NeoGov Attract, utilizing category 3.2 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Exception Request 7.4 – Department of Corrections (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Department of Corrections employee (K.A.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Exception Request 7.4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Long Term Care employee (E.W.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Exception Request 7.4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Long Term Care employee (K.M.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. Position Repurpose – Long Term Care Services (approval)

Commissioner Coyle moved to approve a repurpose for one (1) Licensed Nursing Assistant position to one (1) Agency Staffing Specialist effective July 1, 2024 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Senior Director Kivikoski explained the transformation of the temporary position they created to handle the onboarding of agency nursing staff. They now realize they need the position to be a permanent, full-time position. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Register of Deeds – Cathy Stacey, Register

a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$3,000, dated March 22, 2024, transferring from nonexpendable equipment to book restoration as recommended by the Register

of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Gates site visits, getting outside projects started, the crane should be out next week, the Corrections side is now under cover. Still working on permitting issues. Discussion ensued regarding swapping a new vehicle they were waiting on for a vehicle that's on the lot.

Commissioner Coyle read the amended resolution listed on the agenda under New Business/Old Business.

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 three (3) 2023 Chevrolet Tahoe 4WD Police Vehicles, one (1) 2024 Ford Transit 350 low roof AWD van and one (1) 2023 Ford F-350 pickup truck with plow attachment (collectively, the "Equipment").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE:

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$236,940. The vendors supplying the Equipment, to whom monies would be advanced by the County, is Grappone Ford (\$108,972 total) and MacMulkin Chevrolet (\$127,968 total).
3. This resolution shall take effect immediately upon its adoption and supersedes the lease reimbursement resolution previously adopted on November 16, 2023.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on March 28, 2024.

Register of Deeds Cathy Stacey provided a staffing update and noted a large cash sale in Newcastle. She suggested looking at all options for health insurance if they're looking to keep costs low.

Senior Director Smith provided a Covid & flu update, there is an FSA review scheduled for next week, updates to CMS standards were announced, and there will be retirement celebration for a long term staff member on May 3rd.

Superintendent Jason Henry provided an update on the current status of Covid within the inmate population, confirming that there are currently 140 inmates without active cases. He mentioned there has been ongoing efforts in preparing the budget and progress with union negotiations. The 122nd Academy commenced, he gave a staffing update, and informed everyone that he testified on the slavery bill. Lastly, he raised the topic of retaining some vehicles for county use instead of trading them in. Using county vehicles could potentially save a lot of mileage reimbursements. All agreed it is a good idea.

Autumn Newsom offered a recruitment update and conveyed that she has represented the county at some recent job fairs.

Senior Director Kivikoski reported working on budget preparation, she has reconciled some legal bills and conducted follow-ups with Gallagher. She is preparing to submit benefit items for approval. The 3 MOU's were sent to the union groups regarding hospital stays and related transports and she is hoping to have them back soon for the Board's signatures. There are still some UKG issues they have been working on and she announced that they will soon be moving into the implementation of the paperless records management system.

Senior Director Nickerson provided a long list of items he has continued to work on, such as budget preparation, payroll, NHRS filing, UKG issues, union negotiations, MOU's, and the energy efficiency grant.

F. New Business / Old Business

1. Proclamation Request (discussion)

The discussion for the proclamation request was taken up right after attendance.

2. Walk-in Amended Fiscal Year 2024 Lease Reimbursement Resolution (approval)

The amended fiscal year 2024 lease reimbursement resolution was taken up during Department Head Updates.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director
 - a. Nonpublic session NH RSA 91-A:3, II (a)
2. Long Term Care Services – Jason Smith, Senior Director
 - a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Coyle moved to enter nonpublic session at 10:03 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 11:18 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of all three nonpublic sessions indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Commissioner Chirichiello stated he feels the minutes of the last nonpublic session should not be sealed because it affects Commissioners, and it should be a transparent issue. Voted 2-1, Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted no.

I. Adjourn

Commissioner Coyle moved to adjourn at 11:19 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 04/11/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH

Thursday, April 4, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:34 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, Superintendent, DOC

Jude Gates, Sr. Director, Fac. Op.
Jason Smith, Sr. Director LTC
Michelle Melanson-Schmitt, DON, LTC
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Tyler Wheeler, member of the public

B. RFP Openings & Awards

1. Opening: Elevator Preventative Maintenance/Repairs & NH State Approved Inspections – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Opening: EV Charging Station at Steel Shed – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Opening: Fire Sprinkler Testing – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Opening: HVAC Replacements, County Nursing Home & Jail – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 03/28/24 Meeting minutes (approval)

Commissioner Coyle moved to table the approval of the March 28, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Sheriff's Office (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare one Dyson DC25 vacuum, one Oreck Mini vacuum, and one office chair from the Sheriff's Office surplus with the items to be disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. 04/04/24 Accounts payable list (approval)

List total: \$5,340,304.62, ACH \$132,059.96, GL \$9,999.75, Payroll \$26,890.25, Previously authorized by BOC \$1,702,302.43, Accounts Payable check run \$3,469,052.23.

Commissioner Coyle moved to approve the April 4, 2024 Accounts Payable list total of \$5,340,304.62. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioners Coyle, and Chirichiello in favor, Commissioner Goddu abstained.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Goddu provided an update on the ongoing union negotiations.

Commissioner Coyle reported that union negotiations continue and extended congratulations to Pat Conway, the County Attorney, for receiving the Everyday Hero Award from the NH Children's Alliance.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Victims of Crime Act (VOCA) Federal Grant Agreement (approval)

Commissioner Coyle moved to approve the continuation of the application process and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Department of Corrections – Jason Henry, Superintendent

a. PrimeCare Medical, Inc. Contract Extension Addendum (approval)

Commissioner Coyle moved to approve the PrimeCare Medical, Inc. contract extension addendum, for an additional year concluding on June 30, 2025 and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Title Change and Job Description Revision – Long Term Care Services (approval)

Commissioner Coyle moved to approve a title change and job description for the Equipment Maintenance Technician to Equipment Maintenance and Supply Technician as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Long Term Care Services – Jason Smith, Senior Director

a. AMDC Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated March 26, 2024 to Silverthorne for an additional client (K.S.) at an amount of \$10 per day for three (3) days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$15,000, dated April 1, 2024, transferring from LNA Health Careers to Conferences as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Smith provided an overview of the current status of the remodeling projects, he noted that the public relations personnel will discuss the facility at an upcoming marketing event next week. Additionally, he highlighted the recent updates from the CDC regarding Covid vaccination guidelines and concluded with an update on the FSA workplan.

The High Sheriff provided a staffing update.

Register of Deeds Cathy Stacey had nothing new to report.

Senior Director Gates reported that they are currently occupied with the task of maintaining snow removal operations.

Superintendent Jason Henry stated the current inmate population stands at 140. He provided updates on various aspects; their PREA audit is in its final stages, he anticipates obtaining their LEAC certification within the next week or two, and he provided some details regarding Bail Reform. Commissioner Chirichiello mentioned that he recently heard that possessing marijuana could lead to incarceration in the county jail. The Superintendent replied he is not aware of that penalty.

Senior Director Kivikoski stated the union negotiations for legal assistants are nearing completion, the NCEU union negotiation continues, and she is waiting for the return of MOU's from three unions. She has been focused on pricing benefits, open enrollment, UKG snags, and most recently the weather emergency. She announced that the electronic records system implementation is underway, and they plan to organize training sessions for departments as part of that process.

Senior Director Nickerson provided an update on his ongoing tasks with the budget, payroll projections & expenses, and grants. He stated The Finance Office staff have been engaged in remote trainings with Tyler Technologies this week. The trainer has been extremely helpful and has provided an exceptional learning experience for everyone involved.

Leila Mattila mentioned that work on the website continues and expressed gratitude for everyone's cooperation in scheduling today's department budget meetings.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-in Weather Emergency (approval)

Commissioner Coyle moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, Wednesday, April 3, 2024 beginning at 11:00 pm (or the start of third shift as defined by the department) through Thursday, April 4, 2024 at 7:00 am (or the start of first shift as defined by the department), as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle moved to amend the motion through Thursday, April 4, 2024 at 3:00 pm (or the start of second shift as defined by the department), as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the amended motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Walk-in Grant Funded Job Descriptions (3)

Commissioner Coyle moved to approve three grant funded temporary job descriptions for the Caregiver/Transporter, Case Manager, and Program Manager as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

G. Public Comment

Tyler Wheeler asked when they would be reviewing the rfp openings. He was referred to Jude Gates.

H. Commissioners' Nonpublic Session

There were no nonpublic sessions requested.

