



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, January 2, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Goddu announced that they had 100% attendance of the Board, Commissioner Chirichiello, Commissioner Coyle who was attending via Zoom, and himself.

#### Others in Attendance:

Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Jason Henry, Superintendent, DOC

Chantal Dja Konan, Sr. Director, LTC  
Commissioner-Elect Tombarello

#### Remote Attendance:

High Sheriff Massahos  
Katherin Mann, Sheriff's Office

Commissioner Goddu requested a moment of silence to honor the victims of the tragic event that occurred in New Orleans yesterday.

### B. Consent Agenda

1. HR Bi-Weekly Recruitment Report (informational)
2. HR Nursing Recruitment Report (informational)
3. Agency Nursing Staff Report (informational)

Ms. Kivikoski reported progress in recruiting LNAs, with 13 already hired and 2 in process, aiming to reach 17 by the end of January. She expressed optimism about surpassing their goal ahead of June and continuing to recruit more staff. Ms. Kivikoski also mentioned the recent acquisition of another contract, including an RN, which was a significant achievement. Commissioner Chirichiello praised the progress, highlighting that they were six months ahead of schedule. Commissioner Coyle commended Autumn for her outstanding work, particularly in implementing transformative changes in the application process.

4. 2024 Rehabilitation and Nursing Center & Assisted Living Compliance Work Plan (informational)

Ms. Dja Konan explained that the compliance work plan followed a calendar year and divided different components of compliance throughout the year. She mentioned a training session with her team that helped align their work plan for the coming year, allowing for adjustments as needed. Some items that were not applicable or completed in a specific quarter were moved to another quarter. Ms. Dja Konan also noted that they had identified a few opportunities for improvement during the training, which they have since rectified. She assured the Board that there were no regulatory concerns. The updated plan would be available for further review in the following week.

5. 01/02/25 Accounts Payable Warrant T250706 (approval)

Commissioner Coyle moved to approve the January 2, 2024 Accounts Payable warrant T250706 payable to Glendale Senior Dining in the amount of \$399,727.17 as recommended by the Senior Director of Long Term Care Services, and the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

6. 01/03/25 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,488,141.31 for the period ending December 28, 2024. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

## **C. Reports**

### **1. Commissioners' Office – Steven Goddu, Acting Chair**

#### **a. Commissioner updates**

Commissioner Coyle wished everyone a happy New Year and expressed optimism for 2025, praising the team's efforts.

Commissioner Goddu shared reports of companies being overwhelmed with RSV and COVID. Ms. Dja Konan noted no positive residents at the nursing home, though six staff members had tested positive. She mentioned considering a return to mask-wearing due to respiratory illnesses. Superintendent Henry added that there were cases of a stomach bug in the jail.

### **2. Department of Corrections – Jason Henry, Superintendent**

#### **a. Travel & Training Request (approval)**

Commissioner Coyle moved to approve a travel & training request for two Department of Corrections employees (J.H. and J.B.), to attend the American Jail Association Conference in Fort Worth, TX, to be held May 17 – 21, 2025, at an estimated total cost of \$6,959.12, as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

### **3. Human Resources – Alison Kivikoski, Senior Director**

#### **a. 2025 Years of Service Awards Event Date Selection (discussion & approval)**

Ms. Kivikoski reported that only two dates, one in September and one in October, were available due to high demand at the venue. She highlighted the need to secure a date with a deposit to avoid losing the venue. Commissioner Goddu and Commissioner Coyle both favored the October date, considering the start of the school year in September. Commissioner-Elect Tombarello said that he could easily attend the event as he lived nearby. Commissioner Coyle moved to select October 22, 2025 for the 2025 Rockingham County Years of Service Awards Event at Zorvino Vineyards. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

#### **b. New Positions (2) – Long Term Care Services (approval)**

Commissioner Coyle moved to approve two new part time Security Attendant positions, effective January 26, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion.

Commissioner Coyle then voiced concerns about the timing and necessity of these new positions, highlighting a cost analysis showing minimal savings compared to current security services provided by PalAmerican Security. After discussions, it was suggested to reduce PalAmerican's hours instead of introducing new internal positions.

Ms. Dja Konan supported this recommendation, noting that the cost savings of hiring internally were not significant enough to warrant the change. Voted 0-2-1, Commissioners Coyle, and Goddu opposed, Commissioner Chirichiello abstained.

#### **c. New Position – Long Term Care Services (approval)**

This agenda item was for a full-time Security Attendant position, and was not discussed or voted on following the decision of the previous agenda item for part-time Security Attendant positions.

#### **d. Repurpose Position - Long Term Care Services (approval)**

Commissioner Coyle moved to approve the repurposing of one full time Medication Nursing Assistant position, to one part time Medical Records Specialist effective January 26, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Commissioner Coyle emphasized the need for the position and noted

that it would result in cost savings. Voted 2-0-1, Commissioners Coyle and Goddu in favor, Commissioner Chirichiello abstained.

#### **4. Long Term Care Services – Chantal Dja Konan, Senior Director**

##### **a. Reiki Services Agreement (approval)**

Commissioner Coyle moved to approve the Reiki Services Agreement for the period beginning January 1, 2025 through June 30, 2025 and authorize the Acting Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Coyle mentioned initial skepticism but now sees Reiki services as valuable for residents. Voted 2-0-1, Commissioners Coyle and Goddu in favor, Commissioner Chirichiello abstained.

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

##### **a. FFY2025 Office of Highway Safety Grant Agreement Amendment (approval)**

Commissioner Coyle moved to approve the FFY2025 Office of Highway Safety Grant Agreement Amendment and authorize the Acting Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

##### **b. Grant Application: FFY2025 Mobile Data Terminal & E-Crash Grant (approval)**

Commissioner Coyle moved to approve the FFY25 New Hampshire Office of Highway Safety Equipment Grant application for an amount not to exceed \$17,176 and authorize the Sheriff's Office to submit the application electronically on behalf of the Board of Commissioners, as recommended by the High Sheriff. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

#### **D. Department Head Updates**

Senior Director Kivikoski mentioned that they have been winding down 2024 and preparing for a busy 2025. They are focusing on wellness initiatives, including brown bag lunches and educational activities. She acknowledged it's early but emphasized the need to commit to these low-hanging opportunities and expressed excitement about the upcoming year.

Superintendent Jason Henry provided an update on the jail, which currently has 140 inmates. He mentioned that many supervisory positions will open soon due to retirements and the completion of training on the 17th. There are backlogged positions to fill. He also mentioned progress on the comfort dog program and hopes to present more information at the next Commissioners' meeting. Additionally, he will start his role as the legislative chair for the Association of Counties on Friday, which is beneficial since many relevant bills are chaired by those committees in Rockingham County.

Senior Director Dja Konan provided an update on the nursing home and assisted living census, noting 133 residents in the nursing home and 49 in assisted living, with no current COVID-19 cases among residents but six staff members affected. She highlighted the successful life safety survey on New Year's Eve, which was deficiency-free, and the well-attended Winter Wonderland event with over 200 participants. Additionally, three more dietary RFPs were received, and the new Director of Nursing is starting this month. A CMS compliance check resulted in a 0% error rate, reflecting the hard work of the team. Commissioner Coyle praised the Winter Wonderland event and the life safety success, commending the efforts of the Facilities Operations team, the Long Term Care and Assisted Living teams.

Senior Director Gates reported that they are very busy and very pleased with the deficiency-free life safety survey in assisted living. They have hired their final opening shift technician, leaving only the water wastewater chief operator position open. This staffing improvement is attributed to recent successful negotiations by the Commissioners. Superintendent Henry expressed his gratitude and praised the county's ability to hire their own electricians and plumbers, which ensures timely maintenance and repairs.

Senior Director Nickerson discussed the challenges of payroll processing this period, and the upcoming automatic processing of W-2s by UKG on January 6th. He expressed concerns about finalizing year-end

totals by January 5th and the potential need for corrected W-2 forms. He also mentioned ongoing efforts to improve customer service with UKG and the busy reporting month following quarter-end. Additionally, he highlighted grant opportunities and the appointment of the Executive Committee members for the NHAC.

He provided an update on the new building, noting the completion of windows and roofing, and praised the design of Corrections for its durability and non-institutional appearance. Superintendent Henry added that the building's materials and lighting will contribute to longevity and energy efficiency. Mr. Nickerson also mentioned the final ARPA report due on December 31, 2024, and confirmed that all project funds have been obligated.

Ms. Mattila announced that the federal mileage rate has increased to \$0.70, effective in 2025. The Excel form on the website has already been updated with this new rate for 2025 and is ready for use.

The High Sheriff wished everyone a Happy New Year and expressed his excitement about moving into the new building in 2025. He shared that he observed the building's progress and called it phenomenal, stating it is the best thing to happen to the county. He concluded by wishing everyone a great week.

#### **E. New Business / Old Business**

Commissioner Chirichiello announced that it was his last meeting and expressed his gratitude for working with the professionals in Rockingham County. He reflected on his 14 years of service, including 10 years as a delegate member, and highlighted the progress made during his tenure. He mentioned the successful budget cuts and tax reductions, as well as the county's positive press coverage over the past four years. He expressed pride in the county's achievements and thanked everyone for the opportunity to serve.

Ms. Dja Konan discussed a potential donation of a \$20,000 Yamaha grand piano to the residents, which requires \$2,600 for transportation from North Carolina. She requested pre-approval for using the EFFORTS fund, pending Resident Council's approval. Commissioner Coyle noted that acceptance of the donation depends on this approval. Commissioner Coyle moved to approve the use of EFFORTS funds in the amount of \$2,600 for the piano's transportation, pending Resident Council approval. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor. She then moved to accept the piano donation, also pending Resident Council approval. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu in favor.

Commissioner Chirichiello mentioned a forthcoming bill that aims to consolidate school superintendents through counties, with Rockingham and Hillsborough Counties having three superintendents each due to their size, while other counties would have one. The goal is to reduce administrative costs. Superintendent Henry expressed concerns about the complexity and potential costs of such consolidation, emphasizing the need for a county administrator and support infrastructure. He also highlighted the ongoing pressures on schools and local taxes due to state funding issues, including special education. Commissioner Chirichiello noted the importance of NHAC in facilitating discussions among counties and the potential impact of the bill on local governance and finances.

#### **F. Public Comment**

Commissioner-Elect Tombarello expressed his excitement about being sworn in next week and his mixed emotions about replacing Commissioner Chirichiello, whom he praised for his dedication and service. He shared his enthusiasm for the new building and his return to a well-functioning team. Commissioner Chirichiello thanked Tombarello for his kind words and expressed confidence in his successor's ability to continue the county's progress.

#### **G. Commissioners' Nonpublic Session**

1. Commissioners' Office – Steven Goddu, Acting Chair
  - a. Nonpublic session NH RSA 91-A:3, II (c)
2. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a)
3. Long Term Care Services – Chantal Dja Konan, Senior Director

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

Commissioner Coyle moved to enter nonpublic session at 9:22 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 10:13 am. Commissioner Chirichiello seconded the motion. Voted 3-0, Commissioners Chirichiello, Coyle, and Goddu 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. She then moved to seal the minutes of nonpublic sessions 3 and 4 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 Chirichiello seconded the motion. Voted 3-0 in favor. Commissioner Chirichiello voted yes, Commissioner Coyle voted yes, and Commissioner Goddu voted yes.

**H. Adjourn**

Commissioner Chirichiello moved to adjourn at 10:14 am. Commissioner Coyle 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 01/23/2025.

A handwritten signature in blue ink, appearing to read 'Steven Goddu', is written over a horizontal line.

Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Wednesday, January 8, 2025 @ 3:00 pm

### A. Call to Order

Commissioner Goddu called the meeting to order at 3:04 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Goddu announced that they had 100% attendance of the Board, Commissioner Tombarello, Commissioner Coyle, and himself.

#### Others in Attendance:

Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Robin Bernier, IT Manager  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

Pat Conway, County Attorney

#### Remote Attendance:

High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Katie Casey, Asst. Finance Director

### B. Organizational Appointments

#### 1. Board of Commissioners Officer Appointments

Commissioner Goddu moved to nominate Commissioner Coyle for the position of Chair, himself for the position of Vice Chair, and Commissioner Tombarello for the position of Clerk. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Department, Office, and Committee Liaison Appointments (discussion & approval)

The Board briefly discussed their desired liaison appointments. They all agreed to the following:

Commissioner Coyle – Finance & Treasurer, Long Term Care, the Delegation, and Educational Assistance Review Committee.

Commissioner Goddu – County Attorney, Sheriff's Department, and Register of Deeds.

Commissioner Tombarello – The Department of Corrections, Facilities Operations, Human Resources, and UNH Cooperative Extension.

Commissioner Tombarello moved to appoint department, office, and committee liaisons as outlined in the discussion. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. Union Negotiations to be Scheduled in 2025 and 2026 (informational)

There was a brief discussion on the 2025 unions that will have negotiations this year.

### C. Organizational Protocol & Procedures Review

#### 1. Meeting day, time, location (discussion)

The Board resolved to maintain the recurring meeting schedule for Thursdays at 8:30 am.

#### 2. Board of Commissioners Meeting Agenda Submissions and Supporting Documents Deadline

Commissioner Tombarello read the following: Agenda submissions, including all supporting documentation, must be submitted to the Commissioners' Office by 2:00 pm on the preceding Monday, or three days prior if the meeting day is changed, unless otherwise specified. All meeting documents are distributed to the

Board for review by the end of business on the deadline day. All agenda deadlines are noted on the previous week's posted agenda which can be found on the County website under Events.

### **3. Weather Emergencies**

It was noted that the policy for weather emergencies is located in the PPP, Chapter 8-4, page 23, and can be found on the county website.

### **4. Legal Consultation Procedure**

Commissioner Tombarello read the following: Departments are required to seek approval from their Commissioner Liaison before contacting legal counsel on any new matters, to the extent possible. Additionally, the Commissioners' Office must be notified by email for billing reconciliation purposes.

### **5. Entering into Agreement, Contract, MOU, Addendum, Amendment and Similar**

Commissioner Tombarello read the following: Pursuant to RSA 28:1b, only the Commissioners are authorized to enter into agreements. All agreements undergo risk review and legal counsel is consulted for new or revised agreements. If the vendor rejects recommended legal and/or risk changes, the agreement is presented at a Board of Commissioners meeting for final determination by the Board. Upon completion of reviews, incorporation of changes, and public vote by the Board for approval, the agreement is signed by the Board or the Chair.

### **6. Electronic Signatures**

Commissioner Tombarello read the following: The Commissioners' electronic signatures are on file with the Commissioners' Office only. Written consent is required for each instance of use. Examples of permissible uses include agenda items, letters, and cards.

### **7. Approval of Time Off Requests & Bi-Weekly Timesheets for Personnel Supervised by Commissioners**

Commissioner Tombarello read the following: The Chair is responsible for approving submitted time off requests and bi-weekly timesheets for all staff reporting directly to the Board, utilizing the timekeeping software system. Mr. Nickerson noted that this practice had lapsed in recent years but was previously handled by the Chair. He mentioned that it was informally assigned to him for division directors and suggested that if the chair wishes to resume this responsibility, it would be acceptable. Commissioner Coyle expressed satisfaction with the current system and coordination regarding time-off requests.

## **D. Consent Agenda**

### **1. 12/05/24 & 12/12/24 Meeting minutes (approval)**

Commissioner Tombarello moved to approve the December 5, 2024 nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioners Goddu and Coyle in favor, Commissioner Tombarello abstained because he wasn't in office at the time.

### **2. Board of Commissioners American Express Card (informational)**

Commissioner Coyle stated that the paragraph was provided for informational purposes only. Commissioner Tombarello inquired whether he should read it, to which Commissioner Coyle replied that she didn't think it was necessary.

### **3. 2025 RCRNC Compliance Workplan (informational)**

Ms. Dja Konan explained that last week the team realigned the 2024 plan, ensuring all topics were present and appropriately placed into their respective quarters. The updated plan now aligns with the nursing home's current plan from a time frame standpoint and details responsibilities to ensure compliance throughout the year. Commissioner Coyle appreciated this realignment, noting it provides a clearer view of responsibilities and tasks.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare two NOA V-Risor beds from Long Term Care Services as surplus with the items to be properly disposed of, with certain parts removed for future use. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **5. 01/09/25 Accounts Payable List (approval)**

Commissioner Tombarello moved to approve the remainder of the consent agenda including the January 9, 2025 Accounts Payable list total of \$4,066,724.94. Commissioner Goddu seconded the motion. Mr. Nickerson gave a brief summary. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **E. Reports**

#### **1. Commissioners' Office – Kathryn Coyle, Chair**

##### **a. Commissioner updates**

Commissioner Goddu expressed gratitude to the residents of Rockingham County for the opportunity to serve another four years and highlighted the Board's potential for a productive session. Commissioner Tombarello shared similar sentiments, expressing eagerness to work with the Board. Commissioner Coyle echoed the enthusiasm and optimism, anticipating a smooth and collaborative working relationship.

##### **b. Rockingham County Appointments for NH Association of Counties Executive Committee (discussion)**

Commissioner Coyle moved to appoint Commissioner Tombarello to the executive committee for the New Hampshire Association of Counties. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **2. Department of Corrections – Jason Henry, Superintendent**

##### **a. Comfort Dog (discussion)**

Superintendent Henry reported that the program is progressing well, with Tractor Supply providing food at no cost and veterinarians offering low-cost or free services. Staff members are willing to support the dog's needs financially if necessary. He is considering insurance for the dog. A printed draft policy covering various aspects, including the dog's retirement, was handed to the Board members. The dog, named Meatball, is an American Bulldog that will be used for critical incidents for both staff and inmates. The main handler will be Investigator Sherman, with Officer Blease as a secondary handler.

Superintendent Henry mentioned plans to expand the program to other departments and potentially involve the community, including the nursing home and community events. Commissioner Coyle endorsed the program, citing its effectiveness in reducing stress and addressing mental health issues in correctional facilities. Superintendent Henry highlighted that the NH Association of Counties has shown interest in the program. He offered to bring Hero Pups and Meatball to a meeting and noted the county to be the first to have a comfort dog. Commissioner Coyle appreciated the low overall cost and the positive impact on the community.

#### **3. Finance Office – Charles Nickerson, Senior Director**

##### **a. ARPA Projects Analysis as of 12/31/24 (informational)**

Mr. Nickerson reported that all proposed actions from the previous meeting were implemented, with all funds obligated by December 31, 2024. Commissioner Coyle praised the resourcefulness and accounting efforts, noting that no money had to be returned to the federal government. Commissioner Goddu highlighted the appropriate allocation of funds without any issues. She mentioned the positive impact on the community, including funding for a new building and infrastructure projects. Commissioner Tombarello emphasized the wise use of funds and the support for employee retention. Commissioner Coyle concluded with appreciation to Mr. Nickerson for the success of the ARPA projects.

#### **4. Human Resources – Alison Kivikoski, Senior Director**

##### **a. Affordable Care Act (ACA) Update: Form 1095-C (discussion)**

Ms. Kivikoski informed the Board about the new laws, the Paperwork Burden Reduction Act and the Employer Reporting Improvement Act, signed on December 23rd. These laws mean employers are no longer required to furnish the 1095C forms unless requested by employees, though the forms still need to be filed with the IRS. Notices will be sent to employees to inform them of this change. Commissioner Coyle discussed the irony and cost of informing employees about not needing the form. Ms. Kivikoski mentioned plans to make this information available on the UKG platform and the county website.

b. Accrual Anniversary Rate Policy Change and One-Time Adjustment (approval)

Commissioner Tombarello moved to approve a change to the Earned Time accrual anniversary rate increase policy, to apply for the month in which the anniversary occurs, as recommended by the Senior Director of Finance, and the Senior Director of Human Resources. Commissioner Goddu seconded the motion.

Mr. Nickerson explained that the payroll system can't handle half-month increments, leading to a delay in accrual increases for those with hire or anniversary dates after the 15th. Two motions were proposed: one to make one-time adjustments for affected employees and another to simplify the policy so that all employees receive their accrual increases in the month of their hire or anniversary date. Ms. Kivikoski mentioned revising the policy language and notifying employees and union members. The Board noted the minimal cost and effort required to implement these changes and agreed on the need for a simplified system going forward. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a one-time adjustment of all current employees' earned time accrual balances that were not increased in the proper month due to a system error, in order to comply with the current policy as recommended by the Senior Director of Finance, and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Courthouse Closure – Emergency Dismissal Pay (approval)

Commissioner Tombarello moved to approve emergency dismissal pay for January 2, 2025 for those Registry of Deeds and County Attorney employees that were unable to perform work either at the courthouse or remotely after 2:30 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, Tombarello, and Coyle in favor.

d. Repurpose, Regrade and Revised Job Description – Department of Corrections (approval)

Commissioner Tombarello moved to approve a repurpose, regrade and revised job description for one (1) Senior Office Administrator to one (1) Business Services Manager, effective February 9, 2025, pending approval by the Executive Committee, as recommended by the Superintendent and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. The Board had many questions and decided to discuss it in nonpublic. Commissioner Goddu moved to table the agenda item. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Coyle stated this agenda item is in conjunction with the last one and moved to table it. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (J.W.) for the period of January 13, 2025 through February 10, 2025, as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**5. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Nurse's Salary Line Monthly Budget Review (informational)

Ms. Dja Konan presented a reformatted report, highlighting efforts to reduce agency spending and crediting Elaine and her team for their accuracy. The report now includes a breakdown of agency spending, showing a favorable shift towards house staff. Commissioner Coyle praised the turnaround, noting over \$600,000 in savings and a projected \$5 million improvement compared to last year. Commissioner Goddu acknowledged the successful hiring plan and its benefits. The Board discussed the positive impact on the budget and the importance of HR's role in this achievement.

Ms. Kivikoski mentioned the addition of full-time LNAs and an RN taking a weekend supervisor position, further supporting the staffing efforts. Commissioner Coyle noted the transformative effect of the "Indeed Quick Apply" feature. The Board also highlighted the significant cost savings and improved financial outlook for the county.

## **F. Department Head Updates**

Superintendent Jason Henry reported having 140 inmates in-house and mentioned an upcoming inspection scheduled between February 11th and 13th. He noted that things are progressing adequately. Although there are some personnel challenges, there has been a good number of applicants. Maintenance issues have been addressed, and the E unit is quiet.

He announced a legislative conference at the Grapponi Center on February 24th, where he will be the MC. The conference will involve discussions with federal and state representatives about priorities and collaboration. He encouraged Board members to sign up through the Association of County and to attend.

Senior Director Kivikoski discussed an HR initiative to host lunch-and-learn sessions outside the Staff Dining Hall focusing on wellness and benefits. Harlow will be present on January 22nd to assist Cigna members with finding economical healthcare options. Colonial Life will offer information on voluntary benefits, including accident, critical illness, cancer, and hospitalization plans, during a session on February 20th in the Hilton Auditorium. These initiatives aim to provide cost containment options and support employee wellness.

County Attorney Conway reported that a new judge has been appointed to the courthouse, the Board just met him at the Oath of Office ceremony earlier. He has been shadowing Judge Ruoff and will assist in managing an increased caseload. She also expressed her approval of the comfort dog program, highlighting its positive impact on both staff and victims. Additionally, Attorney Conway shared that comfort dogs have been beneficial in her office, particularly in helping with emotionally challenging cases.

Senior Director Dja Konan provided updates on the nursing home and assisted living census, reporting 133 residents in the nursing home and 49 in assisted living. Unfortunately, there has been an increase in illnesses, mainly affecting staff, with one resident currently having COVID-19. Measures are being taken to contain the spread, including a mask mandate.

On a positive note, the new Chaplain started this week, and a new Director of Nursing (DON) with a strong infection control background will begin at the end of the month. Additionally, the RFP process for dietary services is progressing, with six companies showing interest.

Register of Deeds Cathy Stacey congratulated the Board members and expressed optimism for the coming years. She mentioned there was nothing new to report but assured that they are ready to assist in any way possible.

Senior Director Nickerson noted that W2s have been mailed out and are available online. He also reminded HSA participants to check emails from Voya Financial to access their contribution and distribution forms. He mentioned the busy period of grant filing and reporting following the end of each quarter, as well as work on 1099 forms for non-employee compensation and miscellaneous forms.

Additionally, Mr. Nickerson announced that the Executive Committee meeting date has been moved from January 24th to the 31st to accommodate Representative Wyler's attendance at his grandson's Green Beret ceremony. He also mentioned a late CDBG funding request, which will be discussed under new business.

Senior Director Gates provided an update, mentioning that the ESP is still down due to additional component damage from the PLC failure. She will request a bid waiver and transfer to cover these expenses next week. They received permission to work in the wetlands for the water main installation but need to resurvey the striping on North Road due to unexpected paving. She will also address this next week.

Ms. Gates invited the Commissioners and Department Heads for a sneak peek of the new building on the 31st, after the Executive Committee meeting. The building is progressing, with sheetrock up and painting started. She shared that despite the cold weather, the construction team is managing well, with heating in place on the ground floor. Windows are being installed, providing additional weather protection.

Ms. Bernier shared her enthusiasm for 2025, mentioning several projects nearing completion, including those for the jail and nursing homes. She expects a busy spring with many projects wrapping up by the end of the month and new ones starting. She also noted preparations for next year's budget. Commissioner Coyle expressed support for the infrastructure projects.

Ms. Mattila congratulated the commissioners and expressed her excitement for the next two years. She thanked Ms. Gates and her team, as well as Mr. Forbush, for their efforts in moving Commissioner Tombarello's desk to his new office. She also thanked Ms. Bernier for setting up Commissioner Tombarello's laptop and phone, and to Mr. Forbush again for doing such a great job setting up the Hilton for today's ceremony.

## **G. New Business / Old Business**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Amended Effective Date on Position Changes**

Commissioner Tombarello moved to amend the position changes approved by the Board of Commissioners on November 27, 2024 and January 2, 2025, to reflect an effective date of February 9, 2025 due to the scheduling change of the Executive Committee meeting. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioners Goddu and Coyle in favor, Commissioner Tombarello abstained because he wasn't in office at the time.

### **2. Finance Office – Charles Nickerson, Senior Director**

#### **a. Community Development Block Grant (CDBG) Application, OneSky Community Services (approval)**

Mr. Nickerson provided a late request for a Community Development Block Grant (CDBG) project. He mentioned that One Sky Community Services, which provides housing and services for individuals with disabilities, has been a longstanding partner. Unfortunately, the Epping Meadows affordable housing project had to be closed due to a moratorium on new water and sewer connections in the town of Epping.

Due to the return of CDBG funds from various projects, there are additional monies available. Donna Lane, a consultant, has been discussing a new project with One Sky to purchase land and convert a building into a four-bedroom house for individuals with disabilities. The town of Kensington denied their application, so Mr. Nickerson proposed supporting the project and scheduling a public hearing on January 23<sup>rd</sup> to meet the application deadline.

Commissioner Coyle moved to support the application for CDBG funds for OneSky Community Services to purchase 53 Cottage Rd in Kensington in the amount of \$500,000 and thereafter schedule a public hearing on the matter. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **H. Public Comment**

There were no public comments.

Commissioner Tombarello raised the need for a workshop to review open positions and determine which ones are essential, especially considering the maintenance needs of a new \$78 million building. He emphasized the importance of being respectful to taxpayers by not maintaining unnecessary positions. Ms.

Gates agreed, noting the need for additional maintenance staff due to the new building and icy climate. Commissioner Coyle acknowledged the upcoming tough budget cycle and suggested starting the workshops early. Commissioner Goddu supported having the workshop as part of the budget process. The discussion highlighted the importance of careful budgeting and planning to ensure efficient use of taxpayer funds.

#### **I. Commissioners' Nonpublic Session**

##### **1. Commissioners' Office – Kathryn Coyle, Chair**

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

##### **2. Department of Corrections – Jason Henry, Superintendent**

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

##### **3. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 4:24 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 5:33 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to seal the minutes of the five 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 Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve a repurpose, regrade and revised job description for one (1) Senior Office Administrator to one (1) Business Services Manager, effective February 9, 2025, pending approval by the Executive Committee, as recommended by the Superintendent and the Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

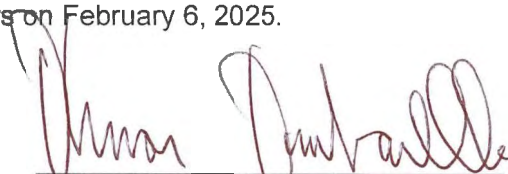
Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4 for a Department of Corrections employee (K.A.) for the period beginning December 29, 2024 through February 8, 2025 as recommended by the Superintendent and the Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **J. Adjourn**

Commissioner Goddu moved to adjourn at 5:35 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on February 6, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

Thursday, January 16, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

##### In Person:

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC

Jason Henry, Superintendent, DOC  
Alyson Mahler, DOC Diversion  
Investigator Tony Sherman, DOC  
Laura, Representative from Hero Pups

##### Remote Attendance:

High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Katherin Mann, Sheriff's Office  
Katie Casey, Asst. Director, Finance

### B. Consent Agenda

#### 1. Hero Pups Update (informational)

Superintendent Henry announced the introduction of a comfort dog at the county jail, partnering with Hero Pups. Investigator Sherman will be the main handler of the dog, named Meatball. Hero Pups, an all-volunteer organization, trains dogs to assist people, and Meatball is expected to provide a morale boost and support for both staff and inmates. They have partnered with several local entities to ensure Meatball's care, including Tractor Supply for food supplies and local veterinarians for regular check-ups.

Superintendent Henry highlighted the significance of Meatball as the first county comfort dog, aimed at improving the work environment. Hero Pups representative emphasized their commitment to training and placing dogs in appropriate settings, noting their previous successful partnerships. They are also advocating standardized training requirements for comfort dogs. The initiative has garnered support from county officials, who recognize the potential benefits of having a comfort dog to reduce stress and improve overall well-being in the facility. Meatball's presence is anticipated to positively impact the community, and plans are in place for him and Investigator Sherman to receive certification.

Commissioner Coyle requested a motion to suspend the agenda to bring forward items 4b and 6a. Commissioner Goddu made the motion, Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an exception request to Personnel Policy, Multiple Employees Filling a Single Position for two Sheriff's Office employees (E.C. and K.M.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the final accrual payout for a Sheriff's Office employee (K.M.) from the Comp Abs fund instead of the Staff Salary line, as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Commissioner Goddu questioned Mr. Nickerson regarding the nature of the payout, asking whether it was a normal procedure or if it was an exception. Mr. Nickerson explained that typically, payouts allocated to the comp abs fund are reserved for planned retirements or eligible retirees and are pre-approved during the budget process. However, the current situation was an exception since the departure was unanticipated. Mr. Nickerson clarified that such payouts at separation, excluding retirement, had been made before. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello asked about Katherin's last day, to which Katherin responded that her last full day in the office would be Thursday next week. She mentioned that she would continue to help train her replacement and that she would switch to a per diem status on February 8th.

The High Sheriff provided his Department Head update and reported that the department remains extremely busy, primarily with ongoing investigations and other law enforcement activities for the county. They have recently hired another dispatcher, they continue to conduct interviews, and the influx of resumes is promising.

## 2. Adult Diversion Program Update (informational)

Alyson Mahler, a long serving employee in corrections, shared insights into the various charitable activities facilitated by the adult diversion program. Faced with the challenges posed by the COVID-19 pandemic, Mahler devised an innovative approach to fulfill community service obligations through donations.

Participants contributed to local organizations such as food pantries, homeless shelters, and animal rescue centers by providing items from wish lists. One notable initiative involved the donation of stuffed animals to the Child Advocacy Center in Rockingham County, ensuring comfort for children impacted by crime. Additionally, the program supported Rockingham County Meals on Wheels during the holiday season by adopting participants and fulfilling their specific needs.

These efforts have not only benefited the community but also fostered a sense of pride and responsibility among the diversion participants. Commissioner Coyle and Superintendent Henry highlighted the program's success in reducing incarceration costs and recidivism, while also emphasizing its rehabilitative impact. The Commissioners commended Ms. Mahler's dedication and the positive outcomes of the diversion program, underscoring its vital role in the criminal justice system.

## 3. December 12, 2024 and December 19, 2024 Meeting minutes (approval)

Commissioner Tombarello moved to approve the December 12, 2024 public and nonpublic meeting minutes, and the December 19, 2024 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioners Goddu and Coyle in favor, Commissioner Tombarello abstained because he was not in office at that time.

## 4. Adult Medical Day Care (AMDC) Payout Report, December 2024 (informational)

Commissioner Coyle noted the budget was on target and more participants were being served compared to the previous year.

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

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

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

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

## 7. January 17, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,520,679.74 for the period ending January 11, 2025. Commissioner Goddu seconded the motion. Commissioner Coyle amended the motion for the amount of \$1,520,579.74. Voted 3-0 on the amended motion, Commissioners Goddu, Tombarello, and Coyle in favor.

# C. Reports

## 1. Commissioners' Office – Kathryn Coyle, Chair

### a. Commissioner updates

Commissioner Tombarello detailed his active schedule since assuming office. He reported on his tour of the renovated Delegation building and his visit to the construction site of the new building, highlighting the improvements that will enhance productivity and recruitment, particularly for the County Attorney's Office. He also mentioned his interactions with Department Heads and Officials. Furthermore, he fondly recalled Brendan McNamara, a resident he and a former High Sheriff deputized, who brought humor and dedication to his duties. Commissioner Coyle commended Tombarello for the positive impact he had on McNamara's life, underscoring the importance of bringing joy and purpose through public service.

Commissioner Goddu praised the property fraud alert service available on the County Register of Deeds website and recommended that all property owners sign up for it. He shared a personal experience where he received an alert shortly after midnight about a modification to his deed, following a property transfer into a trust that he and his wife initiated earlier in the day. Goddu emphasized the service's efficiency and reliability, noting that it is superior to other paid services and provides timely notifications of any changes. He confirmed it worked exceptionally well and as intended.

Commissioner Coyle shared that she received another call from the Sheriff's Department about a supposed warrant for her arrest. She emphasized that these calls are fraudulent and advised individuals not to provide any personal information. Instead, she recommended calling the Sheriff's Department to verify any concerns. Additionally, Coyle mentioned an upcoming Executive Committee meeting scheduled for January 30th and invited anyone interested in government proceedings to tune in or attend.

b. Seabrook Cemetery Lot Quitclaim Deed (approval)

Commissioner Tombarello moved to approve the transfer of cemetery lot 34, Section E and the Hillside cemetery to the town of Seabrook, NH, for no consideration and refer the matter to the delegation for approval pursuant to NH RSA 28:8-c. Commissioner Goddu seconded the motion. The Board mentioned the assessed value of the plot is around \$400 and the intention is to allow Seabrook to administer the plot. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**2. Facilities Operations – Jude Gates, Senior Director**

a. Bid Waiver Request, R&R Beth (approval)

Commissioner Tombarello moved to approve the R&R Beth Proposal & sole source vendor Bid Waiver Request in the amount of \$16,800 for the replacement of components damaged during PLC failure of the electrostatic precipitator, 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. Commissioner Coyle sought confirmation from Ms. Gates on the fuel lines, who assured that they were in good condition despite the recent cold snap. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$16,800, dated January 10, 2025, transferring from RCRNC Fuel and Jail Fuel to Boiler Plant Purchased Services as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Bid Waiver Request, Honeywell Building Technologies (approval)

Commissioner Tombarello moved to approve the Honeywell Building Technologies annual service contract & sole source vendor Bid Waiver Request in the amount of \$56,874.45 for service of building automation and fire alarm components throughout the complex as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Commissioner Coyle inquired about the budget implications. Ms. Gates explained that the contract represented a 3% increase over the previous year and assured that the budget could accommodate it for the second half of the fiscal year, although there might be budget increases and additional transfers next year. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Change Order Request, Nobis Group (approval)

Commissioner Tombarello moved to approve a change order request for Nobis Group for an amount not to exceed \$3,700, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner

Goddu seconded the motion. Commissioner Coyle inquired about the budget implications. Ms. Gates explained that the contract represented a 3% increase over the previous year and assured that the budget could accommodate it for the second half of the fiscal year, although there might be budget increases and additional transfers next year. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the reallocation of \$3,213.58 remaining in three capital projects from 2017, 2019, and 2020 for Water System improvement, and \$486.42 from the capital project for paving and storm drainage. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the New Hampshire Department of Transportation Municipal Sidewalk Agreement for maintenance of the proposed sidewalks 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 addressed concerns about the responsibilities involved, such as plowing, shoveling, and salting the sidewalks to ensure safety. Ms. Gates clarified that maintaining the sidewalks was a condition for obtaining permits for construction work and that it was a customary requirement. The Commissioners expressed some concerns about the potential maintenance workload, but Ms. Gates assured them that it would not be significantly more than their current responsibilities. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **3. Finance Office – Charles Nickerson, Senior Director**

#### **a. T250743 Harvey Construction Accounts Payable Warrant (approval)**

Commissioner Tombarello moved to approve the January 16, 2025 Accounts Payable warrant T250743 payable to Harvey Construction Corporation in the amount of \$3,690,341.15 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion.

Commissioner Goddu voiced his continued opposition due to the absence of receipts. Commissioners Tombarello and Coyle expressed support for the warrant, having reviewed it and deeming the expenses legitimate. Commissioner Tombarello acknowledged Commissioner Goddu's concerns and said he will consider looking into them. Voted 2-1-0, Commissioners Tombarello and Coyle in favor, Commissioner Goddu opposed.

#### **b. Rockingham County Courthouse Lease Agreement (approval)**

Commissioner Tombarello moved to approve the renewal of the Courthouse Lease Agreement with the State of New Hampshire, Department of Administrative Services, Bureau of Court Facilities at a monthly cost of \$16,194.09 for a period of eight (8) months beginning May 1, 2025 with the option to terminate with thirty (30) days prior written notice. Commissioner Goddu seconded the motion.

Mr. Nickerson discussed the outcome of his conversations with Sarah Lineberry regarding state matters, confirming that there will be no changes to the monthly rent. The state had initially resisted a full-term lease agreement extending only until August, leading to a revised term ending in December with a 30-day cancellation window. Commissioner Coyle expressed satisfaction with the December end date, considering potential relocation in November. Despite a modest increase over the years, the current rate remains reasonable. Commissioner Tombarello emphasized the importance of minimizing rental expenditure and suggested retaining a few vehicles for operational efficiency.

During the discussion, it was also mentioned that the County Attorney had shown interest in renting some office space in the courthouse. However, specific details about the space requirements and the budgetary support for this proposal were still to be determined. Commissioner Goddu noted that the County Attorney

had not yet provided a concrete proposal, and further discussions would be needed to finalize the arrangements.

Discussions also touched on budget considerations and the need to assess case number reductions post-felony first changes. Superintendent Henry mentioned the potential impact of a new judge on caseloads. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **4. Human Resources – Alison Kivikoski, Senior Director**

- a. Exception Request Life Event Benefits Change Deadline– Department of Corrections (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy, Life Event Benefits Change Deadline for a Department of Corrections employee (J.C.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Exception Request Multiple Employees Filling a Single Position – Sheriff's Office (approval)

This agenda item was taken up at the consent agenda after the Hero Pups update.

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

Commissioner Tombarello 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 January 19, 2025 through January 26, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle asked Ms. Kivikoski if she had an update on the employee. Ms. Kivikoski mentioned that the individual has a follow-up appointment with their doctor next week at the center and will be returning to work. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- d. Medical Director Agreement (approval)

Commissioner Tombarello moved to approve the Medical Director Agreement with Dr. Robert (Abe) Timmons for telephonic consultation services with Rockingham County's Occupational Health Nurse Practitioner, for the period of January 19, 2025, through June 30, 2026. Compensation shall be at a rate of \$335 per hour through June 30, 2025, and \$345 per hour from July 1, 2025, through June 30, 2026. Further, to authorize the Chair to sign the agreement on behalf of the County. Commissioner Goddu seconded the motion and inquired about the standard rates, tracking hours, and invoice submission process. Ms. Kivikoski explained that the Medical Director would submit invoices with department information, and just as Occupational Health, the process of dividing time between departments and communicating with external parties for legal purposes. Commissioner Goddu inquired about whether the payments were consistent with previous contracts. Ms. Kivikoski confirmed that they were and stated that the COEH contract had been used as a model. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- e. Union Negotiation Session Schedule (discussion)

Ms. Kivikoski sought the Board's input on scheduling Union negotiations. Commissioner Goddu stated that he was unavailable on Mondays and Wednesday mornings. Commissioner Tombarello preferred Thursdays after the meetings, while Commissioner Coyle indicated that afternoons and Fridays were best due to heavy court dockets in the mornings. They collectively agreed that Thursdays were the most suitable day for negotiations, given the availability of the members and the need for efficiency in handling multiple sessions on the same day.

A brief recess was taken from 9:34 am to 9:37 am.

#### **5. Long Term Care Services – Chantal Dja Konan, Senior Director**

- a. Bid Waiver Request, Point Click Care Mealtime Solutions (approval)

Commissioner Tombarello moved to approve the Point Click Care Proposal & Bid Waiver Request in the amount of \$6,816 annually and a one-time fee of \$2,730 for nutrition management software, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Ms. Dja Konan elaborated on the necessity of the software due to the impending discontinuation of their current system. She explained the complexities involved in maintaining dietary accuracy and the potential liabilities associated with incorrect diets or allergies if the transition did not happen promptly. The proposed software would integrate with PCC, streamline labor, and enhance efficiency. She highlighted that the new system would allow for electronic order-taking, alert staff to allergies, and reduce waste through better tracking. The software was expected to save costs, improve labor distribution, and mitigate liability risks. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Healthtrust Workforce Solutions Agreement (approval)

Commissioner Tombarello moved to authorize the Admissions Director to sign the Healthtrust Workforce Solutions Agreement with HSA hospitals, without consideration of the risk recommendations. Commissioner Goddu seconded the motion.

Ms. Dja Konan explained that the agreement allowed the Admissions Director access to hospitals for non-care activities like screening potential clients, which was essential for accurate documentation and beneficial for intake records. Historical context showed no liability issues had arisen from similar agreements.

Commissioner Goddu questioned why the risk recommendations suggested by Primex, were not being taken into account. Ms. Dja Konan explained that the primary concern was allowing the Admissions Director access to hospitalized patients for screening, with no direct patient care involved. The contract covered three hospitals: CMC, Frisby, and Parkland. She added that although Primex made risk suggestions, the company issuing the contract was not willing to implement those changes.

The Commissioners understood that historically, the contract had been signed annually without issue. Ms. Dja Konan mentioned the importance of in-person screenings, which had been halted due to COVID, and emphasized the need to resume in-person visits. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Comp Abs Fund Request (approval)

This agenda item was taken up at the consent agenda after the Hero Pups update.

**D. Department Head Updates**

Senior Director Kivikoski mentioned the preparations for union negotiations and noted an increase in leave requests across certain departments. Additionally, she informed everyone that Harlow, one of their vendors, would be available at the Water Tower Cafe from 11:00 AM to 1:00 PM to assist employees with medical expenses, such as X-rays and MRIs, by navigating lower-cost options. She highlighted that participating employees could be reimbursed a percentage of their costs and emphasized the usefulness of the program, which was at no cost to employees. The program handled all the backend work and provided convenience to the staff.