I. Adjourn

Commissioner Coyle moved to adjourn at 9:07 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 04/18/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, April 11, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Jason Henry, Superintendent, DOC
Alison Kivikoski, Sr. Director, HR
Pat Conway, County Attorney
Emily Tomasi, Grant Writer
Leila Mattila, Commissioners' Office

Remote Attendance:

Jude Gates, Sr. Director, FO
Jason Smith, Sr. Director LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Tom Tombarello, former Commissioner

B. RFP Openings & Awards

1. Opening: Walk-in Cooler Door Replacements – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 03/28/24 & 04/04/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the March 28, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 04/12/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,354,102.27 for the period ending April 06, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle stated she read a New York Times report on which counties across the nation had the most growth in 2023 for the number of second home sales priced at \$1M or more and Rockingham County, NH came in at #7. She also mentioned the department budget meetings last week was successful. Commissioner Chirichiello said he went to a fun Primex workshop Crisis Media Response for Leadership.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel and training request for a County Attorney's Office employee (S.R.), to attend the RISE Conference held May 22 – 25, 2024 in Anaheim, CA at an estimated

total cost of \$3,019.55, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Energy Efficiency and Conservation Block Grant (approval)

Commissioner Coyle moved to appoint Charles Nickerson, Senior Director of Finance as the authorized representative of Rockingham County to submit any and all applications and documents to the U.S. Department of Energy for the Energy Efficiency and Conservation Block Grant and authorize the Chair to sign all necessary documents related to such authorization as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. There was a brief discussion on the structure of a sentence. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Designation of Open Enrollment Period & Online Open Enrollment Mandate (approval)

Commissioner Coyle moved to designate the open enrollment period for the plan year of July 1, 2024 through June 30, 2025, as May 20, 2024 through June 10, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to designate completing the fiscal year 2025 online open enrollment as mandatory for all benefits eligible staff, ensuring that each employee acknowledges the premium rates for the benefits they have selected. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Health, Dental, HSA, Retiree Health, and Buy-Out – Program/Plan Details and Administrators (approval)

Commissioner Coyle moved to approve the July 1, 2024 through June 30, 2025 benefits as noted below and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Senior Director of Human Resources. Specifically:

- To Approve Cigna continue as the administrator for Medical insurance with a 3% increase to the Administrative Fees for all plans, no change to plan design for the HDHP 10% and HDHP 20% plans and no increase to premiums for these two plans. This includes an increase in the Cigna Wellness dollars from \$20,000 to \$25,000.
- To Approve the following changes for the Cigna OAP 10% plan: increase the deductible amounts from \$1,000/\$3,000 to \$2,000/\$4,000; increase the coinsurance from 10% to 15%; increase the premium by 5%; and change the plan name to OAP.
- To Approve adding the Cigna Pathwell Specialty with Oncology Clinical Consult cost containment program at a cost of approximately \$3,800 per claim, and Embarc Benefit Protection cost containment program at a cost of \$0.99 PEPM.
- To Approve phasing out the Cigna OAP plan at the conclusion of the July 1, 2024 to June 30, 2025 plan year, with ongoing communication to all employees throughout the plan year in preparation for the plan ending.
- To Approve the 7/1/2024 to 6/30/2025 Retiree premium rate for the Cigna Medicare Supplement plan continue with no increase. This plan is 100% retiree paid.
- To Approve Northeast Delta Dental continue as the administrator for Dental insurance with a 4% increase to the Administrative Fee from \$6.18 PEPM to \$6.43 PEPM, no change to plan design (High and Low plans) and no increase to premiums.
- To Approve County funding of employee Health Savings Accounts (HSA) of \$3,500 for Two-Person/Family and \$1,750 for Individual. These amounts will be prorated for employees enrolling or changing plan tiers with effective dates after July 1, 2024.

- To Approve Harlowe continue as the Product Administrator for the Health Care Shopping Service available to Cigna health plan participants with no increase to premiums (\$1.00 PEPM). Current rate hold expires June 30, 2025.
- To Approve AmWins continue as the Product Administrator for the United American Plan F and Rx plans offered to Medicare-Eligible retirees at an approximate 11% increase to the Plan F rates, and authorize the Senior Director of Human Resources to sign the AmWins renewal form. These plans are 100% retiree paid.
- To Approve \$1,500 annually for the employee Health Buy-Out option for the fiscal period 7/1/2024 to 6/30/2025. The full-time monthly rate of \$125.00 is pro-rated for part-time employees. The same eligibility policy and procedures practiced for the 7/1/2023 to 6/30/2024 plan year will be applied for the following fiscal year.
- Additionally, to affirm that the medical and dental eligibility and deduction policy and procedure continue so that employees are eligible for and pay for both health and dental on the same date.

Commissioner Goddu seconded the motion. Discussion ensued regarding the brief timeline from the Gallagher presentation to the vote. Senior Director Kivikoski emphasized that it will always be a brief window of time due to the delay of the data coming in. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor, Commissioner Chirichiello making an exception to abstain on the buyout which he participates in.

c. Voluntary Benefits Details and Administrators (approval)

Commissioner Coyle moved to approve the July 1, 2024 through June 30, 2025 Voluntary Benefits, and authorize the Senior Director of Human Resources to sign all related renewal documents and/or utilize Docusign if vendor indicates, as recommended by Gallagher Benefit Services and the Senior Director of Human Resources. Specifically:

- To Approve New York Life to continue as Product Administrator of the employer sponsored Basic Life insurance and Basic Employee AD&D insurance plans for benefits eligible employees, with no change in coverage at \$25,000 and no change in rate at a \$4.00 (\$0.140/\$1,000 Life and \$0.02/\$1,000 AD&D) PPPM (Per Participant Per Month) fee.
- To Approve New York Life to continue as the fully insured Short Term Disability Carrier with no change in rate at \$0.51 per \$10 benefit with 100% of cost covered for full-time employees and prorated share for part-time employees.
- To Approve New York Life to continue as the Product Administrator for Voluntary Long-Term Disability with no increase in rates.
- To Approve New York Life to continue as the Product Administrator for Voluntary Employee, Spouse, and Child Life/AD&D with no increase in rates.
- To Approve Nationwide to continue as the Product Administrator for the Voluntary Pet Insurance benefit, allowing for payroll deductions. Enrollment is on a rolling basis.
- To Approve Liberty Mutual to continue as the Product Administrator for the Voluntary Home and Auto insurance benefit, allowing for payroll deductions. Enrollment is on a rolling basis.
- To Approve Voya to continue as the Product Administrator for the Flexible Spending Accounts (FSA) and Cafeteria 125 Plan Management at an Annual Renewal fee of \$400, payable on 7/1/2024 for the 7/1/2024 – 6/30/2025 plan year; annual Non-Discrimination Testing fee of \$400; \$4.35 PPPM (Per Participant Per Month fee); no increase in rates.
- To adopt the IRS annual contribution limit of \$3,200 for the Medical FSA and Limited Use FSA, and the IRS carryover limit of \$640, for the July 1, 2024 to June 30, 2025 Plan Year.
- To authorize the Senior Director of Human Resources to sign the County of Rockingham FSA Renewal form for the July 1, 2024 to June 30, 2025 Plan Year.

- To Approve Voya to continue as the Product Administrator of the Health Savings Account (HSA); no separate fee for HSA plan account administration.
- To Approve Voya to continue as the Product Administrator of COBRA with no increase in rates at an Annual Renewal fee of \$250, payable on 7/1/2024 for the 7/1/2024 – 6/30/2025 plan year; \$0.45 PEPM (Per Employee/ Per Month) fee; Qualified Beneficiary Takeover Fee \$40.
- To Approve EyeMed to continue as the voluntary Vision carrier at a 0% rate increase; current four (4) year rate guarantee expires 6/30/2025.
- To Approve New Directions to continue as the Employee Assistance Plan provider with no increase in rate.
- To Approve Colonial to continue as the Product Administrator for the Voluntary Accident, Hospitalization and Critical Illness benefit plans with no increase in rates.

Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- d. Exception Request 7-4 – County Attorney’s Office (approval)
- e. Exception Request 7-4 – County Attorney’s Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for two (2) County Attorney’s Office employees (T.B. and K.C.) as detailed on the memo from Human Resources dated April 8, 2024, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- f. Courthouse Power Outage, Paid Emergency Dismissal (approval)

Commissioner Coyle moved to approve emergency dismissal pay for April 4, 2024 for those Registry of Deeds and County Attorney employees that were unable to perform work that day, either at the courthouse or remotely after 2:00 pm, due to the power outage, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Long Term Care Services – Jason Smith, Senior Director

- a. Change Order Request – Wellesley Design Consultants (approval)

Commissioner Coyle moved to approve a change order request for Wellesley Design Consultants for an amount not to exceed \$77.87, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Nickerson highlighted several tasks he has been focused on; budgets, union negotiations, various financial analyses, grant quarter end filing. He explained issues he has encountered with treasury requesting different data points on the rental assistance program. He finalized his update stating DHHS is working on payouts of the opioid abatement funds.

Emily Tomasi’s last day is tomorrow, and she stated she is sad to leave after only one year. Her experience at Rockingham County was very rewarding and it helped propel her to move so quickly and she’s excited for the next step.

County Attorney Conway provided a staffing and recruitment update. She mentioned there was a refresher training for the attorney’s earlier this week. She reviewed the case load per attorney and shared her concern in terms of retaining the current attorneys. Discussion ensued.

Superintendent Jason Henry reported the current inmate population is 130. He is scheduled to meet today regarding community mental health. He gave an update on a bill regarding slavery, he is scheduled to meet with other superintendents regarding bail reform and he mentioned that employee appreciation week is

coming up. The state prison came in for training and his staff went to the state after because they're short staffed, and they found some contraband. Budget & negotiations have also been keeping him busy.

Senior Director Kivikoski said the chair massages have begun, she provided a union negotiations update, and she has been busy with benefit renewals.

The High Sheriff highlighted how busy dispatch was during the snow storm, and mentioned they're keeping busy at the courthouse because of the case regarding the Sununu Center.

Senior Director Gates reported the USEPA has lowered their standards for PFAS, she has a phone call tomorrow with the consultants. DES has suggested leaving well #2 accessible for testing. There was a problem with heat in the Carlisle building during the storm, they received the sewer connection permit for the new building, and she confirmed they received 9.73 inches of rain during the month of March. She said it's the highest March reading since they started recording in 2000. She said she was asked if the county wants to install a time capsule under the front stairs, or the front walkway of the new building. The Commissioners thought it was a nice idea.

Register of Deeds Cathy Stacey thanked Jason Smith for providing some glasses for her employees for the eclipse.

Senior Director Smith stated the annual emergency operation plan page turner is scheduled soon, they will be holding a community education event for advance directives for family members, residents and the community, and they attended the kickoff meeting with NH DHHS for delaying institutional care and will meet on a monthly basis. He is currently working on an audit for infection control practices.