Superintendent Henry discussed several topics, including the ongoing efforts to enhance the dietary services in the correctional facility. He highlighted the challenges faced with special diets and religious meals, emphasizing the need for a more experienced dietitian. Commissioner Goddu inquired about the issues, leading to a detailed explanation of the difficulties because of the lack of details in the contract. Additionally, he touched upon the potential legislative impacts on the facility, particularly with proposed bills that might increase the inmate population and the associated costs.

Superintendent Henry also mentioned the upcoming legislative conference and the ongoing cooperation

with ICE and potential grants for new positions. The implementation of a new jail management system by Central Square was progressing smoothly, with some counties already live with the system. Lastly, Superintendent Henry addressed concerns raised by an individual in past communications, indicating that the situation was being monitored.

Senior Director Dja Konan reported that there are currently 132 nursing staff and 48 assisted living staff. She happily noted that there were no COVID-positive staff members and praised her team for managing through a recent period with significant call-outs due to outbreaks. Ms. Dja Konan also discussed the progress with the Accountable Care Organization (ACO) that went live in January, mentioning positive developments and the potential for Medicare billing without a three-day hospital stay for eligible individuals. She highlighted the positive feedback received during a recent tour with Beth Israel representatives, who complimented the nursing home's care and cleanliness.

Ms. Dja Konan noted the Resident Council voted to accept a piano donation, a new chaplain, Angie, has joined the team, and unfortunately, the long-time dentist is leaving, but efforts are underway to find a replacement. She also mentioned improvements in the orientation process and success in reducing the reliance on agency staff. The recent hiring efforts have been fruitful, with several new full-time positions filled, and agency staff showing interest in joining permanently. This shift reflects positive cultural changes within the organization. Additionally, there are ongoing efforts to enhance emergency preparedness and disaster planning, with Ms. Dja Konan expressing admiration for the team's dedication to these tasks.

Senior Director Nickerson indicated the need for departments to review their accrual numbers to ensure accuracy in the quarter end budget review and the goal of completing all budget packets by the following Wednesday. He highlighted ongoing reporting related to various funds and grants, emphasizing the importance of tracking overtime for departments such as the Sheriff's Office for informational purposes. Transition efforts were also covered, particularly in relation to grant administration and coordination with the Sheriff's Office. Additionally, Mr. Nickerson mentioned the legislative committee's involvement with various bills and the necessity for attendance at hearings in Concord. Lastly, Mr. Nickerson informed the Board that the CEO of One Sky was appreciative of the Board's approval of the Kensington project.

Senior Director Gates provided an update on several key projects. She highlighted the ongoing efforts with contractors and the positive progress on the HVAC and new water projects. Superintendent Henry thanked Ms. Gates and Ms. Bernier for the implementation of key boxes in administrative and medical areas, enhancing security by using electronic keypads and biometrics. The new system minimizes the risk of lost keys, as staff no longer need to take them home. Commissioner Coyle and Ms. Gates also emphasized the advantages of card access systems for quick and efficient security management, particularly in situations involving employee departures.

## **E. New Business / Old Business**

### **1. Walk-In: CDBG Grant Application Writer Selection**

Commissioner Tombarello moved to select Donna Lane as the CDBG application grant writer for an upcoming acquisition and/or rehabilitation project in Kensington, NH, based on experience and reasonableness of costs and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Mr. Nickerson highlighted the complexities of CDBG projects and supported the decision to hire Donna Lane due to her expertise and role in teaching training courses on CDBG. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Kivikoski noted she will be preparing a memorandum to clarify which departments will continue to include THC in their screenings and which will not, noting that this has been decided for the nursing home. This memorandum will also be useful for medical records and future reference.

## **F. Public Comment**

There were no public comments.

## **G. Commissioners' Nonpublic Session**

**2. Human Resources – Alison Kivikoski, Senior Director**

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

**3. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 10:24 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 11:41 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

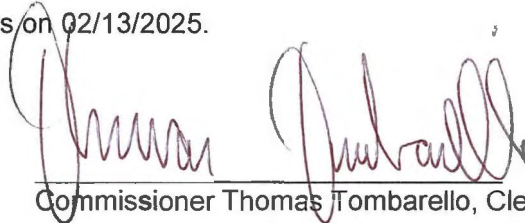
Commissioner Coyle moved to seal the minutes of nonpublic sessions 2.4, and 5 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

**H. Adjourn**

Commissioner Tombarello moved to adjourn at 11:42 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/13/2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, January 23, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:01 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Chantal Dja Konan, Sr. Director, LTC  
Jude Gates, Sr. Director, Fac. Op.  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

Commissioner Steven Goddu  
Pat Conway, County Attorney

High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Captain Walsh, Sheriff's Office  
Katherin Mann, Sheriff's Office

#### Attendance for 3 pm Public Hearing:

Donna Lane, Grant Writer  
Matt Cordaro, OneSky Community Svcs.

#### Remote Attendance for 3 pm Public Hearing:

Chris Whalen, OneSky Community Svcs.  
Brian Guptill, OneSky Community Svcs.

### B. RFP Openings & Awards

#### 1. Award: Dispatch Emergency Operations Center Furniture – Sheriff's Office

Commissioner Tombarello moved to award the proposal for Dispatch Emergency Operations Center Furniture to Hertz Furniture for an amount not to exceed \$17,752.00, contingent upon securing grant funding through the State of NH, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle commented that this would be fully grant funded. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Award: Ruggedized Mobile Data Computers and Mobile Printers – Sheriff's Office

Commissioner Tombarello moved to award the proposal for Ruggedized Mobile Data Computers and Mobile Printers to Connection for an amount not to exceed \$30,058.00, partially funded by the MDT & Printer Grant, as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Commissioner Coyle inquired about the financial breakdown of the grant-funded items and the county's contributions, inquiring about their match being approximately thirteen thousand dollars. Major Bashaw and Ms. Mann clarified the details, noting that four computers would come directly from the Sheriff's Office budget, with the printer and mounts costs fully covered by the grant. The computers' expenses would be split 75% grant-funded and 25% county-funded. Ms. Mann confirmed that the expenses were under budget. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. December 19, 2024 and January 2, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the December 19, 2024 public meeting minutes, and the January 2, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioners Goddu and Coyle in favor, Commissioner Tombarello abstained because he wasn't yet in office.

#### 2. Pre-Employment Drug Testing Update (informational)

Ms. Kivikoski provided an update on pre-employment drug testing. She explained that the Department of Corrections and the Sheriff's Office would continue THC drug testing, whereas other departments would reduce from a five-panel to a four-panel test. Occupational health will proceed accordingly. Commissioner

Coyle acknowledged the ongoing discussion and credited Commissioner Goddu for initiating the change, noting its positive impact on recruitment efforts. Commissioner Goddu agreed, emphasizing the benefits already observed.

**3. January 23, 2025 Accounts Payable List (approval)**

Commissioner Tombarello moved to approve the January 23, 2025 Accounts Payable list total of \$1,628,785.87. Commissioner Goddu seconded the motion. Commissioner Coyle explained that the higher-than-usual amount was due to \$225,000 from the Capital Fund for furniture, fixtures, and equipment (FF&E), as well as non-county special payouts. Mr. Nickerson added that the largest non-county special payout was \$40,000 per quarter for Meals on Wheels, totaling \$51,000. He also mentioned corrections expenses and amounts for contacted nursing and health services. The Glendale portion for corrections was another key factor. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**D. Reports**

**1. Commissioners' Office – Kathryn Coyle, Chair**

**a. Commissioner updates**

The Commissioners didn't provide any updates.

**b. Facility Use, 2025 Room Fee Waiver for Rockingham County Democratic Committee, and the Rockingham County Republican Committee (approval)**

Commissioner Tombarello moved to approve the waiver of the facility fee for the use of the Hilton Auditorium for the calendar year 2025, as requested by the Rockingham County Democratic Committee, and the Rockingham County Republican Committee. Commissioner Goddu seconded the motion. Commissioner Coyle mentioned that the motion had been tabled previously for a vote with the new Board. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**2. Finance Office – Charles Nickerson, Senior Director**

**a. T250748 Eversource Accounts Payable Warrant (approval)**

Commissioner Tombarello moved to approve the January 23, 2025 Accounts Payable warrant T250748 payable to PSNH Eversource in the amount of \$50,285.30 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained that Eversource's delayed bill necessitated prompt payment to avoid late fees, despite the due date being mid-February. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Human Resources – Alison Kivikoski, Senior Director**

**a. Additional Position for Sign-On Bonus (approval)**

Commissioner Tombarello moved to approve a sign-on bonus of \$8,000 for the full time, second shift position of Wellness Supervisor in Assisted Living, paid in accordance with the current schedule: \$2,500 at four (4) months, \$2,500 at eight (8) months, and \$3,000 at twelve (12) months, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Discussion highlighted the importance of reducing dependence on agencies and ensuring that salary and bonus budgeting is managed effectively. Since the previous funding from ARPA has ended, future bonuses will now be sourced from salary lines. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**b. Weather Emergency PPP 8-4; Sunday, January 19, 2025 (approval)**

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, Sunday, January 19, 2025 beginning at 11:00 pm, or the start of third shift as defined by the department. The dates were clarified to just third shift on January 19, 2025. Commissioner Coyle called for the motion to be seconded as amended. Commissioner Goddu seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Amended Transport Quote for Resident Grand Piano (approval)

Commissioner Tombarello moved to amend the previously approved transport cost of the donated grand piano to \$2,620, with the funds provided by the resident EFFORTS fund, as requested and approved by the Resident Council. Commissioner Goddu seconded the motion.

An additional \$20 was required to align with the actual paperwork, which the Resident Council subsequently approved. Commissioner Goddu raised concerns about the bureaucracy involved for such a small dollar amount, suggesting a more streamlined process for minor financial adjustments. Superintendent Henry suggested a policy where motions could be for approval of up to a certain limit without needing further amendments, which might alleviate unnecessary administrative work. The issue was considered infrequent, so further discussion was deemed unnecessary. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. NH Office of Highway Safety Equipment Grant Application (approval)

Commissioner Tombarello moved to approve the amendment of the FFY25 Mobile Data Terminal & E-Crash Equipment Grant application from an original award amount of \$14,400 to \$27,751 and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Ms. Mann explained the funding structure, noting that the laptops are covered under a 75/25 funding split, while the printers are fully funded. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for four (4) Sheriff's Office employees (M.C., D.G., C.W., and M.F.) to attend the NYTOA TacOps North Tactical Training Conference & Expo 2025 in Verona, NY to be held April 14-18, 2025, at an estimated total cost of \$5,169.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**E. Department Head Updates**

County Attorney Conway reported that there are no significant updates and mentioned an ongoing trial involving serious charges. Commissioner Tombarello inquired about plans for a small office in the courthouse, to which Conway responded that he had discussions with the State but still lacked concrete answers. The conversation then shifted to the idea of using retired sheriff's vehicles for employee transportation to the courthouse, a suggestion initially proposed by Superintendent Henry. High Sheriff Massahos indicated that they could potentially provide two cars, pending evaluation of their condition. The overall discussion emphasized the practicality and cost-saving benefits of using county vehicles for official travel instead of personal mileage reimbursement.

High Sheriff Massahos announced that it was Ms. Mann's last day. He expressed deep gratitude for her contributions, noting her vast knowledge and dedication to Rockingham County, and acknowledged the significant impact of her departure. Commissioner Coyle also praised Ms. Mann's invaluable assistance throughout the County, highlighting her ability to simplify complex matters.

Senior Director Gates reported that their operations were running smoothly, despite dealing with some weather related issues on campus. She mentioned a frozen coil in one of the jail blocks and a minor issue with a coil at the main entrance. Discussion included the increasing excitement for a scheduled tour next Friday. Commissioner Tombarello and Attorney Conway expressed enthusiasm about the progress and the new facilities, particularly highlighting the improved working conditions for legal assistants. The consensus was that the new building would positively impact morale and recruitment, with the anticipation that interviewees would be impressed by the new environment.

Senior Director Dja Konan provided an update on the status of the census, noting that the nursing home was at 132 residents and assisted living at full capacity with 39. She mentioned that there was one staff member who tested positive for COVID-19, but the facility had cleared Norovirus outbreak and was on

track to clear a respiratory outbreak soon. Ms. Dja Konan expressed excitement about the new Director of Nursing starting soon and discussed progress on the dietary RFP, which had generated over forty questions to be addressed. The team also began a Leadership Development series, with initial sessions focusing on engagement and effective management. Ms. Dja Konan highlighted the extensive planning and preparedness of the facilities team for emergencies and mentioned ongoing work to navigate through recent CMS updates.

Superintendent Jason Henry discussed a variety of topics, starting with the current population at the facility, highlighting that there are about 148 individuals in-house. He mentioned future facility plans, staffing challenges, and necessary improvements, such as better air exchange systems. Henry also touched upon the upcoming national corrections healthcare audit, expressing confidence in passing it, as they have previously. Additionally, he shared discussions from a recent meeting with superintendents, focusing on legislative impacts, new psychological tests for staff, and the implementation of a new, cost-effective pre-trial service evaluation method. Finally, he provided updates on the ninety-day start program, noting improvements and challenges, and expressed a desire to see similar success to that of Sullivan County's treatment models.

Senior Director Kivikoski mentioned ongoing initiatives, including collaborations with Ms. Dja Konan and Superintendent Henry. She addressed some challenges, mentioning her work with the Sheriff's Office on negotiations and awaiting Commissioner Goddu's availability. She noted that Sean Bolton was ready to proceed and scheduled meetings accordingly, indicating a busy February ahead. Commissioner Goddu confirmed his availability and stated he would look for her earlier email, which prompted Ms. Kivikoski to promise to resend.

## **F. New Business / Old Business**

Commissioner Tombarello reported that he recently visited a nursing home in Braintree, Massachusetts, and noticed significant differences between the conditions there and those of this nursing home. While observing the nursing home, Commissioner Tombarello noted that the facility was quite unclean, particularly the break room for employees. Additionally, he learned that the Braintree nursing home had lost sixty-four residents to COVID-19 and had endured two and a half years of lockdown.

Commissioner Tombarello also mentioned that he would be speaking tomorrow morning, at a funeral for Brendan McNamara whose brother had requested his presence.

## **G. Public Comment**

There were no public comments.

## **H. Commissioners' Nonpublic Session**

### **1. Commissioners' Office – Steven Goddu, Acting Chair**

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

### **2. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

### **3. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 2:01 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 3:00 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of all 6 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 Tombarello voted yes, and Commissioner Coyle voted yes.

### **I. Public Hearings – Community Development Block Grant Projects at 3:00 pm**

Commissioner Tombarello moved to Open the Public Hearing on the Proposed CDBG Application for the One Sky 53 Cottage Road in Kensington Housing Project. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Lane noted there are handouts available and read the following script: Community Development Block Grant (CDBG) funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$750,000 for Supportive Housing, up to \$500,000 for Public Facility Projects, up to at least \$350,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority for up to \$750,000 in Supportive Housing Funds or \$500,000 in CDBG Housing Funds. Of the grant funds, up to \$30,000 (\$40,000 if Supportive Housing Funds) will be retained by the County for administrative/labor compliance costs associated with the project, the remaining funds will be subgranted to One Sky Community Services to be used toward the acquisition and/or rehabilitation of 1 four-bedroom home of supportive housing at 53 Cottage Rd., Kensington, NH 03833.

This project conforms with Rockingham's Housing and Community Development Goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups.

Mr. Cordaro, the CEO of OneSky Community Services, explained the organization's efforts to support individuals with intellectual and developmental disabilities. The project focuses on acquiring and transforming a property to provide housing and therapeutic services. Due to a lack of housing stock in New Hampshire, many individuals are out-of-state, causing emotional distress and financial strain on taxpayers. By creating new housing, the project aims to bring people closer to their families and communities, reducing costs and improving quality of life. Additionally, the project will revive a therapeutic riding program, enhancing the services available to the community. This initiative is expected to save significant taxpayer money while preserving the dignity and quality of life for those in need.

Commissioner Coyle asked for public comments. There were none. Commissioner Tombarello moved to close the Public Hearing. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to Open the Public Hearing on Residential Anti-displacement and Relocation Assistance Plan for One Sky 53 Cottage Road in Kensington Housing Project. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Lane read the following script: This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. No relocation or displacement is anticipated.

Commissioner Coyle asked for public comments. There were none. Commissioner Tombarello moved to close the Public Hearing. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to Open the Public Hearing on the Housing and Community Development Plan. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Lane read the following script: A Housing and Community Development Plan is required to be eligible to apply for CDBG funds. The proposed Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for

guiding the County's housing and community development objectives and actions. In addition, the Plan includes a CDBG Citizen Participation plan that details the CDBG requirements for public hearings.

The Housing and Community Development Plan was last adopted January 2021 no changes have been made.

Commissioner Coyle asked for public comments. There were none. Commissioner Tombarello moved to close the Public Hearing. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the submission of the One Sky Housing Project CDBG Application for up to \$750,000 and authorize the Chair to sign and submit the application. Upon approval of the CDBG application, the Chair is further authorized to execute any documents necessary to effectuate the CDBG contract and any subsequent amendments. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to adopt the Anti-displacement and Relocation Assistance Plan for the One Sky Housing Project. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

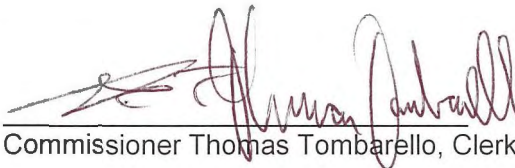
Commissioner Tombarello moved to adopt the Housing and Community Development Plan. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **J. Adjourn**

Commissioner Tombarello moved to adjourn at 3:23 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/20/2024.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Wednesday, January 29, 2025 @ 2:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 2:03 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC  
Jude Gates, Sr. Director, Fac. Op.

Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

Pat Conway, County Attorney  
High Sheriff Massahos  
Cathy Stacey, Register of Deeds  
Christine Bobek, Pilot Grant Program

### B. Consent Agenda

#### 1. 01/02/25 & 01/08/25 Meeting minutes (approval)

Commissioner Tombarello moved to approve the January 2, 2025 nonpublic minutes and the January 8, 2025 public meeting minutes. Commissioner Goddu seconded the motion and raised two issues with the January 8<sup>th</sup> public minutes. Firstly, he noted that it did not specify which liaisons were voted for, and secondly, he pointed out that the discussion about American Express in the minutes was vague and lacked detail and suggested that it should be more specific about the topic discussed. Commissioner Coyle proposed approving the non-public meeting minutes of January 2nd and tabling the public minutes of January 8th. Commissioner Goddu moved to table the January 8th meeting minutes. Commissioner Coyle asked for the vote to approve the January 2, 2025 nonpublic minutes and to table the January 8, 2025 public minutes. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. HR Bi-Weekly Recruitment Report (informational)

#### 3. HR Nursing Recruitment Report (informational)

Discussion included the two recruitment reports. Commissioner Goddu acknowledged that while progress is being made, a significant gap remains. Ms. Dja Konan highlighted the positive developments, mentioning that Autumn's innovative ideas continue to emerge. She also noted the upcoming addition of an employee engagement specialist in February, which she believes will further enhance the leadership calls. Commissioner Coyle and Ms. Dja Konan expressed optimism about these new contributions and the overall progress.

#### 4. January 31, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,480,579.73 for the period ending January 25, 2025. Commissioner Goddu seconded the motion. Mr. Nickerson noted that the net pay was higher this time due to the bi-weekly pay schedule, with no deductions for health or dental benefits in the third payment of the month. Commissioner Coyle expressed appreciation for the payroll team's prompt work to meet the meeting deadlines. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle, in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Tombarello provided an update on the recent building Oversight Committee meeting, and noted the welcoming atmosphere, as it was an opportunity to reconnect with some state representatives. The committee plans to present an update to the Executive Committee on Friday. Questions from the

committee revolved around logistical aspects like furniture and the move-in schedule.

Commissioner Coyle noted that the survey was being conducted in assisted living, the surveyors showed up today. Ms. Dja Konan added that the life safety inspection occurred on the thirtieth or thirty-first, the clinical survey was there currently, and she affirmed that they were ready.

Commissioner Coyle then introduced Christine Bobek who is overseeing the state pilot grant to delay or defer institutional care. Ms. Bobek provided an update noting that since joining in November, she has enrolled eighteen seniors, with fourteen utilizing the transportation services. The day program supported by the grant serves individuals from fourteen towns, with half of the participants being female and a third over the age of ninety. Ms. Bobek highlighted the gratitude of families for the transportation services, which provide respite for caregivers. She also discussed potential expansions, including the possibility of hiring an additional driver to increase capacity. Additionally, Ms. Bobek has made connections with local organizations to further support the program and has found valuable resources for families in need and expressed the importance of the grant program in helping seniors remain at home and the ongoing efforts to enhance its reach and effectiveness.

## **2. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello 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. The discussion centered on the additional duties absorbed by the employee and the compensation adjustments necessary to reflect these changes. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle, in favor.

### **b. Exception Request to Internal Practice Related to CBA Holiday – Department of Corrections (approval)**

Commissioner Tombarello moved to approve an exception request to internal practice related to CBA holiday for two Department of Corrections employees (J.N., and E.G.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle, in favor.

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

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (N.H.) with County portion of all benefits to continue for January 24, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle, in favor.

### **d. Years of Service Awards Event Contract (approval)**

Commissioner Tombarello moved to approve the special event contract with Zorvino Vineyards and authorize a \$750 deposit to secure the reservation for the 2025 Years of Service Awards event scheduled for October 22, 2025, and to authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion noting the positive experience from the previous year. The event now includes the invitation of partners or guests, which has increased participation and satisfaction among employees. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle, in favor.

## **D. Department Head Updates**

The High Sheriff reported that they are focused on getting their new Office Administrator acquainted with county policies, with Ms. Mann providing excellent support. The phones at the dispatch center were busy following the earthquake, but the new Administrator is settling in well and doing a great job.

Register of Deeds Cathy Stacey mentioning she had nothing significant to report. She expressed appreciation for the meeting time, as it allowed her to attend when she usually has conflicts on Thursday mornings.

County Attorney Conway reported on a recent trial involving seven and eight-year-old victims. They just completed the closing arguments and are hopeful for guilty verdicts. Commissioner Coyle mentioned it was a time-consuming case but worth the effort.

Senior Director Gates stated that despite struggling with cold weather they managed to address the coil problem on E Block, which had an eight-week lead time. Ms. Gates mentioned they were exploring alternatives and expected an answer soon. The building oversight committee meeting went well that morning, with the attendees showing support and interest in reviewing the solar array at their next meeting. Ms. Gates expressed excitement for the upcoming walkthrough tour of the new building with department heads and commissioners after the Executive Committee meeting on Friday.

Senior Director Nickerson discussed the latest updates on federal grants and the recent rollback of the federal freeze on grants due to an injunction by the federal court. He reassured that there would be no impact on the ARPA funds, which had already been received. He highlighted opportunities concerning congressional discretionary spending, urging departments to consider projects that could be funded. Mr. Nickerson also discussed potential funding for wastewater-related items and the importance of grant opportunities for various communities. Commissioner Goddu raised the issue of playground renovations in Salem, stressing the need for grant support, to which Mr. Nickerson acknowledged the need for a resource to assist all thirty-seven communities. Mr. Nickerson reminded everyone about the upcoming executive committee meeting and reflected on the busy period of Association accounting and Legislative Committee calls. He noted the challenges and workload related to grants and Medicaid, acknowledging the trickle-down effects of these efforts.

Senior Director Kivikoski reported organizing negotiation sessions and confirmed dates for meetings. During July, recruitment spending amounted to between \$17,000 and \$20,000 for three critical positions: Senior Director of Long Term Care, Director of Nursing, and Infection Prevention Clinical Educator. Ms. Kivikoski stated that she will transfer at least \$4,000 so they can continue to sponsor LNAs, and RNs in critical need. She has a meeting scheduled with Representative Edwards and others to review new positions and repurposed roles before the Executive Committee meeting.

Superintendent Jason Henry reported that the inmate count was 143 that morning. He reminded attendees of the upcoming legislative conference on the twenty fourth and encouraged sign-ups, mentioning ongoing sponsorship efforts and significant grants being pursued with Mary Beth's and Kevin Warwick's help.

Mr. Henry announced Sergeant Pelchat's promotion to Lieutenant of Staff Development Training, effective upon Lieutenant Warden's retirement in June, with cross-training planned. Vacancies for first and third shift sergeant positions have been posted to address recruitment challenges.

Mr. Henry also discussed legislative activities, including opposition to the Immigration Bill due to potential costs, and acknowledged Rockingham County's strong stance. Commissioner Tombarello humorously thanked the team for appointing him to the Finance Committee in his absence.

Senior Director Dja Konan reported that the census in the nursing home is 132 and 49 for assisted living. There is one COVID-positive resident, one COVID-positive staff member, and one flu-positive staff member. The second outbreak has been cleared. Updates include the orientation of the new Director of Nursing, who has officially started, and the commencement of a new interdisciplinary orientation which seems to be going well. A significant grant related to fall prevention has been found, with a few members signed up to learn more. The chaplain has been praised for their exceptional work with both residents and staff, introducing supportive systems and ideas. New Hampshire Magazine's festive New Hampshire is now being advertised, and their facility is nominated, with a call to vote.

Superintendent Henry also commended the chaplain for their invaluable support to both residents and staff, highlighting the challenge of finding someone so open and supportive. The chaplain is working on educational flyers for family and staff to meet specific needs when certain specialists are unavailable.

## **E. New Business / Old Business**

### **1. Facilities Operations – Jude Gates, Senior Director**

- a. Eversource Energy Easement (approval)

Commissioner Tombarello moved to approve the request and grant an easement to Eversource Energy, as outlined in the document accompanying the letter dated January 24, 2025 letter, in relation to the solar array project. Commissioner Goddu seconded the motion and raised concerns about his name appearing as the Acting Chair on the signature line. Commissioner Coyle acknowledged that she had discussed this with Ms. Mattila, and it was ultimately deemed acceptable. Ms. Gates explained that the easement would allow Eversource to access the solar array via a pole located near the driveway. Commissioner Coyle noted that such easements are common in real estate. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle, in favor.

#### **F. Public Comment**

Commissioner Tombarello attended a funeral on Friday for an individual who had received care under their services. The family of the deceased expressed immense gratitude for the care provided. During the event, he spoke with a per diem nurse who had taken a day off to attend the funeral, highlighting her dedication. The family was proud of the support and care their loved one received, which was a testament to the team's efforts.

There were no other public comments.

#### **G. Commissioners' Nonpublic Session**

1. Commissioners' Office – Kathryn Coyle, Chair
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel
2. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel
3. Long Term Care Services – Chantal Dja Konan, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (j) internal practices

Commissioner Tombarello moved to enter nonpublic session at 2:50 pm pursuant to NH RSA 91-A:3, II (a), personnel, and internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 3:36 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

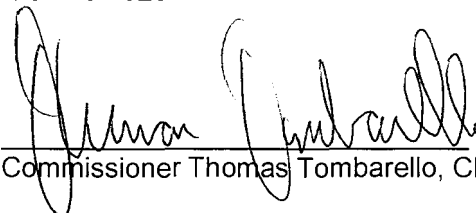
Commissioner Tombarello moved to seal the minutes of all five nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Commissioner Coyle suggested not sealing session 3. Commissioner Tombarello added with the exception of session 3. Commissioner Goddu agreed. Commissioner Coyle called for the vote on the amended motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle, in favor.

#### **H. Adjourn**

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

Minutes typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/20/2025.

  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, February 6, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Siobhan Farwell, Director of Nursing  
Jason Henry, Superintendent, DOC  
Julie Hoyt, HR Manager

Commissioner Steven Goddu  
Alison Kivikoski, Sr. Director, HR  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Steven Brustein, Glendale Dining  
orsilloo, Glendale Dining  
Benjamin Butler, Aramark Senior Life

#### Remote Attendance:

### B. RFP Openings & Awards

#### 1. Opening: Food Services (Long Term Care, Assisted Living, Jail, Café) – Long Term Care Services

Commissioner Tombarello moved to authorize the Senior Director of Long Term Care and the Superintendent to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion and asked how many proposals were submitted to which Ms. Mattila responded that she believes there are five. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. January 8, 2025 and January 16, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the January 8, 2025 public and nonpublic meeting minutes, and the January 16, 2025 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Agency Nursing Staff Report, January 2025 (informational)

Commissioner Coyle highlighting the efforts made by the HR and Long Term Care team to track and improve staffing. Ms. Dja Konan noted that since September, they have successfully decreased the number of contracts and anticipate further progress. The budget review revealed that they are \$1.5 million under budget, largely due to the shift from contracted agency staff to direct hires. Commissioner Coyle commended the team for their budget-conscious efforts, noting a significant financial improvement compared to the previous year. Commissioner Goddu raised a query about the number of LNA staff and the nature of the interviews noted. Ms. Kivikoski clarified that the interviews were primarily for assessing agency staff for potential renewal of 12 week contracts, with some successful conversions of agency staff to county employees.

#### 3. February 6, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the February 6, 2025 Accounts Payable list total of \$3,261,249.90. Commissioner Goddu seconded the motion and inquired about the allocation of \$24,221 for opioid-related expenses and the overall status of the fund. Mr. Nickerson explained that this amount was dedicated to the M.A.T. LPN from Prime Care and mentioned that the county had recently received about \$81,000 from the state's Opioid Abatement Trust Fund. Additionally, the county has a \$2 million grant

pending further validation from HHS. In total, there are approximately \$3.5 to \$4 million in the special revenue fund. Superintendent Henry acknowledged the need to reactivate the opioid fund committee to better align with the budgeting process and evaluate the use of funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

Commissioner Tombarello mentioned that he'll be at a NHAC meeting tomorrow morning, and then he'll meet with Ms. Kivikoski and the Superintendent to discuss union matters.

Commissioner Goddu stated he is looking forward to union negotiations next month and has already begun preparations to finalize the contracts.

Commissioner Coyle noted that the recent executive committee meeting went well, and highlighted the successful budget review and various initiatives, noting their positive progress halfway through the year. She commended the recent building tour, highlighting the impressive pace and quality of the construction project, the cleanliness and organization of the site, and the excitement around the new amphitheater and its potential to serve the entire county.

The Commissioners discussed the timing of their meetings, noting that starting in the early afternoon around 1:00 pm seemed to draw better attendance compared to early mornings. Commissioner Coyle solicited opinions on the preferred meeting times, considering the busy schedules of the department heads. Various participants agreed that 1:00 pm would be a suitable time, allowing the bulk of the public meeting to conclude by 3:00 pm. The Commissioners considered aligning the meeting schedule with ongoing union negotiations and anticipated starting regular meetings in early April, with a flexible approach to accommodate negotiation dates.

### **2. Finance Office – Charles Nickerson, Senior Director**

#### **a. Select Actuarial Services Engagement Letter (approval)**

Commissioner Tombarello moved to approve the Engagement Letter from Select Actuarial Services for a workers' compensation actuarial review and opinion, to be submitted to the NH Department of Labor as part of the self-insured workers' compensation application, and to authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson stated that this is the firm they have been using for many years, they deliver excellent service, they complete tasks quickly, and they're keeping costs under five thousand dollars. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Travel & Training Request (approval)**

Commissioner Tombarello moved to approve a travel & training request for a Finance Office employee (K.C.), to attend the Tyler Connect 2025 User Conference in San Antonio, TX for Munis training, to be held May 11-14, 2025, at an estimated total cost of \$3,301.95, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **c. Grant Application – BJA FY25 Justice and Mental Health Collaboration Program (approval)**

Commissioner Tombarello moved to authorize the Senior Director of Finance and the Superintendent of the Department of Corrections to apply for the FY 2025 Justice and Mental Health Collaboration Program grant from the U.S. Department of Justice, Bureau of Justice Assistance, on behalf of the County, for an amount up to \$500,000. Commissioner Goddu seconded the motion. Commissioner Coyle shared insights from a workshop she recently attended, which focused on the intersection of mental health and the justice system. This event brought together various stakeholders, including judges, mental health clinicians, and law enforcement, to discuss mental health treatment for incarcerated individuals and support upon their release. The workshop highlighted the exceptional efforts of the Rockingham County team in providing

these services and reducing recidivism. Superintendent Henry also praised the staff and programs at Rockingham County, noting that other jails often inquire about their policies and practices. He emphasized the importance of grant applications in sustaining these initiatives, expressing hope for securing additional funding to continue and expand their efforts without significant budget increases. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Grant Application – Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program (approval)

Commissioner Tombarello moved to authorize the Senior Director of Finance and the Superintendent of the Department of Corrections to apply for the Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program grant from the U.S. Department of Justice, Bureau of Justice Assistance, on behalf of the County, for an amount up to \$500,000. Commissioner Goddu seconded the motion. Mr. Nickerson clarified that this grant is for an amount up to \$1.3 million. Commissioner Coyle amended the motion to up to \$1.3 million. Commissioner Goddu seconded the amendment. Mr. Nickerson explained this initiative aims to secure a three-year commitment for additional staff, including a case manager, a substance use counselor, and a master's level licensed alcohol and drug counselor as part of this grant. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Grant Application – NH Homeland Security and Emergency Management, Emergency Management Performance Program, \$17,751.06 (approval)

Commissioner Tombarello moved to authorize the Senior Director of Finance to apply for the Emergency Management Performance grant from the N.H. Homeland Security and Emergency Management, on behalf of the County, in the amount of \$17,751.06, with a 50% County match, for furnishing the Sheriff's Office Emergency Operations Center, as awarded through the RFP process on January 23, 2025. Commissioner Goddu seconded the motion and inquired if the budget already includes the \$17,000 needed for a project. Mr. Nickerson clarified that \$25,000 is available in a contingency grant expense line for any matching portions. The match portion would be half of the \$17,751 total grant award amount. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Human Resources – Alison Kivikoski, Senior Director**

a. Assisted Living Stipends and Shift Differentials (approval)

Commissioner Tombarello moved to approve a weekly stipend payment of \$70.00, prorated for part time, for benefits eligible Assisted Living positions of Personal Care Partner, Licensed Care Partner, Medication Care Partner, and Wellness Coordinator, effective February 9, 2025 through June 14, 2025. Eligible employees must have hours worked in the workweek to receive the weekly stipend payments. Per Diem employees are not eligible. Commissioner Goddu seconded the motion. Commissioner Coyle stated the primary objective here is to align the efforts with those of long-term care to ensure consistency. This will assist in avoiding the same agency issues they currently face, for staff in assisted living. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve increasing the shift differential to \$2.75 per hour for 3 pm – 11 pm (second) shift and to \$3.50 per hour for 11 pm – 7 am (third shift) for the eligible positions in Assisted Living, effective February 9, 2025. Commissioner Goddu seconded the motion. Commissioner Tombarello emphasized the importance of retention and keeping local staff, noting that it would save money compared to hiring outside agencies. He believed in investing in their own employees, which would provide continuity of care and foster valuable relationships for both staff and residents. Commissioner Coyle supported this view, highlighting the fiscal savings and the benefits of having dedicated staff who developed personal connections with residents. Ms. Dja Konan added that many staff members genuinely care for the residents, enabling them to intervene proactively and improve outcomes. They all agreed that having their own staff was crucial in maintaining the dignity and personal touch in resident care. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Employee Retention and Engagement (discussion)

Ms. Kivikoski outlined the plan, emphasizing the importance of continuing recognition efforts despite the end of ARPA funds. Commissioner Goddu initially expressed concerns but was swayed by positive feedback from colleagues about the program's impact on morale. Superintendent Henry and Ms. Dja Konan shared heartfelt stories of how the recognition efforts had significantly uplifted staff. Ultimately, the consensus favored the allocation, with the Board agreeing on its positive effects and minimal cost relative to the overall budget.

c. Exception Request 9-5 – Sheriff's Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 9-5 Bereavement Leave for a Sheriff's Office employee (K.L.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Exception Request 7-3 – Finance Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Finance Office employee (W.R.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Mr. Nickerson gave an overview of the individual's experience, noting they have a master's degree in business administration and approximately ten years of experience in public and government accounting. The consensus is that the individual's qualifications make them a strong candidate for the role. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **4. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. PalAmerican Security Addendum and Change to Contract (approval)

Commissioner Tombarello moved to approve the PalAmerican Security contract addendum with updated billing rates, and decrease of hours, 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. Commissioner Coyle stated that they collectively discussed this and are confident that reducing hours won't impact the security of the facility. These hours are currently underutilized. Thanks to Ms. Gates and her team, we have improved security with key fobs and door locks, which address previous concerns related to our infrastructure. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Use of Facility Request - Rockingham County Republican Committee (approval)

Commissioner Tombarello moved to approve the request for use of the Hilton Auditorium and waive the facility fee for the Rockingham County Republican Committee's revised 2025 monthly schedule. Commissioner Goddu seconded the motion. Commissioner Coyle mentioned that they already approved this request for the group, they just changed the dates. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **E. Department Head Updates**

The High Sheriff stated he had nothing new to report, and he told everyone to drive careful.

Senior Director Kivikoski didn't have any new updates to report. They're preparing for several initiatives focused on wellness and communication regarding benefits. Colonial Life will be on site soon, and they also have a 457 plan coming up which will be announced shortly. They received a reimbursement from the stop-loss provider amounting to over \$700,000. Everything is going well overall and she alerted everyone that the critical times for the incoming snow will be between 2 PM and 5 PM, so remain cautious during these hours.

Register of Deeds Cathy Stacey reported nothing new. Commissioner Coyle inquired about current sales, to which Ms. Stacey responded that they were predominantly commercial, particularly in Portsmouth. She mentioned that most transactions were cash deals. The discussion then shifted to a grant related to use of county-owned land for affordable housing, with Ms. Stacey noting that Sullivan County did not qualify. Commissioner Coyle raised the idea of whether the grant should be pursued collectively across all counties or individually. Mr. Nickerson explained that the grant was designed for counties with populations of

200,000 or more, which only applied to two counties in New Hampshire. Commissioner Goddu expressed concern about the lack of affordable housing near Brentwood, which affects staffing at the nursing home. Ms. Stacey highlighted potential regulatory hurdles with using county land for affordable housing but should be brought to NACo for questions.

Superintendent Jason Henry stated the inmate population is 142, with 15 females in other locations. He discussed various updates during the meeting, including an upcoming inspection by ICE, which aims to review the jail's policies and report on any deficiencies. He mentioned a bill regarding the jail holding ICE detainees for up to 48 hours and the associated costs. Henry expressed concerns about the financial burden on local taxpayers if healthcare costs for detainees are not covered. He also highlighted the political focus on bail reform, noting that changes could increase the jail population and costs. Henry emphasized the importance of balancing the system to avoid repeating past mistakes with mental health issues in the jail. The discussion included considerations for future amendments to the bail system and the potential impact on the number of inmates.

Senior Director Dja Konan reported that the census at the nursing home stands at 133 residents, with 49 at the assisted living facility. Two staff members and one resident have tested positive for COVID-19. An LNA class is set to begin on Monday, involving students from local high schools. This program aims to increase the number of LNAs in the workforce. Ms. Dja Konan also boasts a unique virtual dementia simulator, which is being integrated into the staff orientation process to enhance their understanding of dementia. The simulator provides a profound experience, simulating the overwhelming sensations of dementia. Additionally, a Wellness Bingo event in January was a success, and a similar activity is planned for the coming months. Valentine's Day appreciation activities are underway, allowing residents and family members to acknowledge staff members. Budgeting and repairs are ongoing, with the piano scheduled to arrive soon, much to the excitement of the residents. Collaborative efforts between teams are set to continue over the next few weeks to address various aspects of care and maintenance. The community is also evaluating the use of masks, with a focus on ensuring the health and safety of both staff and residents.

Senior Director Nickerson announced that all the grants and filing reports were completed on time, emphasizing the importance of monitoring federal actions on grant programs. He mentioned the timely filing of various forms and the ongoing scrutiny of legislation affecting counties. Mr. Nickerson highlighted the significance of county involvement in legislation to prevent detrimental impacts on county taxpayers. Superintendent Henry supported this, asserting the importance of including legislative responsibilities in job descriptions due to the substantial financial implications. They discussed the potential consequences of a bill that could restrict the use of taxpayer dollars for lobbyists, which would affect their ability to testify and advocate for county interests.

Senior Director Gates reported that they are busy with storm preparations. A major achievement was obtaining a permit for well number four, which had been a significant obstacle due to the extensive data required by DES. Although the permit delayed their progress, they are now ready to proceed, with piping installation starting in about a month and a precast building ordered. Additionally, there is a slight increase in PFAS concentrations due to migration from the fire training school, leading to plans to convert the well to a monitoring site. The department is also addressing plumbing issues in assisted living. Ms. Gates mentioned a speedy resolution to a coil replacement problem, saving six weeks by finding a vendor for a custom-made part.

Ms. Mattila reminded everyone that the "Roses for Residents" event is still ongoing and encouraged donations before the cutoff date of the eleventh. Commissioner Coyle thanked Ms. Mattila for organizing the event for the second year, appreciating her initiative to ensure every resident receives a rose on Valentine's Day. She noted that this kind gesture, started by Ms. Mattila on her own the previous year, has been well-received and may become an annual tradition. She also acknowledged the generosity of those contributing despite life's expenses.

Superintendent Henry reported being reappointed to the Opioid Abatement Committee for another two-year term and mentioned turnover within the committee. Commissioner Coyle highlighted the value of having someone on the inside and bringing information back to the county.

## **F. New Business / Old Business**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Weather Emergency (approval)**

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, effective Thursday, February 6, 2025 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Gates requested the Commissioners to decide on items for a time capsule intended for the new building. The time capsule will be a six-inch piece of PVC placed in a concrete bunker under the seal at the building's front. She emphasized the importance of the items to be included and invited the Commissioners to collaborate and provide their recommendations.

## **G. Public Comment**

There were no public comments.

## **H. Commissioners' Nonpublic Session**

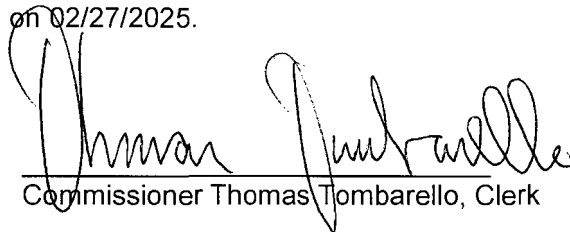
There were no nonpublic sessions.

## **I. Adjourn**

Commissioner Tombarello moved to adjourn at 9:55 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 02/27/2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, February 13, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance:

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.

Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC  
Julie Hoyt, HR Manager

#### Remote Attendance:

Pat Conway, County Attorney

### B. Consent Agenda

#### 1. January 16, 2025 and January 23, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the January 16, 2025 public meeting minutes. Commissioner Coyle clarified the motion to approve the January 23, 2025 nonpublic meeting minutes and the January 16, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. February 13, 2025 Off Cycle A/P List (approval)

Commissioner Tombarello moved to approve the February 13, 2025 Accounts Payable list total of \$15,137.90. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. February 14, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,563,568.12 for the period ending February 8, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu expresses readiness and enthusiasm to begin union negotiations with the Sheriff's Deputies.

Commissioner Tombarello will be at the initial Corrections union negotiations today, he expressed his enthusiasm to be involved again with NHAC.