Leila Mattila stated she received a late application from Haven for non county specials and she wanted to have a discussion on record for how to proceed. Commissioner Coyle stated it is the second late application for non county specials and highlighted the fact that they were notified via email on March 11th and they sent the application a week late. All Commissioners agreed that they are a great organization, but they can't accept the application. Haven will need to make their pitch to the Delegation who can add it to the budget if they wish.

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director

a. Walk-in Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel and training request for a Finance Office employee (S.G.), to attend the Tyler Connect 2024 Conference held May 19 – 22, 2024 in Indianapolis, IN at an estimated total cost of \$3,706.41, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:28 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit nonpublic session at 10:19 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of nonpublic sessions 1 and 2 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the minutes of nonpublic session 3 until July 1, 2025. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Cole moved to seal the minutes of nonpublic session 4 for 30 days because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:21 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 04/25/2024.

A handwritten signature in black ink, appearing to read "S. Goddu", written over a horizontal line.

Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, April 18, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:36 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Julie Hoyt, HR Manager (9:33 am)
Jude Gates, Sr. Director, FO
Robin Bernier, IT Manager
Pat Conway, County Attorney

Kristen Vartanian, Deputy County Attorney
John Goodlander, Assistant County Attorney
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director LTC
Leila Mattila, Commissioners' Office
Remote Attendance:
Major Bashaw, Sheriff's Office
Randy Hill, member of the public

B. RFP Openings & Awards

1. Opening: Door Replacements – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Opening: Water Tower Inspection – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Opening: Ruggedized Mobile Data Computers and Mobile Printers – Sheriff's Office

Commissioner Coyle moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Award: EV Charging Station at Steel Shed – Facilities Operations

Commissioner Coyle moved to award the proposal for EV charging station at steel shed to Yates Electric Service, Inc. for an amount not to exceed \$62,840 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 04/04/24 & 04/11/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the April 4, 2024 public meeting minutes and the April 11, 2024 nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Adult Medical Day Care (AMDC) Payout Report, March 2024 (informational)

3. 04/18/24 Accounts payable list (approval)

List total: \$3,163,605.12, ACH \$1,636,882.10, GL \$36,153.80, Payroll \$6,365.08, Previously authorized by BOC \$320,818.58, Accounts Payable check run \$1,163,385.56.

Commissioner Coyle moved to approve the April 18, 2024 Accounts Payable list total of \$3,163,605.12. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

- a. Commissioner updates

Commissioner Coyle stated union negotiations are coming to a close.

Commissioner Chirichiello announced Lauren Sheeley has been named Dispatcher of the Year.

2. County Attorney's Office – Patricia Conway, County Attorney

- a. Assistant County Attorney Staffing (discussion)

Attorney Conway, Deputy Attorney Vartanian & Assistant County Attorney Goodlander spoke of their overwhelming case load, detailed their day-to-day tasks, expressed the problems with low morale creating turnover, and went into detail about prior and current cases. Commissioner Chirichiello explained the problems they are facing with the fiscal year 2025 budget. Commissioner Goddu expressed that he feels they should not cut anything from the County Attorney's budget. Commissioner Chirichiello thanked the Attorneys for joining them and welcomed them to stay for further budget discussion later in the meeting.

3. Department of Corrections – Jason Henry, Superintendent

- a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$130,000 dated April 15, 2024, transferring from inmates at other facilities to non-expendable equipment as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Facilities Operations – Jude Gates, Senior Director

- a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$15,000 dated April 12, 2024, transferring from rehabilitation and nursing center fuel to Department of Corrections purchased services, and \$10,000, transferring from rehabilitation and nursing center fuel to Sheriff vehicle maintenance as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$36,502 dated April 15, 2024, transferring from employer FICA and employer retirement to staff, and \$27,270, transferring from employer retirement and intermediate nursing care/NF to technical & trade salaries as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$18,680 dated April 9, 2024, transferring from service contracts to telephone communications as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- d. StrataNorth Confidentiality Agreement (approval)

Commissioner Coyle moved to approve the StrataNorth Confidentiality Agreement in preparation for review and possible modification and addition of existing cyber policies listed in the Personnel Policies and Procedures section 17-6, and authorize the Chair to sign all necessary documents, as recommended by

the IT Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Human Resources – Alison Kivikoski, Senior Director

a. Position Changes – Long Term Care Services (approval)

Commissioner Coyle moved to approve:

Repurpose, Regrade and Title Change: One (1) full time position, Assistant Director of Nursing, Grade R21; to one (1) full time position, Director of Clinical Services, Grade R25.

Repurpose, Regrade and Title Change: One (1) full time position, Manager of Quality and Risk Management, Grade R18; to one (1) full time position, Assistant Director of Long Term Care Services, Grade R25.

Repurpose, Regrade and Title Change: One (1) full time salaried/exempt position, Professional Development & Advance Clinical Learning Manager, Grade R19; to one (1) full time hourly/non-exempt position, Infection Preventionist & Clinical Educator, Grade R20.

Repurpose and Title Change: One (1) full time position, Infection Preventionist, Grade R17; to one (1) full time position, Health Resource Supervisor, Grade R17.

Repurpose and Title Change: One (1) part time position (24 hours weekly), Administrative Assistant (Environmental Services), Grade R09; to one (1) part time position (24 hours weekly), Medical Records Technician, Grade R09.

Defund Position: One (1) full time position, Environmental Services Manager, Grade R18.

Regrade/Title Change: One (1) full time position, Environmental Services Coordinator, Grade R14; to one (1) full time position, Environmental Services Supervisor, Grade R16.

Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Job Descriptions – Long Term Care Services (approval)

Commissioner Coyle moved to approve job descriptions for Director of Clinical Services, Assistant Director of Long Term Care Services, Infection Preventionist & Clinical Educator, Health Resource Supervisor, Medical Records Technician, Environmental Services Supervisor. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve the Director of Nursing revised job description. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Wellness Activity, Onsite Hybrid Cooking Class Utilizing Cigna Wellness Dollars (approval)

Commissioner Coyle moved to approve a Wellness activity, Onsite Hybrid Cooking Class, utilizing Cigna Wellness dollars as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

6. Long Term Care Services – Jason Smith, Senior Director

a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$630,164 dated April 15, 2024, transferring from intermediate nursing care/NF to dietary service contracts as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$15,000 dated April 15, 2024, transferring from assisted living ER FICA and assisted living ER retirement to assisted living staff

as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$1,555,347 dated April 16, 2024, transferring from many staff lines to nursing staff as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Alliance Group Services, LLC Contract Addendum (approval)

Commissioner Coyle moved to approve the Alliance Group Services, LLC contract addendum for the period beginning July 21, 2024, extending the original contract through July 20, 2029 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. Compassus – Greater Manchester Agreement (approval)

Commissioner Coyle moved to approve the Compassus – Greater Manchester agreement for an initial term beginning April 18, 2024 for one (1) year, with automatic renewals for additional one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Smith mentioned they hosted an advance directives education session, and he provided insights of their quarterly QAPI meeting in his weekly update for the Commissioners. The Restorative Manager with HealthPro Heritage is leaving so they are actively recruiting for that position. He delivered an overview of the current nursing vacancies and highlighted the number of contract staff and nursing employees currently in filled positions. He also noted that they received a dental chair, donated by a retiring dentist.

Superintendent Jason Henry stated the current inmate population stands at 140. He has been actively testifying on a bill, and he is scheduled to meet with Disability Rights Center. He provided an update bail reform update, and announced the 122nd Academy graduation is next Friday, they have three staff graduating. Lastly, he mentioned that Lucky 8 has done some interviews and will most likely record some video to be televised.

Senior Director Gates stated that the crane is gone today, and they are making great progress on the new building. She will be meeting with their consultants regarding PFAS and will meet with DES to see what they want them to do going forward. Well #4 is pending approval, and well #2 may be kept accessible for PFAS testing.

Major Bashaw announced that it is National Public Safety Telecommunicators week, and Lauren Sheeley received the Dispatcher of the Year award from the NH Dispatchers Association. Chad Murphy was one of the final nominees for Dispatch Trainer of the Year through that organization. He mentioned Senate Bill 462 regarding wrongful death litigation and asked if anyone was following it. Superintendent Henry replied they have it covered.

Senior Director Kivikoski announced the Teamsters for Legal Assistants voted to ratify the contract yesterday, and she's continuing to work on NCEU contract preparations. She has also worked on wage decompression and the pay plan, she is getting ready for open enrollment and is hoping there won't be any problems since they haven't had the opportunity to test since in the new environment. They also hosted the division directors and elected officials committee this week.

Senior Director Nickerson has been busy with budgets, and grants. He explained that the numbers through June 30th will be getting more accurate as more information comes in. He testified against SB 553 yesterday and said lots of towns showed up, there was standing room only overflowing into the hall. He believes the majority was against it. He concluded his update with a plug to recruit for the over 30 softball team.