Commissioner Coyle provided an uplifting report on the Roses for Residents initiative. Ms. Mattila reported that \$720 was collected, ensuring every resident receives a rose on Valentine's Day, with the remaining funds going to the residents' EFFORTS fund supporting future activities and programs for the community. Commissioner Coyle thanked everyone for their generosity and noted the positive impact of every contribution. Ms. Mattila stated the generosity of everyone was amazing.

#### 2. Finance Office – Charles Nickerson, Senior Director

##### a. Harvey Construction Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the February 13, 2025 Accounts Payable warrant T250909 payable to Harvey Construction Corporation in the amount of \$3,633,721.52 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion and raised concerns over \$19,000 in reimbursement expenses lacking receipts,

expressing his inability to support the warrant due to missing documentation. Commissioner Coyle praised the project's management and construction quality but acknowledged the small amount of missing receipts. Commissioner Tombarello noted the contract allowed discretion on receipt requirements and suggested finding a solution for unanimous approval of future Harvey warrants. Commissioner Coyle pointed out that the percentage without receipts is very small and reminded the others of the GMP's purpose. Voted 2-1-0, Commissioners Tombarello and Coyle in favor, Commissioner Goddu opposed.

### **3. Human Resources – Alison Kivikoski, Senior Director**

- a. Weather Emergency PPP 8-4; Sunday, February 9, 2025 (approval)

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, starting at 7:00 am or the start of first shift as defined by the department, on Sunday, February 9, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **4. Long Term Care Services – Chantal Dja Konan, Senior Director**

- a. CORE Physicians, LLC Amendment of Medical Director and Physician Services Agreement (approval)

Commissioner Tombarello moved to approve the amendment of Core Physicians, LLC Medical Director and Physician Services Agreement effective March 24, 2025 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.

Ms. Dja Konan explained that they had two different doctor groups that provided services for the residents, involving five doctors from these companies. One doctor left, leaving them with four doctors. There were discussions about fairly compensating the remaining doctors as they took on additional on-call duties. They determined the correct amount owed and amended contract allowing the four providers to be reimbursed 25% each for the additional workload. Additionally, the team anticipated a rate increase of 5%, which would be somewhat offset by the removal of certain costs, such as payments for consultant hours for assisted living services that were not utilized. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. PointClickCare MealTime Solutions Subscription Agreement (approval)

Commissioner Tombarello moved to approve the PointClickCare MealTime Solutions Subscription Agreement beginning March 1, 2025, for a one-time fee of \$2,730.00 and monthly fees of \$568.00, 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.

Ms. Dja Konan mentioned exploring different dietary programs while reviewing the dining services proposals. They are asking the vendors what their preferences are and if they would be flexible. If a new vendor requires a different system, the contract might change. Commissioner Coyle suggested tabling the discussion until more information is gathered, noting the contract starts on March 1st. Commissioner Goddu moved to table the vote. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated February 1, 2025 from Silverthorne for an additional client (L.B.) at an amount of \$15.00 per day for 5 days per week, retroactive to November 1, 2024. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that the Medicaid application process can take six months to a year. The coverage is retroactive from the approval date, with costs paid back to the plan's initial approval date. The budget covers the copayments, and the family had been covering the interim costs until Medicaid approval. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **D. Department Head Updates**

County Attorney Conway gave a brief update, stating that they are busy and urged everyone to stay warm and drive safely.

Senior Director Gates stated the team is currently addressing plumbing issues in the nursing home, ensuring that the problem is resolved swiftly. They are also preparing for an emergency drill next week, which is associated with the ongoing rooftop replacement project. Additionally, Jude mentioned collaborating with the Department of Corrections to gather information for a pre-inspection. The emergency generators were delivered to the new building, although the switch gear has yet to arrive. She expressed excitement about the final stages of the project, highlighting tasks such as ensuring data plugs are correctly placed, furniture arrangements, furnishings being ordered, and planning the historical display out front. They have also been spending time on budgetary preparations.

Senior Director Dja Konan reported census figures as 134 for the nursing home and 40 for assisted living. There were no residents or staff with COVID-19, and they anticipated clearing the outbreak by the 17th, which would allow them to discontinue the mask mandate. The process of reviewing dietary services bids continues, they are also involved with budgeting activities, and the finalization of write-offs. A highlight was the successful test run of a virtual dementia orientation program, which was integrated into staff orientation, allowing new staff to be exposed to it before starting on the floor. This initiative sparked a productive dialogue on improving resident care practices.

Commissioner Goddu initiated a conversation regarding the evaluation of the food services bids. Ms. Dja Konan explained that the proposals varied significantly, and the team was in the process of formulating questions to send to vendors for clarification by the next meeting. Concerns were raised about ensuring all vendors adhered to the new, more specific requirements and the potential additional costs these might incur. Some proposals ranged from 20 to 200 pages, and there was an interest in summarizing the financial implications on a single sheet for easier review.

The plan is for the team to narrow down the proposals to the top two or three, who would then be invited for a detailed roundtable discussion. It was emphasized that this selection process was crucial given the substantial contract size and its impact on the county. The team also aimed to ensure that the implementation timeline would be met without affecting the project start date in July. Regular meetings were scheduled to ensure a thorough and accurate review process, ultimately aiming to present the best options to the Board.

Superintendent Jason Henry reported the inmate count was 135 currently in-house. They are working on budget preparations, with ongoing efforts to extend the contract with PrimeCare for another year, partly due to the new building's needs still being assessed. He provided details on methadone distribution, with efforts being made to streamline treatments. Transporting inmates to the community daily for methadone treatments is costly, and the goal is to make the new facility a site for take-home methadone programs. Implementing these new strategies could result in significant cost savings. Staff performance was positively highlighted during a recent ICE audit. The staff received commendations for their cooperation and eagerness to make necessary changes. Plans continue for negotiating contract terms with ICE and visiting the Plymouth, MA facility which houses 500 ICE inmates and is considered the gold standard, providing a model to emulate.

Senior Director Kivikoski mentioned the possibility of a weather emergency due to an incoming storm. She noted that there is a delay in the contract for X-ray services with Derry Imaging, affecting services. She highlighted upcoming training sessions, including a webinar on voluntary insurance options scheduled for February 20th. Financial planning opportunities will be offered by Empower and Nationwide, with sessions in March. She also discussed a Medicare seminar for employees nearing the age of 64, aiming to clarify enrollment options and the impact on high deductible plans, as well as the review to sunset of the OAP 10 plan. Lastly, she announced an upcoming meeting with the pharmacy team to review plan trends, with a presentation to the Board expected soon.

Ms. Mattila announced that agenda submissions for next week's meeting are due tomorrow by 2:00 pm due to the holiday on Monday.

#### **E. New Business / Old Business**

Superintendent Henry stated once more that the legislative conference on February 24th is still accepting ticket purchases and encouraged those who haven't signed up yet, please do so. It's going to be a important event.

#### **F. Public Comment**

There were no public comments.

#### **G. Commissioners' Nonpublic Session**

##### **1. Commissioners' Office – Kathryn Coyle, Chair**

- a. Nonpublic session NH RSA 91-A:3, II (a) personnel
- b. Nonpublic session NH RSA 91-A:3, II (j) internal processes

##### **2. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 9:19 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 9:44 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

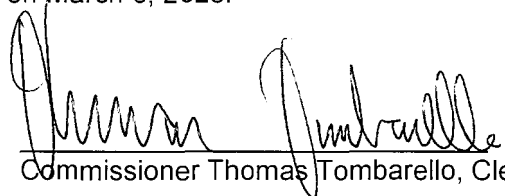
Commissioner Tombarello moved to seal the minutes of the two nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in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

#### **H. Adjourn**

Commissioner Tombarello moved to adjourn at 9:45 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on March 6, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, February 20, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

##### Attendance:

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR

Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

##### Remote Attendance:

High Sheriff Massahos  
Erin Coker, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Jail Chiller Replacement – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. January 23, 2025, and January 29, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the January 23, 2025 public minutes and the January 29, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Nurse's Salary Line Monthly Budget Review (informational)

Commissioner Coyle highlighted the significant reduction in turnover and improved recruitment rates, attributing much of the success to the adoption of Indeed's quick apply feature by Autumn in HR, which has streamlined the application process. Ms. Dja Konan concurred, noting a positive impact on the department and an increase in lead generation across all departments. Commissioner Goddu raised a question about staffing for the following year, specifically regarding the nurses' salary line, and Commissioner Coyle suggested it be discussed in a non-public session due to its implications for personnel and proposed actions.

#### 3. February 20, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the February 20, 2025 Accounts Payable list total of \$2,705,461.26. Commissioner Goddu seconded the motion. Commissioner Tombarello mentioned having a lengthy conversation with Mr. Nickerson and Ms. Kivikoski about expenditures, particularly focusing on medical claim expenses. They deliberated on whether to stay self-insured due to the high costs associated with certain medical cases. Ms. Kivikoski suggested considering a self-insured risk pool with other counties or municipalities. They also discussed Cobra requirements and administrative charges. Mr. Nickerson highlighted the issues regarding stop loss and significant medical claims, proposing a CD ladder program for better financial management and to reduce the impact on future stop loss coverage costs. On the motion, the Board voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

The commissioners shared updates with Commissioner Goddu working on contract negotiations and Commissioner Tombarello mentioning a meeting at the legislative conference. Tombarello also visited UNH to discuss tours and budgets. Commissioner Coyle reported on union negotiations starting next week and the positive news of cleared outbreaks in the nursing home, which means better conditions for residents. Ms. Konan confirmed the clearance of three outbreaks, improving the situation for residents significantly.

## **2. Facilities Operations – Jude Gates, Senior Director**

- a. Change Order Request, Warrenstreet Architects, Inc. (approval)

Commissioner Tombarello moved to approve a change order request for Warrenstreet Architects, Inc. for an amount not to exceed \$27,610.00, 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, Tombarello, and Coyle in favor.

## **3. Finance Office – Charles Nickerson, Senior Director**

- a. Long Term Care Write-Offs (approval)

Commissioner Tombarello moved that Rockingham County approve the write-offs for Long Term Care Services for Fiscal Year 2025 totaling \$243,343.37, as recommended by the Senior Director of Finance and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Mr. Nickerson confirmed these write-offs are accounted for in the allowance for uncollectible accounts, ensuring no effect on revenues. Ms. Dja Konan mentioned that this is one of four batches of write-offs being consolidated, and efforts are underway to minimize future write-offs through improved revenue cycle management practices. Mr. Nickerson added that all write-offs are reviewed before classification, and noted challenges in collecting older accounts, particularly with Medicaid.

Commissioner Coyle inquired about a specific case involving a lien on real estate, to which Mr. Nickerson responded that it might take time to collect due to various legal protections. The business office is strengthening processes around Medicaid and exploring a company that conducts asset searches to avoid future gaps, with an estimated cost of \$80 per search. On the motion, the Board voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **4. Human Resources – Alison Kivikoski, Senior Director**

- a. UKG Document Manager Update (discussion)

Ms. Kivikoski made the Board aware of persistent issues with their current electronic document management system. She noted that they have decided to put out a Request for Proposal (RFP) to find a new vendor. Initially, they attempted to work with UKG, but faced significant challenges, including unsupported functionalities critical for the transition to a paperless system to enhance document accessibility and management efficiency. Despite an upgrade from Workforce Central to UKG Dimensions and Pro, integration problems remained, particularly around printing 1095 forms and indexing personnel files. They will seek a solution capable of integrating seamlessly with their existing payroll system and accommodating complex payroll policies. The HR department has been diligently indexing and scanning documents, but the current system's limitations necessitate exploring alternative options to meet their needs efficiently.

- b. Weather Emergency PPP 8-4; February 15-16, 2024 (approval)

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, starting at 11:00 pm or the start of third shift as defined by the department, on Saturday, February 15, 2025, 7:00 am or the start of first shift as defined by the department, on Sunday, February 16, 2025, and 3:00 pm, or the start of second shift as defined by the department, on Sunday, February 16, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **5. Long Term Care Services – Chantal Dja Konan, Senior Director**

### **a. Lamprey Health Care Physician Services Agreement Amendment (approval)**

Commissioner Tombarello moved to approve the two amendments of Lamprey Health Care Physician Services Agreements with Heidi Crusberg, M.D. and Mary Braun, M.D., effective October 1, 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. Ms. Dja Konan explained that they have two doctor groups, Core and Lamprey, typically consisting of five doctors. Currently, they are operating with four doctors, and this group has been covering the vacancy. The agreed amount from the contract is used to manage this. Commissioner Coyle mentioned that the financial situation is stable. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

The High Sheriff was reported no significant updates at this time and wished everyone a great week.

Senior Director Nickerson shared updates on various budgetary and financial matters. He mentioned the ongoing grant activities and discussed a \$22.5 million bill and its implications. There were concerns about the potential reduction in the Federal Medical Assistance percentage, which could significantly impact the county's budget. He also noted issues related to the pro share and private pay rate adjustments. Commissioner Coyle highlighted the challenges of the upcoming budget season due to cost shifts from federal and state levels. Mr. Nickerson assured that certain solar and EV charger credits were safe, although there were uncertainties regarding other projects. Despite these challenges, they managed to secure \$3 million in federal credits.

Senior Director Gates reported working on budget preparations and noted the challenges faced in the recent storm. She has been collaborating with the grant writer to find the funding needed for the wastewater plans since only \$500,000 could be awarded to a \$3 million project.

She noted an emergency drill revealed issues with an old breaker, prompting plans for a significant and costly replacement process involving temporary generators. The breaker, which is 48 years old, is expected to cost between \$20,000 and \$30,000. Ms. Dja Konan highlighted the importance of cross-training staff for emergencies, especially in scenarios requiring evacuation. Superintendent Henry offered cross-training assistance, emphasizing the benefit of having well-prepared staff who could respond quickly in emergencies. Ms. Dja Konan elaborated on the value of educating frontline staff to handle drills effectively, ensuring they can manage situations independently, even during off-hours.

The discussion underscored the collaborative efforts needed to ensure safety and preparedness for residents and the community, with plans to align and review the emergency preparedness plan comprehensively. Additionally, the idea of utilizing corrections staff for cross-training and emergency assistance was welcomed as a valuable resource.

Senior Director Dja Konan reported there are currently 131 residents in the nursing home, and 47 in assisted living. They have managed to clear outbreaks and have no COVID-19 cases, but there is one resident with the flu. Much of her recent work involved reviewing dietary RFPs, budgeting, and emergency preparedness plans. She also noted that their dentist is retiring in April, and efforts are underway to find a replacement.

Ms. Dja Konan additionally highlighted a 900-page memo from CMS with updated regulations, which has been reissued with changes effective in March. The memo includes an expectation to accept Medicaid-pending residents, which poses a risk of potential write-offs. Ms. Konan and her team are preparing for an extensive review of these regulations next week. She also mentioned regulatory alignment and changes due to COVID-19, and the implications of these new regulations.

Superintendent Jason Henry discussed the implications of a proposed bill that would limit the ability to use taxpayer dollars for lobbying. The bill, which was retained instead of being killed, could potentially lead to misdemeanor charges for those who testify while being paid by taxpayers. Henry emphasized the

importance of educating legislators and pointed out the efficiency of using experts to provide testimony. He expressed concern about the restrictions on lobbying funds and the impact on the district's ability to advocate effectively. Commissioner Goddu and Commissioner Coyle supported the notion that expertise and experience are valuable for informing legislative decisions.

Henry provided updates on upcoming tours and inspections of new facilities, mentioning the integration of new policies and online learning programs. Specifically, he discussed the plans for a contingency from Hillsborough County to tour the community corrections facility, highlighting its state-of-the-art design and efficiency.

Henry also discussed the potential financial benefits of holding ICE detainees, explained that the county has options to hold ICE detainees under existing contracts with the US Marshals, which would streamline processes and reduce bureaucratic hurdles. The Board expressed caution about the potential increase in revenue, noting that it might come with challenges such as additional training for staff that will be handling detainees who are criminally charged. Commissioner Tombarello shared concerns about diverting focus from the county's primary mission and the complexities of managing ICE detainees.

Senior Director Kivikoski stated that the recruiter will be attending a job fair at the University of New Hampshire and an event at Raymond High School. Last year, she had success at the NIH Job Fair in Manchester and will attend it again. A recent Medicare webinar, led by Gallagher, was well attended, providing valuable information about Medicare and supplemental insurance. Gallagher will come onsite twice a year for informational sessions. Colonial Life is currently onsite offering voluntary insurance for cancer, accident, and illness. Efforts are being made to continuously educate employees about benefits, with monthly rollouts of new information. An LPN and RN may join the team in the coming weeks, and an LNA apprentice is expected to start in March. Additionally, another apprentice will complete their program and join in late March. The program has been successful, and there is an increase in applications and inquiries.

Ms. Mattila reported that the non county specials application and instruction sheet has been updated and posted to the website.

#### **F. New Business / Old Business**

There was no new business or old business brought up for discussion.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

##### **1. Commissioners' Office – Kathryn Coyle, Chair**

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

##### **2. Human Resources – Alison Kivikoski, Senior Director**

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

##### **3. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 9:55 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 11:52 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of all five nonpublic sessions indefinitely.

Commissioner Goddu seconded the motion. Commissioner Coyle explained that the decision to seal all the

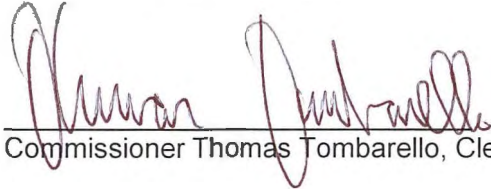
minutes indefinitely is due to their involvement in personnel matters or internal processes, and there is no definite timeline for their resolution. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 11:55 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on March 20, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, February 27, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

Katie Casey, Asst. Director, Finance

#### Remote Attendance:

Charles Nickerson, Sr. Director, Finance  
Pat Conway, County Attorney  
High Sheriff Massahos  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Milnor 60lb. Washer – Long Term Care Services

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

### C. Consent Agenda

#### 1. January 29, 2025 and February 6, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the January 29, 2025 nonpublic minutes and the February 22, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. HR Bi-Weekly Recruitment Report (informational)

#### 3. HR Nursing Recruitment Report (informational)

Ms. Kivikoski noted that there had been no staff turnover recently, signaling stability and potential improvements in recruitment and retention strategies. She stated efforts included active outreach such as participating in university job fairs.

Retention was Ms. Dja Konan's emphasis as a pivotal focus, with an acknowledgment that continuous staff turnover undermines recruitment efforts. Conversations highlighted the importance of building stronger practices, enhancing accountability, and providing education to support staff growth and retention.

Commissioner Goddu pointed out the low conversion rate of applicants, especially from LinkedIn, as many initial applications did not result in interviews. Speculations suggested that some applicants might be applying to meet unemployment requirements rather than genuine interest. Additionally, Commissioner Coyle mentioned cultural shifts within departments were credited with fostering a sense of stability and encouraging staff to remain in their roles, particularly given broader economic uncertainties. Creative recruitment strategies, like contract buyouts for nurses, were also praised for their effectiveness.

#### 4. February 28, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,523,521.44 for the period ending February 22, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

Commissioner Tombarello attended the NHAC Legislative Conference in Concord on Monday. There was a strong representation from Rockingham County, and discussions included concerns about potential state budget cuts that could impact the county. Updates were also provided on housing initiatives, including efforts to convert commercial spaces into residential properties and discussions around accessory dwelling units (ADUs). Superintendent Henry noted a spirited debate among panel members on these housing topics. Additionally, he shared insights regarding HB 429 and the proposed legislation to eliminate four-year commissioner terms, stating that the sponsor of the bill did not appear at its hearing, signaling its likely failure.

Commissioner Goddu raised questions about proposed insurance pool legislation affecting counties and municipalities, seeking clarification on how it could impact Rockingham. Ms. Stacey clarified that Rockingham County is not directly affected, as it does not participate in these risk pools. However, other counties that are part of entities such as Health Trust might face significant financial and operational challenges if proposed legislative changes are enacted. The Secretary of State's oversight, along with the involvement of deputies opposed to entities like Health Trust, is causing tension and attempts to restructure or dismantle these pools. This could result in severe consequences for towns, municipalities, and water districts that rely on them, including insufficient reserves to cover claims. Commissioner Coyle emphasized the importance of maintaining adequate contingency reserves in risk pools to cover claims and prevent financial difficulties for participating communities.

Commissioner Coyle briefly mentioned the start of negotiations with the SEIU union. She highlighted that all parties involved in such discussions are united by the common goal of helping people, emphasizing collaboration and shared objectives despite different negotiating positions.

### **2. Department of Corrections – Jason Henry, Superintendent**

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated February 20, 2025, receiving one inmate from Stafford County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated February 25, 2025, receiving one inmate from Hillsborough County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **3. Finance Office – Charles Nickerson, Senior Director**

#### **a. Off-Cycle Accounts Payable Warrant, Primex (approval)**

Commissioner Tombarello moved to approve the February 27, 2025 Accounts Payable warrant T250984 totaling \$351,785.00, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Request for FY 2026 Congressionally Directed Spending (approval)**

Commissioner Tombarello moved to authorize the Senior Director of Finance to apply for Fiscal Year 2026 Congressionally Directed Spending (CDS) from the Office of U.S. Senator Jeanne Shaheen for an amount not to exceed \$555,450.00 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, Tombarello, and Coyle in favor.

c. Discharge of Performance Lien (approval)

Commissioner Tombarello moved to authorize the release of a performance lien on real property, filed with the Rockingham County Registry of Deeds, Book 6385, Page 1803, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Silverthorne Updated Transportation Agreement (approval)

Commissioner Tombarello moved to approve the updated Silverthorne Adult Day Center Transportation Agreement, effective February 27, 2025, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion and raised concerns about the clarity of the agreement, especially regarding the term "fringe" and Silverthorne's obligations. Commissioner Coyle highlighted the importance of transportation for the success of the pilot program, as it addresses a major barrier for participants.

Ms. Dja Konan noted that conversations were ongoing to explore whether the pilot program could also be expanded to include transportation services at Easterseals. However, it was mentioned that their capacity and readiness to implement this program might not align as seamlessly as Silverthorne's partnership has. The Board also touched on the need to consider budget planning for the program's continuation beyond the current grant's end. The Board voted 3-0 on the motion, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. Human Resources – Alison Kivikoski, Senior Director**

a. Aurora Business Solutions Services Agreement (approval)

Commissioner Tombarello moved to approve the Aurora Business Solutions Services agreement effective February 18, 2025, for a half-day employee training session and authorize the Senior Director of Human Resources to sign the agreement on behalf of the Board of Commissioners as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**E. Department Head Updates**

Senior Director Gates and her team are advancing on significant upgrades, including work on the card access upgrade in the Driscoll unit's second floor, which is nearing completion. This project supports a memory care model for both floors, enhancing long-term care. She also highlighted preparations for replacing the air conditioning unit and ongoing emergency system upgrades involving parts sourced from Germany. The new construction project is 80% complete, with permanent power now enabled. Discussions with Eversource are ongoing regarding the installation of switchgear and final generator connections. Discussion also revolved around the need to replace an outdated 40-year-old breaker as part of ongoing infrastructure upgrades. They are awaiting a proposal to determine the costs, which are expected to be significant. Commissioner Tombarello suggested assistance from the Delegation for funding once the cost estimate is finalized.

Ms. Casey's update focused on the successful processing of payroll despite encountering system glitches. She commended the payroll team for their efforts in resolving the issues promptly and ensuring timely payroll processing.

Senior Director Nickerson emphasized his focus on grants, including a one-week extension for submitting fiscal year 2026 congressional spending applications and plans to finalize necessary documents by March 7th. He also addressed an executive order that might temporarily delay the disbursement of grant funds while federal agencies review their validity. In positive news, he regained access to the DOJ grant platform for current grant disbursements, such as the \$750,000 state dispatch backup system grant, and noted progress in communications related to this project.

Mr. Nickerson additionally discussed preparation for the upcoming budget cycle, aiming to plan the department budget meetings on April 10<sup>th</sup> and encouraging timely submissions to meet the Friday, March

28<sup>th</sup> deadline. He shared key dates for the county's budget process, including the public hearing on May 8<sup>th</sup> and budget approval by June 18<sup>th</sup>. He also highlighted the passing of a \$22.5 million municipal and county cap with an annual 2% increase for the next state budget cycle.

Register of Deeds Cathy Stacey reported that a new employee had recently joined the team, which was a positive step. She mentioned upcoming travel plans to Washington, D.C., to attend a legislative conference and noted that only one delegation member had confirmed an appointment for meetings on Capitol Hill so far, but efforts to secure additional meetings were ongoing.

County Attorney Conway shared that two offers were made to fill Assistant County Attorney (ACA) positions, but unfortunately, one current attorney is expected to leave soon, though no official notice has been received yet. Commissioner Goddu asked Attorney Conway if she had an update on the office rentals in the courthouse. She stated the estimated cost for renting the space was mentioned to be around \$5,000 to \$6,000 annually, though this figure was not officially confirmed. Potential use of closing rooms currently occupied by the registry of deeds was seen as a practical solution, especially after the completion of the new building upgrades. These rooms were identified as suitable spaces for the County Attorney's office at the courthouse, offering efficiency and security with locked doors for each room.

The High Sheriff shared that a new dispatcher is currently undergoing a background check, and if successful, this will leave only two positions open. The department has been receiving a strong influx of applications, with interviews scheduled for the following week. He also mentioned the department's ongoing workload, emphasizing its busyness with investigations and patrols. Recently, deputies provided patrol assistance to Londonderry during a local incident. To conclude, the sheriff reminded everyone to exercise caution while driving due to worsening weather conditions.

Senior Director Dja Konan stated the nursing home census stood at 130, while assisted living had 47 residents. Unfortunately, both facilities experienced simultaneous outbreaks of COVID-19 and the flu, with five staff and five residents testing positive for COVID-19. Efforts are ongoing to manage these cases. She highlighted progress on budgeting and the dietary RFP, which are current priorities.

Additionally, she mentioned challenges in securing a dentist due to limited availability and is exploring options to address this. She attended a training session hosted by the New Hampshire Healthcare Association to review regulatory changes effective in March, which included a detailed 900-page memo. Collaboration with the facilities team on emergency preparedness and education was another focus, ensuring drills and training are conducted effectively. Lastly, she discussed exploring an electronic policy system to streamline processes, reduce paper usage, and improve accessibility for staff.

Superintendent Jason Henry mentioned progress on the RFP process, which is going well, and shared that the department is currently housing 134 inmates. He also highlighted recent participation in the NHAC Legislative Conference, where staff members gained valuable insights beyond their usual roles. Additionally, he noted upcoming visits, including a trip to Plymouth, Massachusetts, to observe ICE detainee operations, and a meeting in Merrimack County for the Superintendent Affiliate and Certification Board.

Senior Director Kivikoski highlighted the rollout of workers' compensation supervisory training sessions, which are being conducted this week and next, with insights from a representative of the Lawson Group to enhance reporting processes. Additionally, she mentioned the arrival of 457 vendors for on-site and virtual sessions, offering staff valuable resources. She is actively working on the budget, investigations and collaborating with Mr. Nickerson to address potential regrades, title adjustments, and new positions for the upcoming budget cycle.

## **F. New Business / Old Business**

### **1. Finance Office – Charles Nickerson, Senior Director**

#### **a. NH Department of Health and Human Services County Pilot Amendment (approval)**

Commissioner Tombarello moved to approve the State of New Hampshire, Department of Health and Human Services, County Pilot to Delay or Defer Institutional Care contract amendment, effective April 1,

2025, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Superintendent Henry requested a nonpublic session pursuant to NH RSA 91-A:3, II (e).

#### **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) personnel

##### **2. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 9:31 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit nonpublic Session at 10:31 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

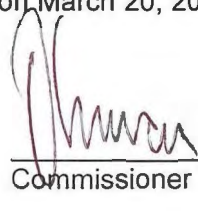
Commissioner Tombarello moved to seal the minutes of all five nonpublic sessions indefinitely. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 10:32 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on March 20, 2025.

  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, March 6, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

Jude Gates, Sr. Director, Fac. Op.  
Pat Conway, County Attorney  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Katie Casey, Asst. Director, Finance

### B. Consent Agenda

#### 1. February 13, 2025, and February 20, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the February 13, 2025 public and nonpublic meeting minutes, and the February 20, 2025 nonpublic minutes. Commissioner Goddu seconded the motion and wished to discuss a small matter with the February 20<sup>th</sup> nonpublic minutes in nonpublic session. Commissioner Tombarello moved to table the approval of the minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Agency Nursing Recruitment Report, February 2025 (informational)

Commissioner Coyle began by acknowledging the positive trend of reduced dependency on agency nurses. Ms. Kivikoski shared updates, noting the implementation of weekly labor meetings to proactively assess staffing needs, agency contracts, and renewals. Ms. Dja Konan elaborated on these meetings, explaining how they aim to address staffing gaps, improve conditions for existing staff, and ensure accountability.

Commissioner Tombarello reflected on the historical context, pointing out that the number of agency contracts has dramatically increased since 2012. Ms. Dja Konan attributed this growth to the COVID-19 pandemic, which strained the job market, leading to the rise of new agencies. She emphasized the county's efforts to promote its unique benefits and work environment to attract more long-term staff. Ms. Kivikoski clarified that the county is not engaging new agency contracts, focusing instead on retaining LNAs and working with agencies that provide consistent personnel familiar with county operations.

Commissioner Coyle highlighted the financial benefits of this shift, citing significant savings compared to the previous year. Ms. Dja Konan added that since September, the county has successfully reduced the number of agency contracts by approximately 12 to 13, marking substantial progress. Commissioner Goddu praised these efforts, acknowledging the turnaround in staffing conditions over the past year. He expressed optimism about future plans, including potential expansions into unused facility wings, signaling continued growth and improvement.

#### 3. Letter to Senator Shaheen in Support of FY 2026 Congressionally Directed Spending (approval)

#### 4. March 6, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the remainder of the consent agenda which includes the March 6, 2025 Accounts Payable list total of \$3,691,249.63. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **C. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

Commissioner Goddu shared details about his recent visit to the Sheriff's Department, commending the professionalism of their operations and the expanded role they now play in supporting local police departments. He expressed pride in the department's evolution and the critical work they are accomplishing.

Commissioner Tombarello reflected on his plans to visit the Sheriff's team and shared his experience visiting a Plymouth jail, which gave him greater appreciation for the work being done. He discussed ongoing preparations for union negotiations and acknowledged the significant activity surrounding the budgeting process.

Commissioner Coyle echoed these sentiments, highlighting the intense workload faced by staff and department heads as they navigate union negotiations, budget planning, and various hearings. She expressed gratitude for everyone's efforts and acknowledged the challenges of this busy period.

### **2. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Colonial Life Voluntary Accident Insurance Plan Amendment (approval)**

Commissioner Tombarello moved to approve the Colonial Life Accident Insurance Plan Amendment and authorize the the Senior Director of Human Resources to sign the application on behalf of the Board. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Employee Retention and Engagement (approval)**

Commissioner Tombarello moved to approve the purchase of various gift cards for a total of \$2075.00 as identified on the memo submitted by Human Resources, for the purpose of employee retention and engagement, utilizing the Human Resources Employee Retention expense line. Commissioner Goddu seconded the motion and praised the decision to source the gift cards from vendors within Rockingham County, emphasizing the importance of supporting the local economy.

Commissioner Coyle added that this was the first time non-ARPA funds were used for the program and reflected on its success. Ms. Kivikoski explained that she had incorporated such initiatives into the retention budget, alongside other expenses like holiday cards and flowers, to ensure sustainability. She noted the program's profound positive impact on employee morale.

Ms. Dja Konan shared a touching account of how staff members expressed gratitude and were visibly moved by the recognition they received through the gift card program. She highlighted the value of recognizing employee contributions as an effective way to boost morale. Superintendent Henry echoed this sentiment, describing the program as deeply appreciated by employees. He emphasized that receiving the gift cards directly from the Commissioners made staff feel seen and valued by leadership.

To ensure fairness, Ms. Kivikoski and Superintendent Henry detailed how they track recipients through an Excel spreadsheet to avoid repeating the same names unnecessarily. Commissioner Goddu recognized that the program, initially funded by ARPA funds, had demonstrated its worth and should continue as a key initiative for employee retention. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **c. Paid Time Authorization – Long Term Care (approval)**

Commissioner Tombarello moved to approve eight (8) hours of paid time for a temporary county employee (C.B.) in lieu of utilizing a vacation day for January 17, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that the authorization was to correct an error on her part, where the employee had received inaccurate guidance regarding their time off. Commissioner Goddu acknowledged the explanation and expressed no concerns. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **3. Long Term Care Services – Chantal Dja Konan, Senior Director**

#### **a. Line Item Transfer (approval)**

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$10,000.00, dated February 20, 2025, transferring from service contracts to equipment expendable as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Commissioner Coyle pointed out that this transfer was intended to fund the purchase of new furniture for the meeting space in the assisted living area. Ms. Dja Konan explained that the meeting space previously lacked safe and appropriate furniture for family care planning meetings. The existing setup, including wobbly tables and chairs without arms, posed safety concerns for residents. She highlighted the positive feedback received from residents and families after repurposing the library into a dedicated meeting space. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **4. Sheriff's Office – Charles Massahos, High Sheriff**

#### **a. Bid Waiver Request, Atlantic Tactical (approval)**

Commissioner Tombarello moved to approve a Bid Waiver Request in the amount of \$11,512.84 for the purchase of ballistic and tactical vests with Atlantic Tactical, as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Major Bashaw explained that the sheriff's department found themselves needing to replace body armor unexpectedly due to some items reaching expiration and staff turnover. This resulted in additional purchases that pushed total expenditures with Atlantic Tactical over the \$10,000 bidding threshold. He clarified that Atlantic Tactical has been a trusted vendor, consistently providing quality equipment at competitive prices, and also maintains the state bid for this type of equipment. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Bid Waiver Request, Safran Trusted 4D Inc. (approval)**

Commissioner Tombarello moved to approve the Safran Trusted 4D Inc. Proposal & Bid Waiver Request in the amount of \$14,083.00 for the purchase of a backup GPS time clock, as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Mr. Nickerson clarified the circumstances, explaining that the primary GPS time clock had failed, and the backup clock had been repurposed as the main unit. This left the department without a backup, necessitating the purchase of a new unit. Major Bashaw elaborated on the technical importance of the GPS clock, describing how it calculates fractions of second delays to allow clear and uninterrupted radio communication. He also noted that Safran Trusted 4D provided a substantial discount for the second unit, making the purchase significantly more cost-effective compared to alternatives like Motorola. Mr. Nickerson explained that the total cost exceeded the \$10,000 bidding threshold, requiring the waiver. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **D. Department Head Updates**

The High Sheriff expressed gratitude for the Commissioners' support and praised the hardworking and dedicated staff at the sheriff's department.

Attorney Conway reported from her office, emphasizing how busy her team was with court proceedings. She explained that all her attorneys were currently occupied, which required her to step in and attend an interview at the Child Advocacy Center (CAC) that afternoon.

Register of Deeds Cathy Stacey provided an update on her recent attendance at the National Association of Counties (NACO) conference in Washington, D.C., where she met with the congressional delegation to discuss Medicaid funding and grant opportunities. She introduced a potential cost-saving pharmacy program for the county's self-insured insurance plan, which caught the Commissioners interest as a promising way to reduce expenses.

Senior Director Gates shared that her team was deeply engaged in budgeting and daily operations. She had no major updates but noted the department's continued focus on maintaining effective operations amidst a busy period.

Senior Director Nickerson highlighted ongoing grant applications, including a nine-month extension for the pilot program grant and a supportive housing project in Kensington. He also mentioned preparations for the FY 2026 budget, providing salary and wage projections for department heads. Additionally, Mr. Nickerson discussed the challenges related to grant funding, particularly under the federal Victims of Crime Act (VOCA), and explained that his team was staying proactive to manage these complexities.

Senior Director Dja Konan reported on the census numbers for the nursing home and assisted living facilities, with 127 residents in the nursing home and 47 in assisted living. Unfortunately, an outbreak of flu and COVID-19 cases had impacted the facility. She also discussed the ongoing dietary RFP process and efforts to streamline systems and improve productivity without compromising resident care. Notably, Ms. Dja Konan highlighted the importance of ensuring compliance with upcoming regulatory changes effective March 28, which could lead to stricter citations if not properly addressed.

Superintendent Jason Henry shared updates from the jail, noting that four new hires were set to begin next week and four employees were scheduled to attend the upcoming academy. He mentioned ongoing efforts to upgrade the jail's camera and door panel systems and discussed plans for long-term improvements. Superintendent Henry also expressed pride in the progress made on the certification board bylaws, which were nearing final approval.

Senior Director Kivikoski outlined her department's activities, including union negotiations, personnel investigations, and the RFP process for an electronic file management system. She has been collaborating with Long Term Care and other departments highlighting the need for new positions, and regrades. She also noted the challenges and ongoing issues with printing 1095-C forms, but they are working with UKG to find a solution.

#### **E. New Business / Old Business**

There were no discussions for new business or old business.

#### **F. Public Comment**

There were no public comments.

#### **G. Commissioners' Nonpublic Session**

##### **5. Commissioners' Office – Kathryn Coyle, Chair**

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

##### **6. Human Resources – Alison Kivikoski, Senior Director**

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

##### **7. Long Term Care Services – Chantal Dja Konan, Senior Director**

- e. Nonpublic session NH RSA 91-A:3, II (a) personnel
- f. Nonpublic session NH RSA 91-A:3, II (j) internal processes

##### **8. Department of Corrections – Jason Henry, Superintendent**

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

Commissioner Tombarello moved to enter nonpublic session at 9:25 am pursuant to NH RSA 91-A:3, II (a), personnel, (j) internal processes, and (e) union negotiations. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 12:30 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the February 13, 2025 public and nonpublic meeting minutes, and the February 20, 2025 nonpublic minutes as amended. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of seven nonpublic sessions indefinitely. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

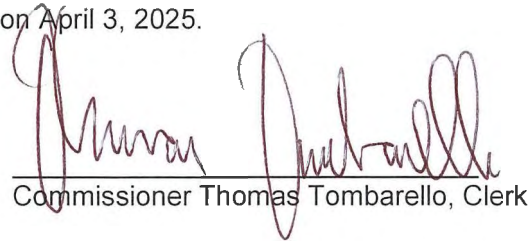
Commissioner Tombarello moved to seal the minutes of nonpublic session number eight indefinitely. Commissioner Goddu seconded the motion. Commissioner Coyle provided clarification on the reasons for sealing were because of personnel matters, because it could render a proposed action ineffective, legal matters, and internal processes, with no end date for resolving the discussed matters. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **H. Adjourn**

Commissioner Tombarello moved to adjourn at 12:32 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 3, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Tuesday, March 11, 2025 @ 12:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 12:32 pm.

### B. Commissioners' Nonpublic Session

Commissioner Tombarello moved to enter nonpublic session at 12:32 pm pursuant to NH RSA 91-A:3, II (j), internal processes. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit nonpublic session at 4:38 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

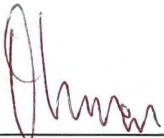
Commissioner Tombarello moved to seal the nonpublic minutes until July 1, 2025 because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### C. Adjourn

Commissioner Tombarello moved to adjourn at 4:38 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 17, 2025.

  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, March 13, 2025 @ 8:30 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 8:33 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Katie Casey, Asst. Director, Finance  
High Sheriff Massahos

Major Bashaw, Sheriff's Office  
Chief Deputy Sawyer, Sheriff's Office

#### Remote Attendance:

Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
TJ Alibrio, Sodexo  
K. Mahdavian, Sodexo  
Brett Carey, Sodexo  
Zoom Two, member of the public  
East River Energy

### B. RFP Openings & Awards

#### 1. Opening: Grease Trap and Lift Station Service - Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Opening: Fuel; ULS #2, LP, Diesel & Gasoline - Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 3. Opening: Fire Sprinkler Testing - Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. Surplus Equipment Request Pursuant to NH RSA 28:8-A: County Attorney's Office (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare multiple laptops and desktop PCs as outlined in the detail from the County Attorney's Office surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Ms. Gates confirmed that the County Attorney's office had coordinated with the IT Manager to ensure that the equipment would be recycled appropriately. Commissioner Goddu added that Block 5 had determined that all the devices were unusable. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. March 14, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,501,098.67 for the period ending March 08, 2025. Commissioner Goddu seconded the motion. Commissioner Coyle remarked that this payroll cycle was consistent with the previous four cycles. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

Commissioner Tombarello will comment later after Ms. Gates' update to discuss recent conversations.

Commissioner Coyle highlighted the continuation of union negotiations and noted that this was an especially busy time for the Commissioners and department heads, with multiple discussions and collaborative efforts taking place across the campus. She acknowledged the demanding nature of the current workload but expressed appreciation for everyone's dedication during this period.

### **2. Finance Office – Charles Nickerson, Senior Director**

#### **a. Harvey Construction Off-Cycle A/P Warrant (approval)**

Commissioner Tombarello moved to approve the March 13, 2025 Accounts Payable warrant T250919 payable to Harvey Construction Corporation in the amount of \$3,562,464.03 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion and raised concerns regarding missing documentation, specifically a \$97,000 payment to SL Chase Welding and Fabrication that he couldn't find, and \$48,470.79 worth of expenses for which Harvey Construction had not provided receipts. He emphasized the need for proper documentation before he would support the warrant.

Commissioner Tombarello urged Commissioner Goddu to support the warrant approval, requesting to move forward collaboratively. Ms. Gates added that requesting detailed receipts would incur additional costs and time. She assured the Commissioners that Harvey Construction holds all documentation for five years, subject to audit, and stressed the progress of the project, noting that it was 87% complete.

Commissioner Coyle took a moment to highlight the broader perspective surrounding the Harvey Construction warrant discussion. She acknowledged Commissioner Goddu's concerns about accountability, such as the missing receipts for certain expenses and his preference for more detailed reporting. However, she emphasized the visible accountability in the project, citing the presence of portable toilets on-site as a small example of the project's tangible progress.

Commissioner Coyle praised the project for staying both on time and on budget, and she referenced conversations with Dove Jaffe, who confirmed that the Guaranteed Maximum Price (GMP) conditions were being adhered to as planned. She commended Ms. Gates for her exceptional management of the project and expressed her appreciation for the significant progress made, underscoring the project's success as a remarkable achievement for the county.

Additionally, Commissioner Coyle briefly touched on financial considerations, noting that the county had maxed out its bond and exceeded the bond figure by approximately \$1.9 million. She explained that these additional expenses would be covered by contingent grants and ARPA's lost revenue funds. Despite exceeding the bond amount, she reassured the Board that the use of these funds had been carefully managed and aligned with project needs.

In response, Commissioner Goddu offered a correction, pointing out that the Harvey contract explicitly states they must provide all expenses and monthly progress reports, which had not yet been delivered. He reiterated his concerns about missing receipts and emphasized that the Board had not formally requested these documents, which he felt was necessary to ensure accountability.

Commissioner Tombarello then weighed in, noting that weekly meeting minutes provided a clear understanding of the project's progress and charted updates, such as the status of various floors. He suggested that the Commissioners attend these meetings for a more direct understanding of the updates if needed. While acknowledging the concerns raised, Tombarello also expressed a desire for the Commissioners to be aligned and to move forward collaboratively as the project approached completion.

The motion passed with a 2-1 vote, Commissioners Tombarello and Coyle in favor, Commissioner Goddu opposed.