F. New Business / Old Business

1. Facilities Operations – Jude Gates, Senior Director

a. Fiscal Year 2025 Department Proposed Budget Error (discussion)

Commissioner Coyle moved to increase the laundry repairs budget line by \$6,500. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:02 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Chirichiello moved to exit nonpublic session at 12:10 pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

Commissioner Chirichiello moved to seal the minutes of all three nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Goddu moved to adjourn at 12:11 am. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/02/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, April 25, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:32 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Smith, Sr. Director LTC
Tom Tombarello, former Commissioner
Leila Mattila, Commissioners' Office

Remote Attendance:

Commissioner Coyle (nonpublic session)
Jude Gates, Sr. Director, FO
Pat Conway, County Attorney
Jon Banville, Asst. Superintendent, DOC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Award: Elevator Preventative Maintenance/Repairs & NH State Approved Inspections – Facilities Operations

Commissioner Goddu moved to award the proposal for elevator preventative maintenance/repairs & NH State approved inspections to Embree Elevator for an amount not to exceed \$1,575, and for the stated rates for other work as may be assigned, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

2. Award: HVAC Replacements, County Nursing Home & Jail – Facilities Operations

Commissioner Goddu moved to award the proposal for HVAC replacements, County nursing home & jail to KPMB Enterprises, LLC for an amount not to exceed \$3,845,000, and further move to amend the previously designated dollar amount to an additional \$165,545 and reallocate that amount from the non-profit subaward line as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

C. Consent Agenda

1. 04/11/24 Public Meeting minutes (approval)

Commissioner Goddu moved to approve the April 11, 2024 public meeting minutes. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

2. 04/26/24 Payroll (approval)

Commissioner Goddu moved to approve the payroll expense in the amount of \$1,369,988.23 for the period ending April 20, 2024. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

- a. Commissioner updates

Neither Commissioner had updates.

- b. Proclamation – Therapy Animal Day

Commissioner Goddu read the proclamation.

There are thousands of Pet Partners therapy animal teams serving in communities across the United States; and

WHEREAS, Pet Partners has designated April 30 as National Therapy Animal Day; and

WHEREAS, scientific research shows that interacting with therapy animals can reduce stress, relieve depression, slow heart rate, lower blood pressure and strengthen the immune system; and

WHEREAS, therapy animal teams in the Town of Portsmouth play an essential role in improving human health and well-being through the human-animal bond; and

WHEREAS, therapy animal teams interact with a variety of people in our community including veterans, seniors, patients, students, and those approaching end of life; and

WHEREAS, these exceptional therapy animals who partner with their human companions bring comfort and healing to those in need; and

WHEREAS, we encourage more pet owners to consider becoming Pet Partners volunteers to help our community by creating greater access to meaningful therapy animal visits.

NOW, THEREFORE, I, Steven Goddu, Vice Chairman of the County of Rockingham Board of Commissioners, do hereby proclaim April 30, 2024, as Rockingham County Therapy Animal Day and encourage our citizens to celebrate our therapy animals and their human handlers. Further, I publicly salute the service of therapy animal teams in our community and in communities across the nation.

Commissioner Chirichiello seconded the motion.

PROCLAIMED AND APPROVED this 25th day of April, 2024.

2. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-3 – County Attorney’s Office (approval)

Commissioner Goddu moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a County Attorney’s Office employee (J.A.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

b. Exception Request New Hire Benefits Election Deadline – Corrections (approval)

Commissioner Goddu moved to approve an exception request to Personnel Policy New Hire Benefits Election deadline, for a Department of Corrections employee (A.H.) as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

c. General Leave – Long Term Care Services (approval)

Commissioner Goddu moved to approve a general leave request for an Environmental Services employee (L.S.) with County portion of all benefits to continue for the period 04/01/24 through 06/02/24, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

d. Proposed Per Diem Licensed Care Partner Rate (approval)

Commissioner Goddu moved to approve an hourly rate of pay for per diem Licensed Care Partners of \$22.00 effective May 5, 2024, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

e. Proposed Wage Adjustments (approval)

Commissioner Goddu moved to approve the fiscal year 2025 budget wage adjustments for appropriate alignment for the County Attorney’s Office, Long Term Care Services Nursing Department and Assisted

Living, and the Sheriff's Office as outlined in the Human Resources memo dated April 25, 2024, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

f. Proposed Wage Adjustment (approval)

Commissioner Goddu moved to approve the fiscal year 2025 budget wage adjustment for an Assisted Living employee as outlined in the Human Resources memo dated April 25, 2024 as recommended by the Human Resources Manager and the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

g. Ratification of CBA – Teamsters Local #633 of New Hampshire

Commissioner Goddu moved to approve the Collective Bargaining Agreement between the County of Rockingham, New Hampshire and the Teamsters Local #633 of New Hampshire, representing the Rockingham County Legal Assistants I, II, and Paralegals, effective July 1, 2024 through June 30, 2027, contingent on approval of the cost items by the Rockingham County Delegation. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

h. Restore Hyper Wellness (discussion)

Commissioner Goddu stated he doesn't want the county turning into an advertising medium. Senior Director Kivikoski explained that there are several companies that offer discounts to our employees and have done so for many years. Commissioner Goddu said if there is a simple list of companies that offer discounts to our employees, that is ok.

3. Long Term Care Services – Jason Smith, Senior Director

a. NH DHHS Health Care License Application (approval)

Commissioner Goddu moved to approve the 2024 health care facility license renewal application and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

b. Rescind Line Item Transfer (approval)

Commissioner Goddu moved to rescind the February 1, 2024 approval of the line item transfer from medical nursing supplies to service contracts so that the \$150,000 of funds from the medical nursing supplies line that was part of that request can instead be utilized towards a proposed line item transfer request into the nursing staff line. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu, and Chirichiello in favor.

E. Department Head Updates

Register of Deeds Cathy Stacey highlighted some recent large transactions and stated she is giving a tour of her office today to a Senior group from Epping.

Senior Director Gates hosted a tour with roughly a dozen line crew members and their supervisors from Eversource. She took them to see the new construction site and the biomass plant. She also attended a meeting yesterday with the NH Emergency Drinking Water Interconnection Study. DES is getting involved with a regional study on what happens during droughts.

Major Banville stated the casting director from Lucky 8 is there talking to the inmates, and he provided a staffing update.

County Attorney Conway had nothing new to report.

The High Sheriff had nothing new to report.

Senior Director Smith reported that interviews have commenced for the three grant-funded positions to delay or defer institutional care. Driscoll 1 has temporarily closed until further notice and they have transitioned residents from Driscoll 1 to other units. Therapy animal teams have been invited to celebrate

National Therapy Animal Day on Tuesday, April 30th. A mock survey is scheduled for next week, and CMS has published new rules for staffing requirements starting May 2026.

Senior Director Kivikoski has been busy printing the 3rd quarter budget review documentation for the Delegation, she has been preparing for open enrollment, including updating the voice recordings for the benefits videos. She asked for clarification on the exception request for the benefits election deadline that they approved earlier in the meeting. She said she noted to approve it prospectively for May 1, 2024. Commissioners Goddu and Chirichiello are ok with it.

Senior Director Nickerson busy with fiscal year 2025 budgets and 3rd quarter budget review for fiscal year 2024, he expects \$2M from the opioid abatement soon, busy with grants, and subcommittee meetings has begun.

Leila Mattila reported that work continues on the website, a couple of small adjustments have been made. The Commissioners' proposed budget and all the subcommittee meetings have been posted on the website, all 130 budget packets have been printed and brought to the post office and the legal notice for the Commissioners' public hearing was in yesterday's Union Leader. She thanked the Finance Office for their help printing the budgets.

F. New Business / Old Business

Commissioner Chirichiello thanked all the department heads for their hard work on this very difficult budget. Commissioner Goddu echoed Commissioner Chirichiello's sentiments and said he is proud to be part of the county administration.

G. Public Comment

Tom Tombarello commented on the activity at the construction site. He described his recent meeting in Raymond, where he found that many attendees were unfamiliar with the role of a county commissioner. He took the opportunity to explain the responsibilities of each county department, and everyone was grateful. He also provided an update for them on the new building, and explained how ARPA money is being used for a good portion of it, along with the solar array and how it's going to be a substantial savings to the county. He said to everyone in the meeting that they all should be proud.

H. Commissioners' Nonpublic Session

Commissioner Goddu moved to enter nonpublic session at 9:09 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Chirichiello voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 9:56 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Goddu moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Goddu moved to adjourn at 9:57 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/02/2024.



Commissioner Steven Goddu, Vice-Chair



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, May 2, 2024 @ 3:00 pm

A. Call to Order

Commissioner Chirichiello called the meeting to order at 3:01 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Jude Gates, Sr. Director, Fac Op
Rich Zabroski, Asst Director, Fac Op
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Autumn Newsome, Recruiter, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Smith, Sr. Director LTC
Elaine Walczak, Executive Assistant, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Ken Wing, Life Enrichment, LTC
Mr. Albert Hall, Assisted Living resident

B. RFP Openings & Awards

1. Award: Door Replacements, RCRNC – Facilities Operations

Commissioner Coyle moved to award the proposal for door replacements, RCRNC to New England School Services, Inc. for an amount not to exceed \$38,495, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Award: Fire Sprinkler Testing – Facilities Operations

Commissioner Coyle moved to award the proposal for fire sprinkler testing to Hampshire Fire Protection Co., LLC for the period May 2, 2024 to March 31, 2025 for an amount not to exceed \$6,700, and for the stated rates for all other work as may be assigned, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 04/18/24 and 04/25/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the April 18, 2024 public and nonpublic meeting minutes and the April 25, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. HR Bi-Weekly Recruitment Report (informational)

A brief discussion ensued regarding recruitment insights.

3. HR Agency Staffing Report, April 2024 (informational)

4. 05/02/24 Accounts payable list (approval)

List total: \$4,036,708.58, ACH \$1,778,879.46, GL \$1,074,207.91, Payroll \$6,852.98, Previously authorized by BOC \$65,785.63, Accounts Payable check run \$1,110,982.60.

Commissioner Coyle moved to approve the May 2, 2024 Accounts Payable list total of \$4,036,708.58. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor. Commissioner Goddu expressed his gratitude to Senior Director Nickerson for his extra time and effort to produce a comprehensive summary for the ease of understanding what's on the list.

5. 05/03/24 Accounts payable list (approval)

List total: \$578,877.95, Accounts Payable check run \$578,877.95.