### **3. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Wellness Event, Chair Massage (approval)**

Commissioner Tombarello moved to approve an on-site Wellness activity with Elements Massage from Portsmouth, NH utilizing Cigna Wellness dollars for an amount not to exceed \$3,000.00 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle shared that the activity had been held annually and was well-received across the county complex, with employees expressing enjoyment and appreciation for the event. She explained that after the approval, the HR team would announce the dates and availability for this year's sessions. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Wellness Event - Spring Wellness Webinar (approval)**

Commissioner Tombarello moved to approve a voluntary, non-work time Spring Wellness Webinar activity and 4 raffle prize drawings utilizing Cigna Wellness dollars for an amount not to exceed \$800.00 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **4. Long Term Care Services – Chantal Dja Konan, Senior Director**

#### **a. Lamprey Health Care, Inc. Amended Reconciliation (approval)**

Commissioner Tombarello moved to approve an amended reimbursement amount to Lamprey Health Care, Inc. of \$4,769.90 as outlined in the document submitted by Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that the original amount, approved on February 20, had been calculated incorrectly due to an error in dividing the cost. She noted that the updated figure ensured the correct amount to be reimbursed to Lamprey Health Care for covering a vacancy within the county's provider team. She emphasized that this adjustment was not an additional cost but rather a correction to allocate the funds appropriately. Commissioner Coyle reiterated that the adjustment was simply a reconciliation of previously approved funds, ensuring that the payment aligned accurately with the agreement. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Line Item Transfer (approval)**

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$21,818.00, dated March 13, 2025, transferring from Dietary Equipment Expendable to Dietary Office Expense-Supplies as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that a budget adjustment was necessary because items categorized as small wares were placed incorrectly in the current fiscal budget. These items, including cutlery, exceeded the threshold of their original budget category and required reallocation to ensure the proper use of funds without overspending. Commissioner Coyle added context, noting that these items were previously categorized under the dietary office expense supplies line but were inadvertently shifted during the last budget cycle. This reclassification would realign the budget to its intended structure. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

#### **a. Line Item Transfer (approval)**

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$63,858.00, dated March 3, 2025, transferring from Sheriff's Deputies to Outside Details Sheriff's Deputies and Outside Details Retirement as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Major Bashaw explained the need for the transfer, attributing to an unexpected increase in outside detail work. He noted that more deputies had taken on outside detail shifts due to financial pressures, such as covering personal expenses in a challenging economy. Additionally, the Sheriff's Office had provided

significant patrol coverage for local communities, further increasing the need for these funds. He reassured the Commissioners that outside detail expenses are ultimately offset by the revenue generated, including an administrative fee that ensures the county benefits financially. After accounting for maintenance, fuel, and retirement costs, the county ends up with a small surplus from outside detail operations.

Commissioner Coyle highlighted the increase in revenue tied to the uptick in outside detail work, describing it as a pass-through process where the expenses are balanced by the income generated. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **E. Department Head Updates**

Senior Director Kivikoski reported being quite busy with positions, especially with the requests for positions lists, which involves a lot of budget-related work. On March 18, Empower, one of the 457 providers they are affiliated with, will be on-site outside the Water Tower Café. They've already given a presentation, but they'll also be available in person to address any additional questions.

Assistant Director Casey reported that the Finance Office was deeply engrossed in budget-related activities, assisting various departments with navigating their financial planning. She also shared the positive news of a new hire who joined the team as an Accounting Analyst earlier in the week.

Superintendent Jason Henry provided a brief update, noting the inmate population at 130, and that his current focus has been on negotiations and budgeting tasks. Despite the seemingly short list of responsibilities outlined, he shared that he has been busier than ever, describing his workload as being "all over the map."

Senior Director Gates highlighted the challenges her team faced. She noted that budget-related work was in full swing, but they were encountering difficulties in obtaining vendor pricing this year, without a clear reason as to why. She described a critical issue earlier in the week when Eversource damaged a wire while working near the solar field, resulting in the loss of controls to well house number three, the county's only operational well. She explained that the Facilities Chief quickly restored operations manually while Harvey Construction, despite not being obligated to assist, responded immediately. Within minutes, Harvey and their electrical contractor arrived on-site, sourced the necessary replacement wire, and scheduled the system's repair for the same day to restore automatic functionality. Ms. Gates expressed relief that the crisis was resolved swiftly and planned to forward all related bills to Eversource for reimbursement.

Ms. Gates also discussed the cost of replacing a 50-year-old breaker in the nursing home, noting that initial pricing for the breaker was around \$36,000, with additional expenses for a temporary generator expected to bring the total to approximately \$50,000. She highlighted the need to examine the generator's impact on critical systems, ensuring the nursing home's requirements would be met. She also mentioned plans to service the switchboard and update it to align with new National Fire Protection Association (NFPA) standards.

In response, Commissioner Tombarello noted discussions with Representative Ken Wyler regarding the possibility of using contingency funds to address these unforeseen expenses, citing prior successful applications of such funding. He also emphasized the importance of tracking the extra manual labor being performed by staff during the temporary water system issue.

Commissioner Coyle praised both the Facilities team and Harvey Construction for their rapid response, particularly in what could have been a serious emergency. She commended their efforts in managing the situation effectively and preventing potential operational disruptions. Ms. Gates expressed her gratitude for the team's dedication and Harvey's willingness to step in, underscoring the value of their partnership during urgent situations.

The High Sheriff shared that he has been busy, he spent some time in Concord yesterday to support the governor on bail reform, which he had voted on earlier that day. He expressed hope for changes in the bail process as a result of these efforts. Additionally, he noted that his team continues to work diligently each day and mentioned ongoing work on the department's budget.

Senior Director Dja Konan reported that the nursing home census was at 132 residents, while assisted living had 48 residents. The facility remained in outbreak status due to two residents with COVID-19 and one staff member with the flu. Ms. Dja Konan explained that they must go two weeks without new cases to exit outbreak status, and they were at least a week away since the last positive was reported the previous weekend.

Ms. Dja Konan shared that her team was actively participating in a six-session course providing a more in-depth guide to improve operations. She mentioned plans for a mock survey later in the month to identify areas needing correction ahead of their official survey. She also discussed ongoing conversations with physiatry groups that could potentially bring specialists on-site at no cost, billing insurance to reduce transportation needs, improving care metrics, and enhancing fall prevention strategies. Ms. Dja Konan expressed optimism about this partnership, having seen its benefits in the past.

Additionally, Ms. Dja Konan announced they are hosting through the New Hampshire Healthcare today, an activity boot camp in the Hilton, where nursing homes across the state sent participants for interactive, educational sessions. She announced the exciting news that the medical records position had been filled, and the team eagerly anticipated welcoming the new hire. She concluded by noting that the week had been occupied with the dietary RFP and budgeting, along with normal day-to-day activities.

Register of Deeds Cathy Stacey mentioned testifying on a legislative bill the previous day. The bill, which included a non-germane amendment, proposed dissolving the New Hampshire Municipal Association (NHMA) and preventing organizations like the Association of Counties from having lobbyists. Ms. Stacey indicated she would closely monitor the bill's progress.

#### **F. New Business / Old Business**

Commissioner Tombarello advocated for further examination of ICE's proposal, noting political pressure from elected officials and representatives to explore potential revenue opportunities. He emphasized that inviting ICE representatives to present their plans would demonstrate due diligence, even if the decision ultimately remained unchanged.

Commissioner Goddu expressed skepticism about the proposal, citing potential challenges such as the impact on staffing and the lack of substantial benefits for Rockingham County. He highlighted concerns that partnering with ICE might require additional staff and would not necessarily result in significant revenue, questioning whether the effort aligned with the county's priorities.

Commissioner Coyle reinforced these concerns, emphasizing the county's focus on opening and staffing a new building and expanding programming for community corrections, such as drug and substance misuse treatment initiatives. She argued that the county's priorities were centered on supporting existing operations and providing critical services, making the ICE proposal less aligned with their current objectives.

Superintendent Henry assured the commissioners that the jail could accommodate ICE detainees without requiring additional staff, as the necessary positions were already budgeted. He highlighted the facility's ability to manage compliance requirements and its capacity to handle the detainees, should the Board choose to proceed. Despite this assurance, Commissioner Coyle reiterated the importance of prioritizing county programs and avoiding risks to current initiatives.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

##### **1. Commissioners' Office – Kathryn Coyle, Chair**

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

##### **2. Human Resources – Alison Kivikoski, Senior Director**

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

### **3. Long Term Care Services – Chantal Dja Konan, Senior Director**

#### **a. Nonpublic session NH RSA 91-A:3, II (a) personnel & (j) internal processes**

Commissioner Tombarello moved to enter nonpublic session at 9:13 am pursuant to NH RSA 91-A:3, II (a), personnel, and (j) internal processes. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 11:50 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

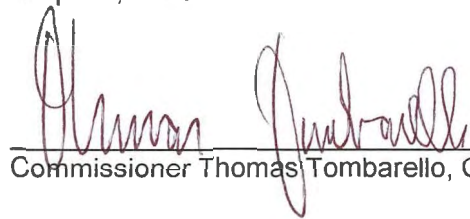
Commissioner Tombarello moved to seal the minutes of all five nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in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

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 11:53 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 3, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, March 20, 2025 @ 8:30 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 8:35 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC

Katie Casey, Asst. Director, Finance  
Gretchen Kast, member of the public  
Steven Brustein, Glendale Dining  
Ricardo Lopez, member of the public  
Vera Kelsey-Watts, member of the public  
Jordan Little, Sodexo  
David Di Staulo, member of the public  
Kav Mahdavian, member of public  
Leslie Modica, member of the public

### B. RFP Openings & Awards

#### 1. Opening: IAQ – Duct Cleaning – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Opening: Document Management System – Human Resources

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 3. Award: Fuel; ULS #2, LP, Diesel & Gasoline – Facilities Operations

Commissioner Tombarello moved to award the proposal for Fuel; ULS #2, LP, Diesel & Gasoline to multiple vendors as follows:

- for #2 Ultra Low Sulfur large drops to Sprague for a fixed cost of \$2.5712/gallon
- for Diesel fuel to Sprague for a fixed cost of \$2.9678/gallon
- for #2 Ultra Low Sulfur small drops to Haffner's Energy Group for \$2.798/gallon
- for LP Gas to Haffner's Energy Group for \$1.598/gallon
- the contract for Gasoline to East River Energy for \$2.4574/gallon with the right to revisit the award if the bid price changes, as recommended by the Senior Director of Facilities, Planning and IT.

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

#### 4. Award: Jail Chiller Replacement – Facilities Operations

Commissioner Tombarello moved to award the proposal for Jail Chiller Replacement to KPMB Enterprises, LLC for an amount not to exceed \$ 177,660, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## 5. Award: Food Services (Long Term Care, Assisted Living, Jail, Cafe) – Long Term Care Services

Commissioner Tombarello moved to award the proposal for Food Services (Long Term Care, Assisted Living, Jail, Cafe) to Sodexo for an amount of \$4,562,926.00 total cost, with 57% of the expense in labor, as recommended by the Food Services Committee. Commissioner Goddu seconded the motion.

Commissioner Goddu noted they carefully reviewed all proposals and selected Sodexo as the lowest bid with the best reputation. He said it was unfortunate they were not keeping the current vendor, Glendale Dining Services. Commissioner Tombarello thanked the Glendale team for their years of service and highlighted their work with Meals on Wheels food service. He welcomed Sodexo and looked forward to the transition. Commissioner Coyle praised the team's collaborative effort in analyzing the bids, noting that everyone was looking out for other department's interests. She also commended all vendors for their thorough presentations and appreciated Glendale's commitment to a smooth transition. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **C. Consent Agenda**

#### 1. February 20, 2025, February 27, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the February 20, 2025 public minutes and the February 27, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. March 20, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the March 20, 2025 Accounts Payable list total of \$1,425,050.69. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. March 28, 2025 Payroll Expense Preapproval

Commissioner Tombarello moved to preapprove the March 28, 2025 payroll expense for an amount not to exceed \$1.6M for the period ending March 22, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **D. Reports**

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu praised the Building Oversight Committee for their hard work and detailed review of the construction project. He also mentioned they walked down to the solar farm, describing it as huge and almost overwhelming. He highlighted a significant cybersecurity issue in Strafford County, where all departments except the Sheriff's Department were hacked. He emphasized the importance of continuing and enhancing the use of Block 5 for cybersecurity. Additionally, he discussed a non-germane amendment to HB 456, which could prevent associations from lobbying, potentially disadvantaging the New Hampshire Association of Counties. Lastly, Commissioner Goddu mentioned the bail reform bill (HB 592), which could significantly change how people are held on preventative detention, potentially increasing the number of people housed at the jail.

Commissioner Tombarello discussed the ongoing union negotiations and mentioned attending a meeting at the job trailer for the new building, noting that the building was progressing well and the committee was well-informed about its development.

Commissioner Coyle Commissioner Coyle shared an anecdote about a conversation with a former state representative who praised the new building's aesthetic and how well it fits into the complex. Commissioner Coyle then flagged House Bill 592, a bail reform bill, which would significantly change how people are held on preventative detention. The bill would eliminate magistrates, extend the time for arraignment from 24 to 36 hours, and expand the conditions under which someone can be held without bail, including risks of

suicide or depression. Commissioner Coyle expressed concerns about the potential increase in the jail population and the county's exposure to liability.

Superintendent Henry testified on the bill, raising concerns about the mental health implications and the lack of training for bail commissioners in diagnosing depression or suicidal tendencies. He emphasized that the jail's role is to house individuals, not to make mental health assessments. Attorney Conway and Attorney Vartanian also weighed in, discussing the complexities of preventative detention and the challenges of holding mentally ill individuals in jail. The discussion highlighted the need for proper training for bail commissioners and the potential impact on the jail's operations and costs.

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

- a. Thomson Reuters (WestLaw) Contract Renewal (approval)
- b. Karpel Solutions License Renewal Agreement (approval)

The two renewals with the County Attorney's Office were tabled. Commissioner Coyle asked Attorney Conway to submit bid waivers for both for the next meeting. Commissioner Tombarello moved to table the Thomson Reuters contract renewal, and the Karpel Solutions License Renewal Agreement for two weeks. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Department of Corrections – Jason Henry, Superintendent

- a. PrimeCare Medical, Inc. Addendum to Health Services Agreement (approval)

Commissioner Tombarello moved to approve the PrimeCare Medical, Inc. Addendum to Health Services Agreement, for the effective dates July 1, 2025 through June 30, 2026 with a five percent increase to the annual fee with the base contract fee of \$2,315,086.20, MAT fee of \$184,485.29 and additional mental health fee of \$120,708.88 for a total of \$2,620,280.37, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Superintendent Henry stated he is collaborating with Mr. Nickerson and PrimeCare to potentially shift some expenses toward opioid abatement funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Finance Office – Charles Nickerson, Senior Director

- a. FY 2026 Community Project Funding Request – \$3,316,854.60 (approval)

Commissioner Tombarello moved to authorize the Finance Office and Sheriff's Office to apply for FY 2026 Community Project Funding allocated to Rockingham County for an amount not to exceed \$3,316,854.60. Commissioner Goddu seconded the motion.

Mr. Nickerson explained that this project is to enhance emergency response capabilities along the 13-mile Seacoast area, including Durham and beyond. The project, which had a high price tag due to the inclusion of a 100-foot antenna and tower, aimed to improve communication and response to emergencies in the seacoast area. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Human Resources – Alison Kivikoski, Senior Director

- a. Revised Job Description and Regrade – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the revised job description for the Director of Clinical Services position effective March 20, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a regrade for the Director of Clinical Services position to R24 effective March 23, 2025 with the salary to be grandfathered at a rate above maximum for grade R24, with no change to the evaluation date, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Revised Job Description/Repurpose/Title Change - Long Term Care Services (approval)

Commissioner Tombarello moved to approve the revised job description, repurpose, and title change of the Infection Preventionist/Clinical Educator position to Infection Preventionist effective March 23, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Revised Job Description/Repurpose/Title Change - Long Term Care Services (approval)

Commissioner Tombarello moved to approve the repurpose of a Nursing Manager position to Clinical Educator with the title change, revised job description and downgrade to R19 effective March 23, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Precision Fitness Equipment (PFE) Preventative Maintenance Agreement (approval)

Commissioner Tombarello moved to authorize Alison Kivikoski, Senior Director of Human Resources, to execute a three (3) year contract on behalf of the Board of Commissioners, effective July 1, 2025, with Precision Fitness Equipment (PFE) for the preventative maintenance on the Staff Fitness Center equipment for the total cost of \$2,700.00, with emergency repair services at an additional rate of \$100.00 per hour, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel and training request for a Human Resources Employee (A.D.), for the SHRM Talent Acquisition Specialty Credential online course scheduled for April 7-8, 2025, at a total cost of \$2,130.00, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

County Attorney Conway highlighted their busy schedule, including ongoing jury trials and preparations for the Grand Jury next month. Two new hires were announced: one returning employee and an intern, who will join on August 11 after taking the bar exam.

Senior Director Dja Konan provided updates on the census, with 131 residents in the nursing home and 47 in assisted living. There was one resident and one staff member who tested positive for COVID, and two staff members with the flu. The team was undergoing a six-part session to ensure compliance with new nursing home guidance effective at the end of April. A mock survey was scheduled for next week to identify improvement opportunities. Additionally, the piano delivery was expected soon, and residents were excited about it. The team hosted a successful boot camp for recreation and activity staff, which included a virtual dementia experience that received positive feedback. There were discussions about using this experience for continued education and fundraising. The team was also preparing to host a networking event for a local seacoast chamber, they remain busy with budgeting and negotiations.

Senior Director Nickerson announced the new accounting analyst has started and he immediately began assisting with payroll projections and departmental budgets. Payroll projections were set to be reviewed by division directors and elected officials by March 24. He mentioned the busy budget season and the high volume of grant activities expected in April. He spoke of a work session on House Bill 547 which involved a \$22.5 million bill to reimburse counties for claims covered by the federal medical assistance percentage increase. The bill was retained in committee, with plans to distribute the funds over four years. The discussion also covered the potential impact of federal and state changes on grants, the release of an RFP for audit services, and ongoing union negotiations. Departments were reminded to submit their budgets by March 28.

Senior Director Gates highlighted the busy period of budgeting and the challenges in obtaining quotes due to widespread short staffing. She mentioned a productive visit from the building oversight subcommittee,

who were engaged and asked many questions. They also toured the newly installed solar array. There was an ongoing issue with Eversource regarding responsibility for damage, but the system was operational. She commended staff member Dan Carlisle for his efforts in manually getting things running. She stated that Superintendent Henry led some members of the Delegation from Hillsborough County through the community corrections model, which was well-received. Kevin Warwick, a consultant, emphasized the model's effectiveness. Commissioner Coyle noted the importance of cognitive behavioral changes and the facility's role in supporting these changes. Ms. Gates found the experience educational and highlighted the evolving nature of corrections and community policing models.

Senior Director Kivikoski reported being busy with job descriptions and reviews in preparation for the budget, as well as addressing department head needs and changes. She mentioned ongoing negotiations and upcoming department-specific training at the county attorney's office. She announced that the Primex point of contact person is now Eileen, Autumn attended two job fairs back-to-back and she is eager to hear the results.

Ms. Coker noted that everyone was extremely busy with budget and negotiations, and that deputies tend to get busier with warmer weather.

Superintendent Jason Henry stated there was a recent tour for consultants from Hillsborough County, who are studying staffing patterns and jail operations in anticipation of building a new jail with attached community corrections. They were impressed with the minimalist and flexible design of the community corrections, which allows for efficient operation with minimal staffing. He mentioned ongoing budget preparations, union negotiations, the implementation of the Relias online learning system, and the new guard tour system for electronic rounds. The guard tour system, which replaces paper logs, is running parallel with the old system to work out any issues. Staff are pleased with the new system as it simplifies their work, and the administration appreciates the improved data and accountability.

#### **F. New Business / Old Business**

Discussion included staffing needs and security for the new building.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

1. Commissioners' Office – Kathryn Coyle, Chair
  - a. Nonpublic session NH RSA 91-A:3, II (a)
2. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 9:52 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 12:05 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of nonpublic sessions 1 and 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, and sessions 2 and 4 until July 1, 2025 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 Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 12:09 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 24, 2025.

  
Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 3, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

Pat Conway, County Attorney  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Chief Deputy Sawyer, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Katie Casey, Asst. Director, Finance

### B. RFP Openings & Awards

#### 1. Opening: Grease Trap & Lift Station Service – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Opening: Professional Auditing Services – Finance Office

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

#### 3. Award: Fire Sprinkler Testing – Facilities Operations/IT Services

Commissioner Tombarello moved to award the proposal for Fire Sprinkler Testing to LHR Fire Protection for the period of April 1, 2025 through March 31, 2026 for an amount not to exceed \$1,850.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. March 6, 2025 and March 13, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the March 6, 2025 and March 13, 2025 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion and mentioned he had a concern with the March 13<sup>th</sup> nonpublic minutes and would like to discuss it in nonpublic. He then moved to amend the motion to reflect tabling the March 13, 2025 nonpublic minutes. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the March 6, 2025 minutes of nonpublic session #9 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, January 2025 (informational)

Commissioner Coyle noted the county has spent \$51,000 so far and she believes they are on track with the budget and could potentially support additional requests. The expenditure suggests they can maintain or slightly increase support for residents while staying within budget.

### 3. Agency Nursing Staff Report, March 2025 (informational)

The discussion centered on the county's remarkable progress in reducing reliance on agency staff. Ms. Dja Konan reported a significant drop in agency contracts from approximately 76 to the low 50s over just six months, emphasizing that these positions have been successfully replaced by direct county hires. She highlighted proactive recruitment strategies, including using Indeed's quick apply feature and implementing weekly labor management meetings to track openings and interviews.