Commissioner Coyle moved to approve the May 3, 2024 Accounts Payable list total of \$578,877.95, pending the approval of a line item transfer by the Executive Committee. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle reported the jail population is currently at 135, staff recruitment is gaining ground and she remarked on some activities during National Corrections' Officer's Week next week. She also attended the Long Term Care and Department of Corrections subcommittee meetings.

Commissioner Goddu pointed out that they just celebrated an open house for the completion of the redesign of the hospice suites, and now, a few weeks later, they had to close the floor due to staffing issues. Commissioner Coyle said they need to come up with some creative ideas for recruitment and that this is just part of a bigger discussion they will have later.

Commissioner Chirichiello said a few words about Dr. Singer and his retirement after 40 years of service in the Long Term Care facility.

2. Department of Corrections – Jason Henry, Superintendent

a. Bid Waiver Request, Grappone Ford (approval)

Commissioner Coyle moved to approve the Grappone Ford proposal & Bid Waiver Request in the amount of \$73,000 for the purchase of a new 2024 Ford E-450SD box truck with a Tommy Gate, as recommended by the Superintendent, pending the approval of a line item transfer by the Executive Committee.

Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Bid Waiver Request, Hobart / Singer Kittredge (approval)

Commissioner Coyle moved to approve the Hobart / Singer Kittredge Proposal & Bid Waiver Request in the amount of \$54,000 for the purchase and install of a new dishwasher/sanitizer, as recommended by the Superintendent, pending the approval of a line item transfer by the Executive Committee. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Commercial Insurance Coverage Proposal, Solar Array Project (approval)

Commissioner Coyle moved to approve the proposal for the solar array project insurance from Chubb Group of Insurance Companies for general liability and umbrella policies for an annual premium of \$12,834 and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Expense Category 6.1, Revenue Replacement ARPA Project (approval)

Commissioner Coyle moved to approve a Rockingham County American Rescue Plan Act (ARPA) project in the amount of \$12,834 for the Solar Array Insurance Policy (EC 6.1, Revenue Replacement), as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Bid Waiver Request, Mental Health Clinician (approval)

Commissioner Coyle moved to approve the Bid Waiver Request in the amount of \$72,000 to extend the current contract with the Center of Occupational and Employee Health Services / HealthWatch EAP through June 30, 2025 for on-site mental health clinician services, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Employee Meal Discount Notice (approval)

Commissioner Coyle moved to approve the May 3, 2024 notice regarding the employee meal discount program, as crafted by the Senior Director of Human Resources and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion ensued regarding continuing the employee discount until newly structured pricing is established. Commissioner Goddu moved to table the approval. Motion failed. Voted 2-1, on the original motion, Commissioners Coyle, and Chirichiello in favor, Commissioner Goddu opposed. Commissioner Chirichiello added with the caveat that they're going to look at the numbers and come up with a plan.

c. Retiree Insurance Premium Write-Offs (approval)

Commissioner Coyle moved to approve write-offs for Retiree Health and Dental Insurance premiums totaling \$5,641.96, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Stop Loss Renewal (approval)

Commissioner Coyle moved to approve the Stop Loss Renewal Option 2, remaining with HM as the carrier for a twelve (12) month period, 7/1/2024 – 6/30/2025, increasing to a \$170,000 deductible and a policy basis of 60/12, with a 22.6% increase in rate and a 50% rate cap, as recommended by Gallagher Benefit Consultants and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. Direct Hire Staffing Agency (discussion)

Senior Director Kivikoski stated Commissioner Goddu asked them to investigate a specific agency. Autumn Newsome explained their cost structure and highlighted their guidelines. Discussion ensued. Human Resources will develop an RFP for direct hire services.

5. Long Term Care Services – Jason Smith, Senior Director

a. Core Physicians Medical Director & Clinical Services Agreement (approval)

Commissioner Coyle moved to approve the updated Core Physicians Medical Director & Clinical Services Agreement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Long Term Care Daily Room and Board Rate and Assisted Living Monthly Room Rate Increase (approval)

Commissioner Coyle moved to approve increases to the Long Term Care daily room and board rate and Assisted Living monthly room rate as outlined in the memo from the Senior Director of Long Term Care Services dated April 24, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Silverthorne Adult Medical Day Care (AMDC) Daily Rate Increase Request (approval)

Commissioner Coyle moved to approve the Silverthorne Adult Medical Day Care daily rate increase from \$10 to \$15 per Medicaid client for an estimated additional total of \$920 for the remainder of the current fiscal year. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Smith reminded everyone of Dr. Singer's retirement this week, as well as Harry Richard's retirement after 48 years of service to the County. Celebrations for both are scheduled for this week. A mock survey was completed this week, and he has been reviewing staffing numbers and making adjustments as needed.

Register of Deeds Cathy Stacey reported \$1M in transfer tax in the last 2 days.

Senior Director Nickerson has been busy with the budget process, subcommittee meetings, preparing contract cost items for the two cba's they are entering into agreement with, and grant filings. He reported there are now up to 48 individual ARPA projects to report on with every quarterly filing.

Senior Director Kivikoski has been working on the draft CBA for the Legal Assistants and will begin working on the Correctional Officers CBA soon. She has been reviewing stop loss with Gallagher, prepared a bid waiver for the Mental Health Clinicians, and write-offs for retiree insurance premiums. She has initiated a new process for retiree open enrollment and continues working on the MOU with Teamsters dispatchers regarding the holiday payout.

Senior Director Gates stated the Building Oversight Committee toured the construction site on Monday, her subcommittee meetings went well, there were a lot of questions, and lots of discussion. They currently have many projects in different stages of completion.

Assistant Director Zabroski gave a brief update and Leila Mattila had nothing new to report.

F. New Business / Old Business

No one brought forth any New Business or Old Business.

G. Public Comment

Mr. Albert Hall, a resident of the Assisted Living community gave praise to the management of the facility. He asked about the construction schedule on the new building. Senior Director Gates said it was just about on schedule. She explained that even though it was a mild winter, it was a very wet season, but the construction crew did a good job with keeping things moving forward. Mr. Hall then asked when he should expect to see the solar panels going up. Senior Director Gates said they'll be starting the project in June or July and it should be operational by the Fall of 2025.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 4:10 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 4:51 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 4:52 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/23/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, May 9, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:30 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Pat Conway, County Attorney
Charles Nickerson, Sr. Director, Finance
Jason Smith, Sr. Director LTC
Julie Hoyt, HR Manager
Autumn Newsome, Recruiter

Remote Attendance:

Leila Mattila, Commissioners' Office
Jude Gates, Sr. Director, Fac. Op.
Jason Henry, Superintendent, DOC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Engineering Services for Wastewater Treatment Facility Targeted Repairs and Improvements – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Opening: Wastewater Treatment Storage Shed – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Award: Ruggedized Mobile Data Computers and Mobile Printers – Sheriff's Office

Commissioner Coyle moved to award the proposal for ruggedized mobile data computers and mobile printers to Connection for an amount not to exceed \$17,178.68, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. Long Term Care Quality Assurance, Performance Improvement Update (Informational)

Sr. Director Smith indicated it is their quarterly compliance meeting.

2. Long Term Care 2024 Compliance Work Plan (informational)

Sr. Director Smith clarified it is a representation of their compliance efforts.

3. 05/10/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,354,010.07 for the period ending May 4, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

- a. Commissioner updates

Commissioner Coyle stated she went to the Department of Corrections for National Correctional Officers Week to say thank you and express her gratitude to the staff. She said there are a lot of employee appreciation events going on.

Commissioner Chirichiello expressed his appreciation to the nursing staff and recognized it is also National Nurses Week.

Commissioner Coyle said the Executive Committee meeting last week went well, there were a lot of line item transfers, but they were all approved. Commissioner Chirichiello stated he has tried to attend as many budget subcommittee meetings as possible.

Commissioner Coyle congratulated County Attorney Conway for her Everyday Hero Award. Granite State Children's Alliance.

2. Facilities Operations – Jude Gates, Senior Director

a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$7,500 dated May 6, 2024, transferring from expendable equipment to purchased services as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Harvey Construction A/P Warrant (approval)

Commissioner Coyle moved to approve a Harvey Construction warrant in the amount of \$3,116,568.82, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle pointed out the significant amount of support and backup documents for the warrant, Commissioner Chirichiello said the Building Oversight Committee met last week and they're watching everything closely. Commissioner Goddu said even though there is a lot of backup, it's not complete. He stated there is \$20,000 to \$30,000 of expenses that we don't have receipts for. He said he doesn't suspect fraud and that's why he's not voting "no" but he doesn't like the business practice, that's why he's abstaining. Voted 2-0-1, Commissioners Coyle and Chirichiello in favor, Commissioner Goddu abstained.

b. **Tabled** Cross Insurance A/P Warrant

c. Line Item Transfer – DOC to LTC Nursing Staff Line (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$627,921 dated April 29, 2024, transferring from the Department of Corrections union staff line, ER FICA line, and ER retirement line to Long Term Care nursing staff line as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Line Item Transfer – LTC & Finance to LTC Nursing Staff Line (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$580,000 dated May 7, 2024, transferring from many expense lines to Long Term Care nursing staff line as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel and training request for a Finance office employee (B.W.), to attend the UKG Aspire conference held November 11 – 14, 2024, at an estimated total cost of \$4,795.36, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Restructuring LNA Apprentice Program Proposal (approval)

Commissioner Coyle moved to approve the proposed change to the LNA Apprentice Program as outlined in the memo submitted by the Senior Director of Human Resources and allow the Senior Director of Human Resources to obtain legal review of a proposed draft student commitment contract. Further, to utilize funds from the American Rescue Plan Act (ARPA) project under Treasury Expenditure Category 2.7, Job Training Assistance, not to exceed \$2,600 per enrolled student, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Wellness Concepts Service Agreement (approval)

Commissioner Coyle moved to approve the Wellness Concepts service agreement for the May 30, 2024 Hybrid Cooking Class, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. TopStitch Master Services Agreement (approval)

Commissioner Coyle moved to approve the Master Services Agreement for the Managed Uniform Program with TopStitch Scrubs and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Smith reported they had a “Macy’s Sale” activity for the residents to “shop” free of charge for clothing items. The Assisted Living General Manager was recognized last night as New Assistant Living Administrator award with the American College of Health Care Administrators. He provided a nursing staff analysis, an update on the grant program, and next week is National Skilled Nursing Care Week.

Autumn Newsome provided a recruitment/staffing update.

Julie Hoyt said open enrollment has been keeping them busy.

County Attorney Conway staffing update and stated they are all busy with trials.

Senior Director Nickerson continues to be busy with budgets, he has updated resolutions regarding encumbrances, and grant filings and single audits are taking up some of his time.

The High Sheriff provided a staffing update.

Superintendent Jason Henry mentioned it is National Corrections Officers and National Nurses Appreciation week. He gave an overview of all the staff appreciation activities that are scheduled. He provided a staffing update, mentioned there was a small Covid outbreak with 3 inmates and 1 staff. He stated in HB 1713 there is some language that will be problematic for the county, and he hopes it doesn’t go through. Discussion ensued.

Senior Director Gates stated the long-range planning subcommittee meeting went well. The Engineer with DES that is reviewing their spray irrigation site with regard to PFAS, and looking at the well #4 permit, as well as being involved in several other projects, mentioned that floor strippers and waxers are a huge source of PFAS when the waste is dumped down the drain. They are trying to not create it, the solution is to containerize the waste and remove it by way of hazmat disposal. Upcoming flooring projects and the floors in the new building won’t require wax. She ended her report by providing a staffing update.

Register of Deeds Cathy Stacey nothing new to report.

Leila Mattila had nothing new to report.

F. New Business / Old Business

Commissioner Coyle moved to approve an Exception Request 7-3, new appointment rate for S.S. at \$25 per hour as Equipment Maintenance & Supply Technician as recommended by the Sr. Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 transferring one inmate to Carroll County on May 3, 2024, and receiving one inmate from Sullivan County on April 25, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:20 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:36 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 9:37 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 05/30/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Sheraton Portsmouth Harborside Hotel, 250 Market St, Portsmouth, NH 03801
Thursday, May 16, 2024 @ 8:00 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:04 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Leila Mattila, Commissioners' Office

Remote Attendance:
Commissioner Goddu

A brief recess was taken due to connectivity issues. The meeting resumed at 8:15 am.

B. Consent Agenda

1. May 16, 2024 Accounts payable list (approval)

Commissioner Coyle moved to approve the May 16, 2024 Accounts Payable list total of \$1,280,323.12. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Reports

1. Sheriff's Office – Charles Massahos, High Sheriff

a. Southern New Hampshire University Internship Agreement (approval)

Commissioner Coyle moved to approve the Southern New Hampshire University Internship Agreement, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle explained that this agreement is for a college student to do an internship for the summer. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor with the caveat a clean copy of the agreement is submitted.

D. Public Comment

There were no public comments.

E. Adjourn

Commissioner Coyle moved to adjourn at 8:18 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.


Commissioner Goddu said he had nothing to report.

Commissioner Coyle

Commissioner Chirichiello said he would let his departments give their own updates.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/06/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, May 23, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:30 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office
Jason Smith, Sr. Director LTC

Remote Attendance:

Jude Gates, Sr. Director, Fac. Op.
Rich Zabroski, Asst. Director Fac. Op.
Robin Bernier, IT Manager
Katherin Mann, Sheriff's Office
Captain James Lussier, Sheriff's Office
Lt. Lindsey Cunningham, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Walk-in Cooler Door Replacements – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Opening: Water Tower Inspection – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Opening: WWTP Paving Driveway Repair – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 05/02/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the May 2, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Facilities Operations (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare the list of computer equipment and cell phones from the I.T. Department surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. 05/24/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,328,203.19 for the period ending May 18, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle reported that Superintendent Henry is currently on his way back from a conference so he will not be in attendance today. The jail population is currently 141, and she mentioned that Seacoast Online headlined an \$18.5M residential sale in Rye.

Commissioner Goddu wished a happy birthday to the Chairman.

Commissioner Chirichiello said he spoke with the Sheriff this morning and he and the Major are not able to join us today.

2. Department of Corrections – Jason Henry, Superintendent

a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated May 21, 2024, pursuant to NH RSA 30-B:21 transferring one inmate to Merrimack County DOC and one inmate from Merrimack County DOC, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Eversource Interconnection Agreement (approval)

Commissioner Coyle moved to approve the Eversource Interconnection Agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Line Item Transfer Request (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$263,000 dated May 20, 2024, transferring from staff lines in the Sheriff's Office and County Attorney's Office to the nursing staff line and Assisted Living Staff line as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Long Term Care Services employee (E.W.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Exception Request 7-4 – Long Term Care Services (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Long Term Care Services employee (K.M.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Center for Occupational and Employee Health Service Agreement Addendum (approval)

Commissioner Coyle moved to approve the Center for Occupational and Employee Health Service agreement addendum for the period beginning May 1, 2024 through June 30, 2025 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Sign-On Bonus – Director of Nursing (discussion/approval)

Motion: To approve a sign-on bonus for the Director of Nursing position in the amount of \$20,000 (\$8,000 at 4 months, \$6,000 at 8 months, and \$6,000 at 12 months) as recommended by the Senior Director of

Human Resources. Commissioner Goddu seconded the motion. Discussion ensued regarding why Human Resources is suggesting this. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. 2024 Summer Discount Ticket Program (approval)

Commissioner Coyle moved to approve the employee discount ticket agreements to Canobie Lake Park, Funtown Splashtown, Water Country, York's Wild Kingdom and Clarks Trading Post, at no charge to the county, for the 2024 season and to authorize the Senior Director of Human Resources to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

f. Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel and training request for a Human Resources employee (L.P.) to attend the UKG Aspire 2024 conference in Las Vegas, NV from November 11-14, 2024, at an estimated total cost of \$4,783.66, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

g. General Leave – Long Term Care Services (approval)

Commissioner Coyle moved to approve a general leave request for an Environmental Services employee (E.G.) with County portion of all benefits to continue for the period May 18, 2024 to May 22, 2024, as recommended by the Senior Director of Human Resources and Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

h. Ratification of CBA – National Correctional Employees Union, Local 118

Commissioner Coyle moved to approve the Collective Bargaining Agreement between the County of Rockingham, New Hampshire and the National Correctional Employees Union, Local 118 representing the Rockingham County Correctional Officers, effective July 1, 2024 through June 30, 2027, contingent on approval of the cost items by the Rockingham County Delegation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Long Term Care Services – Jason Smith, Senior Director

a. First Call Technologies, LLC Agreement (approval)

Commissioner Coyle moved to approve the First Call Technologies agreement for the period of one year beginning May 20, 2024 with automatic renewals and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

6. Sheriff's Office – Charles Massahos, High Sheriff

a. Grant Application: SFY 2025 Substance Abuse Reduction Initiative (approval)

Commissioner Coyle moved to approve an application for the New Hampshire Department of Safety Law Enforcement Substance Abuse Reduction Initiative grant in the amount of \$149,952, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Smith reported that preparations for the upcoming survey are underway. He noted that staffing adjustments continue to be made as necessary. They received a Standing Ovation Award from Leading Age Maine and New Hampshire, he provided a recruitment update, and announced that they will be hosting a Memorial Day service.

Senior Director Kivikoski reported that open enrollment is currently in progress and provided relevant statistics. She reminded the Division Directors to submit any employee evaluations for this fiscal year as

soon as possible. They are hosting open enrollment sessions for retirees, she promoted the upcoming blood drive, and the wellness cooking class.

Senior Director Nickerson announced that the Delegation approved the proposed Elected Officials salaries and reminded everyone about the Executive Committee meeting tomorrow morning. He is monitoring the NH DRA website for the equalization survey, and the Moose Plate Grant letter of intent was accepted. Discussion regarding Proshare ensued. Interviews for the Grant Writer position are ongoing, and he is looking into EMPG grant and COPS grant with the Sheriff's Office.

Katherin Mann said they will be applying for the COPS grant within the next couple of weeks for the dispatch consoles. The EMPG grant will be most likely for items such as dispatch furniture or some generators.

Register of Deeds Cathy Stacey provided a transfer tax update and mentioned some large cash transactions. She also reported that Tuesday was Becky's (Deputy Register) 45th anniversary with the county.

Robin Bernier is spending grant money, doing system reviews and setting up other systems. She reminded everyone to continue working on cybersecurity.

Senior Director Gates reported being busy with AC start-ups, repairs and installs. She announced that the electrical system in the Delegation building is getting upgraded today, so she can put their AC units out to rfp. She said there was a pretty good turnout for the site visit on the structural rfp for that building, she's looking forward to reviewing the proposals next week.

F. New Business / Old Business

Senior Director Kivikoski would like to change some of the goals for the Cigna motivate me incentive program. She's not planning on changing the dollar amounts, she feels some of the items are stale and wants to make it more enticing.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:23 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:16 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of all the nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:16 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/13/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, May 30, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office

Former Commissioner Tom Tombarello
Remote Attendance:
Jude Gates, Sr. Director, FO
Jason Smith, Sr. Director LTC
High Sheriff Massahos
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Delegation Wall Removal – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Opening: Municipal Building Furniture & Artwork – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Opening: RCRNC Flooring at Main Switchboard & PT Gym – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 05/09/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the May 9, 2024 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Marcum Fiscal Year 2023 Audit Engagement Letter (informational)

3. 05/30/24 Accounts payable list (approval)

Commissioner Coyle moved to approve the remainder of the consent agenda which includes the May 30, 2024 Accounts Payable list total of \$3,617,042.66. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Chirichiello announced they received Senior Director Smith's resignation last week, his last day will be June 22nd. Commissioner Coyle moved to accept his resignation. Commissioner Goddu seconded the motion. Each Commissioner said a few kind words. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Appointment of Deputy Treasurer

Commissioner Coyle moved to re-appoint Robert J. Troy as Rockingham County Deputy Treasurer for the term of one (1) year, beginning June 1, 2024 pursuant to NH RSA 29:15 as recommended by the Rockingham County Treasurer. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Human Resources – Alison Kivikoski, Senior Director

a. County Bereavement Card Design Selection (discussion/approval)

Commissioner Coyle moved to approve Attachment #2 as the County bereavement cards. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel & training request for two Human Resources employees (AK & JH), to attend the 2024 Public Sector HR Association Annual Conference in Washington, DC to be held September 3-7, 2024, at an estimated total cost of \$6,248.00, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. June Lunch n' Learn Raffle Utilizing Cigna Wellness Dollars (approval)

Commissioner Coyle moved to approve one raffle prize, valued at approximately \$200 for the June Lunch n' Learn utilizing Cigna Wellness dollars as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski said she was just made aware this morning that the Cigna Wellness fund doesn't have enough left to support this purchase, so she requested to use the County Wellness fund. Commissioner Coyle revised the motion and moved to approve one raffle prize, valued at approximately \$200 for the June Lunch n' Learn utilizing County Wellness dollars as recommended by the Senior Director of Human Resources. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Spring Walking Challenge/Wellness Walking Questionnaire & Raffle Utilizing Cigna Wellness Dollars (approval)

Commissioner Coyle moved to approve a Spring Walking Challenge/Wellness Walking Questionnaire activity and raffle prize drawing utilizing County Wellness dollars for four prizes valued at approximately \$250 each as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Long Term Care Services – Jason Smith, Senior Director

a. Request for Use of Resident Efforts Fund (approval)

Commissioner Coyle moved to approve the utilization of the Resident Efforts Fund for a jazz concert to be held on Sunday, August 18th as requested by the wife of a resident with her \$1,000 donation, and as recommended by the Resident Council. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Department Head Updates

Senior Director Nickerson reported being busy with the budget, he reminded everyone of the upcoming Executive Committee Public Hearing, they will be hosting an educational meeting via Zoom regarding the year-end process, Eversource has signed the Interconnection Agreement and there has been some great progress on the construction. He concluded with a staffing update.

Superintendent Jason Henry 150 in house, divisional meeting yesterday went well, jail tour with a high school went very well, promotion ceremony yesterday for Corporal Kasamaro to Sergeant Kasamaro, staffing update, will be scheduling an open house for staff's family members, they will do tours, have a photographer onsite, and will have an awards ceremony.

Senior Director Kivikoski asked for nominations for the NHAC awards, there is a cooking class today with chocolate, she provided an open enrollment update.

Senior Director Smith prepping for audit, Medicare A audit next week, celebration of life today in the Atrium, he thanked the Commissioners for their support, and said a few kind words.

The High Sheriff busy with Hampton Beach, doubling the numbers in transport. He said some kind words to Mr. Smith.

Senior Director Gates wastewater team repaired a main leak yesterday in the spray irrigation line going up North Road and they only lost one day of spraying. They have a minor leak in the jail in a 10" copper pipe so she's trying to come up with a good plan. They will start haying at the Ladd farm this weekend. DES granted a waiver for existing well #3 and when they give them the permit for well #4 they will give them a waiver for that as well.

Register of Deeds, Cathy Stacey reported on a recent large transaction.

E. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-in Exception Request 7-3 – Finance Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Finance Office employee (H.E.) as recommended by the Senior Director of Human Resources and Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

F. Public Comment

Former Commissioner Tom Tombarello said a few kind words to Mr. Smith.

G. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 9:07 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:26 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of the first two nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the minutes of the third and fourth nonpublic session indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

H. Adjourn

Commissioner Coyle moved to adjourn at 10:27 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/13/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, June 6, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Jude Gates, Sr. Director, Fac. Op.
Jason Smith, Sr. Director LTC
Elaine Walczak, LTC Executive Assistant
High Sheriff Massahos
Katherin Mann, Sheriff's Office
Brian Olas with Exerus

Remote Attendance:

Jason Henry, Superintendent, DOC

B. RFP Openings & Awards

1. Opening: Municipal Building Furniture & Artwork – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Opening: Workers' Compensation Third-Party Administration – Human Resources

Commissioner Coyle moved to authorize the Senior Director of Human Resources to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Award: Engineering Services for Wastewater Treatment Facility Targeted Repairs and Improvements – Facilities Operations

Commissioner Coyle moved to award the proposal for engineering services for wastewater treatment facility to Coughlin Environmental Services, LLC for an amount not to exceed \$256,250 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Award: Walk-in Cooler Door Replacements – Facilities Operations

Commissioner Coyle moved to award the proposal for walk-in cooler door replacements to Dowling Corporation for an amount not to exceed \$14,308 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Award: Water Tower Inspection – Facilities Operations

Commissioner Coyle moved to award the proposal for water tower inspection to Aqueous Infrastructure Management for an amount not to exceed \$4,895 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

6. Award: WWTP Paving Driveway Repair – Facilities Operations

Commissioner Coyle moved to award the proposal for wastewater treatment facility paving driveway repair to Rome Construction, Inc. for an amount not to exceed \$38,477.25 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 05/02/24 Public Hearing Minutes, 05/16/24, and 05/23/24 Meeting Minutes (approval)

Commissioner Coyle moved to approve the May 2, 2024 public hearing minutes, the May 16, 2024 public meeting minutes, and the May 23, 2024 nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. HR Bi-Weekly Recruitment Report (informational)
3. HR Agency Traveler Report (informational)
4. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare roughly 100 mattresses and a few various bed parts from Long Term Care Services surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. 06/07/24 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,337,152.62 for the period ending June 1, 2024. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

- a. Commissioner updates

Commissioner Coyle reported that the Executive Committee voted in favor of the proposed budget last night and she commented on how nice the campus grounds look.

2. Facilities Operations – Jude Gates, Senior Director

- a. Bid Waiver Request, Honeywell Inc. (approval)

Commissioner Coyle moved to approve the Honeywell Inc Proposal & Bid Waiver Request in the amount of \$46,261.01 for a virtual server upgrade and deployment as recommended by the Senior Director of Facilities, Planning and IT, and the IT Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Finance Office – Charles Nickerson, Senior Director

- a. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$57,000, dated June 3, 2024, transferring from life enrichment staff to assisted living service contacts as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$330,000, dated June 3, 2024, transferring from many staff lines to nursing staff as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$12,000, dated June 3, 2024, transferring from assisted living meals to dietary service contracts as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$10,000, dated June 3, 2024, transferring from life enrichment staff to nursing home adult medical day care service contracts as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Long Term Care Services – Jason Smith, Senior Director

a. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated May 14, 2024 to Silverthorne for an additional client (F.C.) at an amount of \$25 per day, for 5 days per week. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve the increased Medicaid rate for two established Silverthorne Adult Medical Day Care clients (K.S.) for three days per week, and (H.P.) for two days per week. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Prime Time Healthcare Revised Client Services Agreement (approval)

Commissioner Coyle moved to approve the Prime Time Healthcare, LLC revised client services agreement for the period beginning June 19, 2024 until the end of the month after the first anniversary of the effective date and shall renew for successive one year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

d. CareerStaff Unlimited Staffing Services Agreement Addendum (approval)

Commissioner Coyle moved to approve the CareerStaff Unlimited staffing services agreement addendum beginning June 3, 2024 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Bid Waiver Request, Central Square Technologies (approval)

Commissioner Coyle moved to approve the central Square Technologies Proposal & Bid Waiver Request in the amount of \$37,294 for the renewal of annual support fees for the period of July 1, 2024 through June 30, 2025 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Senior Director Smith stated they are preparing for survey, they are in the midst of a Medicare Part A audit, and they are holding a raffle fundraiser for Walk to End Alzheimer's.

The High Sheriff provided a staffing update. He toured the construction site and said it's bigger than he thought it would be.

Superintendent Henry reported the in-house jail population is currently 151, and they encountered some problems with systems because of power outages with the storms yesterday. He stated inspections are due this month on the jail and asked the Commissioners to decide which one will provide their time.

Senior Director Gates announced there were no bids submitted for the wall removal in the Delegation building so they sent the rfp out for a second time.

Senior Director Nickerson announced there were no requested changes to the budget at last night's Executive Committee meeting. He will be working with the IT Manager on the Moose Plate grant application, their offer to the candidate for the grant writer position was turned down, so they will take another look at the resumes. They will host an upcoming year-end workshop. Commissioner Chirichiello

asked him about the upcoming Department of Justice grant. Mr. Nickerson said he didn't know when that would become available, but the Sheriff's Office is watching for it. Payroll was more difficult than normal this period because of items being submitted late.

Senior Director Kivikoski provided a brief overview of the conference she recently attended and gave an update on the status of open enrollment. She hasn't received any nominations for the NHAC awards and would like to see one nomination from every department. Two attendees mentioned they submitted their nominations on-line. Ms. Kivikoski thanked them and asked if they could also email them to her.

F. New Business / Old Business

1. Walk-In TD Equipment Finance Capital Lease Agreement (approval)

Commissioner Coyle moved to approve a three-year capital lease agreement dated June 5, 2024 with TD Equipment Finance, Inc. at an annual interest rate of 5.06%, Option A Amortization with payments in advance and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

2. County Attorney's Office – Patricia Conway, County Attorney

a. Nonpublic session NH RSA 91-A:3, II (a)

3. Commissioners' Office – Brian Chirichiello, Chair

a. Nonpublic session NH RSA 91-A:3, II (a) – scheduled for 10:30 am

Commissioner Coyle moved to enter nonpublic session at 9:16 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 11:06 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of all of today's nonpublic sessions indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 11:06 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/20/2024.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, June 13, 2024 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jason Henry, Superintendent, DOC
Leila Mattila, Commissioners' Office
John Mara, County Attorney's Office
Jim Hecker, Glendale Dining

David Martineau, Glendale Dining
Remote Attendance:
Jude Gates, Sr. Director, Fac. Op.
Jason Smith, Sr. Director LTC
Elaine Walczak, Executive Assistant, LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Supplier of Electricity – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Award: RCRNC Flooring – Facilities Operations

Commissioner Coyle moved to award the proposal for RCRNC flooring to Cadieux's Flooring, Inc. for an amount not to exceed \$43,895 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Award: Supplier of Electricity – Facilities Operations

Commissioner Coyle moved to table the award until later in the meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 05/23/24 and 5/24/24 Meeting minutes (approval)

Commissioner Coyle moved to approve the May 23, 2024 public minutes, and the May 24, 2024 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Sheriff's Office (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a list of old, nonfunctioning radio and dispatch equipment from the Sheriff's Office surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. 06/13/24 Accounts payable list (approval)

Commissioner Coyle moved to approve the June 13, 2024 Accounts Payable list total of \$3,275,365.39. Commissioner Goddu seconded the motion and stated he will abstain from the vote because he claims there are thousands of dollars of receipts missing from the Harvey warrant. Voted 2-0-1, Commissioners Coyle and Chirichiello in favor, Commissioner Goddu abstained.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

a. Commissioner updates

Commissioner Coyle said she attended the resident council meeting and had the opportunity to talk about the role of the Commissioners.

Commissioner Chirichiello stated he took a tour of the jail last week with Lieutenant Norton. He said he spoke with several of the staff members while he was there and asked questions, and noted that all the staff were excellent, and all appeared very happy.

2. Department of Corrections – Jason Henry, Superintendent

a. Female Housing Agreement with Merrimack County DOC (approval)

Commissioner Coyle moved to approve the Merrimack County Department of Corrections Female Prisoner Housing Agreement for the period beginning July 1, 2024 for a one year term as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Fiscal Year 2025 Benefits Related Payments (approval)

Commissioner Coyle moved to authorize the Finance Office to process payments for Fiscal year 2025 benefits-related items including, but not limited to, medical and dental claims, third party administrative fees, various benefit premiums, stop loss fees, and workers compensation claims. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Request for New Bank Account for Sheriff's Money Evidence (approval)

Commissioner Coyle moved to establish a new Rockingham County non-interest bearing bank account at TD Bank for depositing all cash evidence seized upon arrest. The signers on the account are to be the County Treasurer (currently Scott Priestley) and the Senior Director of Finance (currently Charles Nickerson), as recommended by the Senior Director of Finance and the High Sheriff. Commissioner Goddu seconded the motion. Discussion included the reason for the account and how it will be administered. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Employee Retention & Engagement – ARPA Project Fund (approval)

Commissioner Coyle moved to approve the purchase of various gift cards as identified on the memo from Human Resources dated June 13, 2024, utilizing category 2.35 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Exception Request 7-3 – Finance Office (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Finance Office employee (L.C.) as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Exception Request 9-2 – End of Employment Earned Time Percentage Payout (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 9-2 Earned Time, J-1; End of Employment, for a Long Term Care employee (J.S.). Commissioner Goddu seconded the motion. Commissioner Goddu said he is opposed to a 100% payout. He has been with the County for 3 ½ years and the policy is 50% up until 4 years. He said he would be willing to give him a 6-month grace period due to his dedication to the County which would bring him to a 75% payout. Commissioner Coyle said she

appreciates his dedication to the County, but she feels they need to stick with the policy for uniformity. Commissioner Chirichiello asked Ms. Kivikoski if she had information on previous exceptions that were approved. Ms. Kivikoski replied that in 2015 they did not approve two, in 2020 they approved one and in 2021 they approved one. In 2021 the percentages were looked at and in 2022 they were adjusted; 25% to 50%, 50% to 75%, and 100% was dropped down to 10 years. Commissioner Chirichiello said he is in favor of 100% but because there are three different opinions between three Commissioners, he's going to agree with the 75% payout. Commissioner Goddu moved to change the exception request to read 75% payout instead of 100% payout. Commissioner Coyle seconded the motion. Voted 2-1 on the amendment to change the percentage, Commissioners Goddu and Chirichiello in favor, Commissioner Coyle opposed. Voted 2-1 on the original motion for the payout exception, Commissioners Goddu and Chirichiello in favor, Commissioner Coyle opposed.

d. General Leave – Department of Corrections (approval)

Commissioner Coyle moved to approve a general leave request for a Department of Corrections employee (D.D.) with County portion of all benefits to continue for the period June 20, 2024 through June 28, 2024, as recommended by the Senior Director of Human Resources and the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

e. Travel & Training Request (approval)

Commissioner Coyle moved to approve a travel & training request for two Human Resources employees (J.H. and A.K.), to attend the Strategic HR at Mt. Washington conference in Bretton Wood, NH to be held October 27-29, 2024, at an estimated total cost of \$4,240.96, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Request to Reallocate ARPA Funds (approval)

Commissioner Coyle moved to reallocate \$26,000 from ARPA Category 6.2.A to Category 1.7 to cover the travel costs for Central Square related to the CAD/RMS dispatch project, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Change Order Request – Central Square (approval)

Commissioner Coyle moved to approve a change order request for Central Square for an amount not to exceed \$26,000, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

Superintendent Henry reported the inmate population is currently 160 in house, he provided a staffing update, and they will soon be reviewing some policies making sure they comply with the new standards.

Senior Director Kivikoski provided an open enrollment update. She thanked all the department heads because they managed to get every employee but one to complete their open enrollment. They are currently in the audit stage. She noted that evaluations are due for year end and has commitments from everyone to have them done by Friday. She said she is also waiting on an answer of an MOU.

Senior Director Nickerson stated his department has a year end zoom workgroup scheduled for after today's Board of Commissioners meeting, he reminded everyone of the Delegation meeting next Wednesday, and he will be on vacation starting the day after. He reported that the NHRS gets audited annually and they were selected this year to supply information. Discussion ensued regarding opioid abatement settlement disbursements.

Senior Director Smith said they had their FSA audit last week and there was one minor recommendation. He provided a staff education update, reported that a new plan was established at the annual Seabrook

nuclear power plant emergency preparedness meeting, and he thanked Commissioner Coyle for attending the resident council meeting.

Senior Director Gates reported that Palmer Gas recently lost our LP gas contract to Haffner's, and they are claiming ownership of all on-site LP gas tanks. She said they had the contract for about the last five years and none of the staff has any recollection of them changing tanks. Commissioner Chirichiello stated there is usually an agreement between the old company and the new company to buy the tanks from each other. Ms. Gates said Palmer Gas wants \$7,100 per tank and she's under the impression that Haffner's doesn't want to buy them so she's trying to figure out if they're stuck in the middle. She reported that Revision is on-site now, she is hopeful for bids on the Delegation building, and they're working on updates to the HR building.

Commissioner Coyle moved to award the proposal for supplier of electricity to Constellation for a cost of \$0.0958/kwh for the period starting after the meter reading in June 2024 through September 2025 and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor, subject to final review by the Senior Director of Finance.

Register of Deeds Cathy Stacey reported they have been without hot water for over a week.

The High Sheriff provided a staffing update.

Attorney Mara said they remain busy, the court is still scheduling trials four weeks per month.

F. New Business / Old Business

1. Human Resources/Long Term Care Services – Alison Kivikoski, Jason Smith Senior Directors

a. Walk-in Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$13,500, dated June 13, 2024, transferring from County Training to Office Expense Advertising as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Walk-in Exception Requests (approval)

Commissioner Coyle moved to approve an exception to Personnel Policy 7-4 wage increase to award a bi-weekly stipend of \$1,000 to (M.M.S.) for additional duties as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve an exception to Personnel Policy 7-4 wage increase to award a bi-weekly stipend of \$1,000 to (K.M.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to approve an exception to Personnel Policy 7-4 wage increase to award a bi-weekly stipend of \$300 to (E.W.), and amend all of them with a beginning date of June 9, 2024, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion.

Commissioner Coyle stated she has two amendments to motions. With respect to K.M., it's as recommended by the Human Resources Manager, and with respect to all three of them, it's for a start date of June 9, 2024. Commissioner Goddu seconded the motion. On the amended motion, voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor. On the original motion, voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

A brief recess was taken from 9:22 am to 9:27 am.

c. Glendale Dining / Food Pricing (discussion)

Discussion was requested because the County is subsidizing the Glendale Dining operations with half a million dollars for the year. Assessment of costs were reviewed, other potential options were introduced and comparisons of services provided at other New Hampshire County facilities were reviewed.

More detail was requested from Glendale such as how many purchases were made by employees verses non-employees. Discussion ended at 10:02 am.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 10:02 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:48 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to seal the minutes of nonpublic sessions # 1 and #2 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor.


Commissioner Coyle moved to seal the minutes of the remaining three nonpublic sessions indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:49 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 06/27/2024.



Commissioner Steven Goddu, Vice Chair
6/27/24