Ms. Dja Konan mentioned the team has focused on not just hiring new staff but also preventing employee turnover by creating a more supportive work environment and providing opportunities for career advancement. Additionally, she noted broader market shifts in agency staffing, with some agencies being acquired or experiencing internal transitions. Commissioner Coyle commended Ms. Dja Konan for her proactive approach, praising her efforts in improving staffing efficiency and reducing budget costs associated with agency personnel.

### 4. March 28, 2025 Payroll Expense (informational)

Commissioner Coyle noted the total payroll was around \$1.5 million and was pre-approved at the March 20th meeting.

### 5. April 3, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the April 3, 2025 Accounts Payable list total of \$3,580,624.84. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### a. Commissioner updates

Commissioner Goddu reported that the dispatcher's union has reached a tentative agreement, but negotiations with deputies are ongoing. He emphasized completing these negotiations before finalizing the budget due to their challenging nature.

Commissioner Tombarello reported that he had reached a tentative agreement with the corrections supervisor's union and he believes the Commissioners will be happy with the outcome.

Commissioner Coyle thanked department heads for submitting their budgets and acknowledged the challenging budget environment ahead. She highlighted several budget pressures, including reduction in state revenues, considerations about tax increases, and challenges from local town budget votes with some towns voting on default or low increased budgets.

Of particular concern, Coyle noted that to meet budget needs, the county would need to use almost \$18 million from fund balance, which she described as "jarring" and "not good". She praised Chuck Nickerson for compiling the budget information and acknowledged the difficult work of preparing budgets during a complex financial period.

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

#### a. Bid Waiver Request, Karpel Solutions (approval)

Commissioner Tombarello moved to approve the Bid Waiver Request and License Renewal Agreement with Karpel Solutions for their Prosecutor by Karpel database system in the amount of \$27,500.00 for a term of one year beginning June 1, 2025, 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, Tombarello, and Coyle in favor.

#### b. Bid Waiver Request, Thomson Reuters (WestLaw) (approval)

Commissioner Tombarello moved to approve the Bid Waiver Request and Renewal Agreement with Thomson Reuters (WestLaw) for the Clear Program Records Resource Tool for a three-year term

beginning August 1, 2025 in the amount of \$12,801.24, 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, Tombarello, and Coyle in favor.

### **3. Department of Corrections – Jason Henry, Superintendent**

#### **a. Neptune Uniforms Proposed Contract Extension (approval)**

Commissioner Tombarello moved to approve the Neptune Uniforms contract extension, for the period beginning July 1, 2025 through June 30, 2026 with a 3.5%-5% industry wide increase as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion.

Commissioner Coyle asked the Superintendent to resubmit the request with a Bid Waiver Request. Commissioner Goddu moved to table the Neptune Uniform proposal. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Line Item Transfer (approval)**

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$68,000.00 dated March 28, 2025, transferring from Inmates at Other Facilities to Equipment Non-Expendable and New Cruiser Equipment as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion.

Commissioner Coyle expressed discomfort with the transfer, feeling it was a way to move money into the budget without clear intent. She suggested tabling the transfer to review third-quarter numbers and understand the impact on fund balance. Superintendent Henry explained the transfer was for purchasing one vehicle, potentially a hybrid model to save gas. He presented options including using current budget funds, deferring to next year's budget, or exploring a lease option. The vehicle would replace an older 2015 model with 110,000 miles, which would be reassigned to pretrial services. After discussion, the Commissioners agreed to table the line item transfer to get a clearer picture of the third-quarter financial situation and potential budget implications before making a decision. Commissioner Goddu moved to table the line item transfer. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **4. Facilities Operations – Jude Gates, Senior Director**

#### **a. Bid Waiver Request, Honeywell International (approval)**

Commissioner Tombarello moved to approve the proposal and Bid Waiver Request for Honeywell International in the amount of \$147,667.01 for the installation of thirteen additional cameras at the Department of Corrections, 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.

Commissioner Coyle noted this is due to the existing comprehensive Honeywell infrastructure and it ensures system compatibility and continuity, as the county's current security systems are already integrated with Honeywell technology. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Use of Contingency Fund (discussion continuation)**

Ms. Gates brought up a final vendor quote for a breaker, approximately \$42,000, and sought guidance on how to proceed with using contingency funds. Commissioner Tombarello mentioned he had already spoken with Representative Wyler who would support the expenditure. Commissioner Coyle noted that the standard process would be for Ms. Gates to prepare a line item transfer request with a supplemental narrative, which would then be brought to the Board and subsequently to the Delegation for approval.

### **5. Finance Office – Charles Nickerson, Senior Director**

#### **a. Assignment of Engagement Letter (approval)**

Commissioner Tombarello moved to approve the Assignment of Engagement Letter with CBIZ CPAs P.C., effective March 25, 2025, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion.

Mr. Nickerson explained the engagement letter represents CBIZ taking over audit services from Markum. The transition, effective January 1, maintains the same contract pricing and existing engagement terms. The letter formalizes the change in audit firm while ensuring continuity of financial reporting services. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for a Finance Office employee (C.N.), to attend the National PELRA Conference in Portland, Oregon for labor and employee relations training, to be held June 22-26, 2025, at an estimated total cost of \$3,437.36, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**6. Human Resources – Alison Kivikoski, Senior Director**

a. Educational Assistance Reimbursement Program Revisions (approval)

Commissioner Tombarello moved to approve the proposed changes to the Educational Assistance Reimbursement Program policy and the reimbursement request form as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion.

Ms. Kivikoski explained that this is to update the county's policy to better support employee professional development. The reimbursement rates, unchanged since 2017, would increase from \$2,000 to \$4,000 per employee. The revised policy addresses previous limitations by covering general education classes necessary for degree completion and supporting employees in programs like nursing. The program aims to provide career pathways and retention incentives, allowing employees to take up to two or three classes per semester with 100% funding for core classes in their degree programs.

The policy change is a strategic approach to employee retention, recognizing that supporting educational opportunities can help develop talent within the organization and provide clear career advancement paths. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Proposed FY 2025 3<sup>rd</sup> Quarter Position Changes – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a title change from Fiscal Services Manager to Fiscal and Reception Services Manager, revised job description, and regrade from R17 to R19 effective May 18, 2025, pending Executive Committee approval as recommended by the Senior Director of Human Resources, and

Moved to approve a title change from Medical Biller to Billing and Accounts Technician, revised job description, and regrade from R05 to R08, effective May 18, 2025 pending Executive Committee approval as recommended by the Senior Director of Human Resources, and

Moved to approve a revised job description and downgrade from R09 to R06 for the Medical Records Technician effective May 18, 2025, with the current employee's rate of pay grandfathered and no change to evaluation date, as recommended by the Senior Director of Human Resources, and

Moved to approve the job description for the Accounts Payable Clerk effective May 18, 2025 as recommended by the Senior Director of Human Resources, and

Moved to approve the job description for the Program Case Technician effective May 18, 2025 as recommended by the Senior Director of Human Resources, and

Moved to approve the job description for the Business Office Assistant effective May 18, 2025 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Revised Job Description/Regrade – Human Resources (approval)

Commissioner Tombarello moved to approve a title change from Records Management Technician to Records Management Specialist, revised job description, and regrade from R06 to R11 effective May 18, 2025, pending Executive Committee approval, as recommended by the Senior Director of Human

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

d. Repurpose/Regrade/Title Change – Department of Corrections (approval)

Commissioner Tombarello moved to approve a repurpose, retitle, and downgrade of the Executive Assistant position, grade R12, to an Accountant position, grade R05, effective May 18, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for a Human Resources employee (A.K.), to attend the National PELRA Conference in Portland, Oregon for labor and employee relations training, to be held June 22-26, 2025, at an estimated total cost of \$3,026.36, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**7. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Adult Medical Day Care (AMDC) Request – Easterseals (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated March 24, 2025 to Easterseals for an additional client (I.O.) at an amount of \$80.00 per day, for up to 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, Tombarello, and Coyle in favor.

b. Bid Waiver Request, Yankee Equipment (approval)

Commissioner Tombarello moved to approve the Bid Waiver Request with Yankee Equipment in the amount of \$22,869.32 for the purchase of a Milnor 60 lb capacity washer, 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.

Ms. Dja Konan explained that despite issuing an RFP, no responses were received. This vendor is the sole provider in the area. The proposed equipment matches the brand of existing machines, ensuring compatibility and ease of maintenance for parts and labor. Notably, the funds for this purchase were already allocated in the previous year's budget, and the new washer is expected to improve operational efficiency. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Vantage Healthcare, LLC Agreement (approval)

Commissioner Tombarello moved to approve the Vantage Healthcare, LLC Practice Agreement effective May 5, 2025 for on-site medical services 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.

Ms. Dja Konan explained the agreement is for an on-site medical service provider for assisted living residents. Currently, residents must travel to external doctors, requiring county staff to coordinate with up to 30 different medical practices. Ms. Dja Konan explained that Vantage would provide weekly or bi-weekly medical services on-site, billing insurance directly at no cost to the county. The proposed service offers significant advantages, including 24/7 medical care that could potentially reduce hospitalizations and provide more comprehensive support. Importantly, residents would retain the option to continue using their existing outside providers. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**E. Department Head Updates**

County Attorney Conway

The High Sheriff reported that they continue to be extremely busy. Specifically, they recently assisted Exeter with subjects involving guns and deployed their drone and canine units.

Register of Deeds Cathy Stacey reported the office recently experienced nearly \$1 million in activity, with revenues showing promising growth—8% in receipts and 11% in transfer tax compared to the previous month. She emphasized the volatility of the real estate market, expressing cautious optimism about meeting and potentially exceeding revenue projections. She mentioned a scheduled meeting with Senator Carson to address nine potential budget-impacting items. Of particular concern was a proposed amendment to HB 2 set to take effect January 1, 2026. The amendment would introduce a new group three retirement plan a defined contribution system that falls outside the traditional retirement framework. This plan would apply to regular county employees, explicitly excluding sheriff's and correctional staff. The most consequential aspect of the proposal is the requirement for counties to pay 10.11% for each employee in this new plan, despite the employees not being part of the current retirement system's unfunded liability, currently exceeding \$5 billion. This amendment mirrors changes implemented in 2011 and aims to improve the retirement system's long-term viability. Ms. Stacey highlighted the substantial financial implications, emphasizing that the proposed 10.11% contribution would represent a significant new expense for counties, potentially creating considerable budgetary challenges. Lastly, she took a moment to commend the finance department for resolving a deposit issue with TD Bank.

Senior Director Gates stated receiving a DOT permit for waterline improvements, though encountering complications with pedestrian improvements that may require a third-party agreement with the town of Brentwood. A significant milestone was achieved with the successful pressurization of the fire loop inside the new building, marking substantial progress in the construction process. The facilities team is actively working on several enhancement projects, including replacing aged signs around the complex with assistance from the state prison, preparing spring landscaping, and implementing access control upgrades in the long-term care facility. Ms. Gates also addressed administrative matters, noting the submission of the annual backflow report to the state and resolving previous documentation issues.

Senior Director Nickerson reported working on the 3/31/25 quarterly statements for the general fund and other funds, while simultaneously compiling preliminary year-end numbers for both internal service funds and the general fund. With April underway, he emphasized the importance of grant reporting, anticipating increased scrutiny from federal agencies on ARPA and SLFRF reporting. The most significant challenges he highlighted were budget-related, including negative pressures from cost increases and potential state-level impacts. He mentioned ongoing discussions about the county cap and potential revenue challenges, including a proposed 3% Medicaid decrease. Mr. Nickerson is participating in upcoming meetings with county administrators and finance commissions to strategize these budgetary pressures and explore potential collaborative solutions with the state.

Senior Director Kivikoski is engaged in budget preparations, policy changes, and ongoing negotiations. Her current focus includes working on multiple Memorandums of Understanding (MOUs), preparing Collective Bargaining Agreements (CBAs), and collaborating with Gallagher on their upcoming insurance renewal presentation.

Superintendent Jason Henry provided updates on several departmental activities. The police academy is currently in session, with four cadets expected to graduate on the 25th. Facilities improvements are ongoing, including new door and card access installations and upcoming camera upgrades. Internal investigations have been keeping them busy, and the department recently renewed their DEA license. Looking ahead, Superintendent Henry mentioned two upcoming contracts for outside housing for female inmates and an upcoming meeting about the opioid abatement fund. He noted that the state has allocated \$10.6 million annually for alcohol-related funds for the next two years, with the granite shield allocation still to be determined. Additionally, the county has already distributed \$5 million to an entity to manage smaller grants related to housing and other initiatives.

Senior Director Dja Konan reported on the current census for the long-term care facility, with 127 residents in the nursing home and an expectation of three new admissions that day, and Assisted Living stood at 46. She provided a COVID and flu update. She highlighted recent administrative activities, including a mock survey the previous week and an ongoing Med B audit with a direct compliance company. Sodexo had sent over a contract that morning, which would be forwarded to Primex for review. Ms. Dja Konan also noted the upcoming new guidance for nursing homes, which focuses on non-pharmacological interventions and

documentation, with the implementation date moved to the end of the month. Several team members were attending or had recently attended training, including the PCC Conference.

With the Gallagher Benefit Plan Renewal presentation scheduled for 11:00 am, the Board proceeded with the remainder of the agenda and entered into nonpublic session. The Gallagher representatives will be welcomed once the nonpublic session concludes.

#### **F. New Business / Old Business**

1. Human Resources – Alison Kivikoski, Senior Director
  - a. Gallagher Benefit Plan Renewal (presentation)

#### **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 – Chantal Dja Konan, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 9:53 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 11:06 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of all five 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 Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve the March 13, 2025 nonpublic minutes with the following amendments: first, the initials "DON" should be reflected as "Director of Nursing," and second, there was an inversion of two individuals' names, and it was the speaker's intent to use the names in the opposite order. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

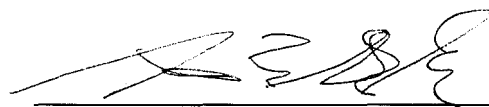
The Gallagher representatives joined the meeting at 11:09 am and concluded their presentation at 12:08 pm.

#### **I. Adjourn**

Commissioner Goddu moved to adjourn at 12:08 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 24, 2025.



Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 10, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:06 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC

Kevin Coyle, Former Commissioner

#### Remote Attendance:

Pat Conway, County Attorney  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Chief Deputy Sawyer, Sheriff's Office  
Katie Casey, Asst. Director, Finance  
Sam Crawford, member of the public

### B. RFP Openings & Awards

#### 1. Opening: Jail Flooring-Epoxy & Rubber Tile – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Award: Professional Auditing Services – Finance Office

Commissioner Tombarello moved to award the proposal for Professional Auditing Services to Vachon Clukay & Company, PC for fiscal year engagements 2025 through 2028 with total base fees being \$224,450, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. March 11, 2025 and March 20, 2025 Meeting minutes (approval)

The March 11, 2025, and March 20, 2025 meeting minutes were stricken from the agenda.

#### 2. April 11, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,520,168.91 for the period ending April 5, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu reported that they have successfully reached temporary agreements with the Sheriff's Deputies and the Dispatch Unions. They are now able to move forward and incorporate these agreements into the budget.

Commissioner Coyle stated that as they work through the department budgets today, she would like to take a moment to express gratitude to all the Department Heads and their teams for their hard work in putting together the best budgets possible. It is a challenging time for everyone, and the Board recognizes that the Department Heads are also experiencing financial increases. She said they are looking at the budget as a whole for the county, and they hope to conclude round one today. Some departments may need to revise their budgets, but they aim to have a productive first round by the end of the day.

b. U.S. Immigration and Customs Enforcement Discussion

The Board discussed whether to proceed with filling out the RFP received from the U.S. Immigration and Customs Enforcement. Commissioner Goddu wanted to authorize Superintendent Henry to fill out the paperwork to understand potential financial implications. However, Commissioner Coyle wanted to delay the decision for a week due to the oversight on her email address, as she had not yet seen the RFP. Superintendent Henry indicated the deadline could be flexible, and the Commissioners ultimately agreed to postpone the discussion until the next meeting, with Superintendent Henry beginning to gather the required data in the meantime.

**2. Department of Corrections – Jason Henry, Superintendent**

a. Female Housing Agreements with Merrimack and Carroll County DOC (approval)

Commissioner Tombarello moved to approve the Female Prisoner Housing Agreements with Merrimack County Department of Corrections, and Carroll County Department of Corrections, pursuant to NH RSA 30-B:21 for the period beginning July 1, 2025 for a one-year term as recommended by the Superintendent. Commissioner Goddu seconded the motion.

Superintendent Henry explained that they primarily send female inmates to Carroll County due to specific programs for females, such as a ninety-day in-house program. He also noted considerations like methadone treatment and 24-hour medical care. Commissioner Coyle highlighted the benefits of using these counties, including proximity for family visits and easier transportation for the Sheriff's Department. The agreements include a small increase in the rate to \$60 per day. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Facilities Operations – Jude Gates, Senior Director**

a. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$41,795.00, dated April 7, 2025, transferring from Delegation Contingency to Generator Plant Purchased Services as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Commissioner Coyle noted this was a pro forma action related to the replacement of an old breaker switch. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. Finance Office – Charles Nickerson, Senior Director**

a. Foundation Seacoast Health 2025 Healthy Aging Grant Application (approval)

Commissioner Tombarello moved to authorize the Finance and Long Term Care offices to apply for the Foundation Seacoast Health 2025 Healthy Aging Grant in the amount of \$34,339.20 and authorize the Senior Director of Finance to electronically submit the application on behalf of the Board of Commissioners. Commissioner Goddu seconded the motion.

Ms. Dja Konan explained that the grant would fund a music therapy project in the courtyard of the long-term care facility. The plan includes creating a music path with interactive musical instruments along the path, specifically designed to benefit dementia residents. The goal is to create a therapeutic environment where residents can engage with music, which studies show can stimulate different parts of the brain. Additionally, they plan to create a butterfly-certified garden to enhance the courtyard space. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Change Order Request, Pitney Bowes – Delegation Office (approval)

Commissioner Tombarello moved to approve a change order request for Pitney Bowes for an additional postage meter for the Delegation Coordinator for an amount not to exceed \$1,146.36, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance, and the Delegation Chair. Commissioner Goddu seconded the motion. Mr. Nickerson explained that this would help the Delegation Office have more autonomous and exact postage amounts, as the post office has been requiring manual stamping. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **5. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to designate the Open Enrollment period for the plan year of July 1, 2025 through June 30, 2026 as May 19, 2025 through June 19, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to designate completing the FY 2026 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, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the July 1, 2025 through June 30, 2026 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 1% increase to the Administrative Fees for all plans, no change to plan design. Cigna Wellness dollars confirmed at \$25,000.
- To Approve an increase of 3% to premiums for the HDHP 10% and HDHP 20% plans.
- To Approve the following changes for the Cigna OAP plan: Discontinue the Cigna OAP plan. Movement of all covered members to one of the two HDHP plan options based on the enrollee's choice.
- To Approve the 7/1/2025 to 6/30/2026 Retiree premium rate for the Cigna Medicare Supplement plan continue with a 3% increase. This plan is 100% retiree paid.
- To Approve Northeast Delta Dental continue as the administrator for Dental insurance with no increase to the Administrative Fee and no change to plan design. To approve a 2% increase to the Dental High plan premium and no increase to the Dental Low plan.
- 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, 2025.
- 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). The current rate hold expires June 30, 2026.
- 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 9.8% 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 7/1/2025 to 6/30/2026. The full-time monthly rate of \$125.00 is pro-rated for part-time employees. The same eligibility policy and procedures practiced for the
- 7/1/2024 to 6/30/2025 plan year will be applied for the 7/1/2025 to 6/30/2026 plan 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 centered around the decision to discontinue the Cigna OAP plan. Last year, it was communicated that this plan would be discontinued, but Gallagher's

presentation painted a more optimistic picture, leading to some reconsideration. Commissioner Goddu stated after further discussions with Cathy Stacy, it was agreed that discontinuing the plan was in the County's best interest. The other two plans provide all necessary services, including a health savings account to help with deductibles.

Commissioner Coyle explained that the decision to discontinue the Cigna OAP plan was seen as a way to contain costs while still offering high-quality service. It was noted that plans are becoming more expensive and stop-loss costs have increased significantly. The elimination of the third plan was viewed as the most effective way to manage costs and maintain robust plans that meet the needs of the staff. The remaining two high-deductible health care plans were considered sufficient and aligned with the County's objectives from the previous year. Overall, the changes were described as modest, with services largely remaining the same. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Stop Loss Renewal (approval)

Commissioner Tombarello moved to approve the Stop Loss Revised Renewal Status Quo Option, remaining with HM as the carrier for a twelve (12) month period, 7/1/2025 – 6/30/2026, with a \$170,000 deductible and a policy basis of 72/12, with a 45.1% 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. Commissioner Coyle acknowledged the substantial rate increase and explained that they chose to remain with HM because they have been a long-term provider with previously competitive rates. She recognized the challenging insurance market and viewed this renewal as the best option for protecting the County while managing costs. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Voluntary Benefits Details and Administrators (approval)

Commissioner Tombarello moved to approve the 7/1/2025 through 6/30/2026 Voluntary Benefits noted below 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) PPM (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 a 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.

Commissioner Coyle continued the motion from this point.

- 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 7/1/2025 for the 7/1/2025 – 6/30/2026 plan year; annual Non-Discrimination Testing fee of \$400; \$4.35 PPM (Per Participant Per Month fee); no increase in rates.

- To adopt the IRS annual contribution limit of \$3,300 for the Medical FSA and Limited Use FSA, and the IRS carryover limit of \$660, for the July 1, 2025 to June 30, 2026 Plan Year.
- To authorize the Senior Director of Human Resources to sign the County of Rockingham FSA Renewal form for the July 1, 2025 to June 30, 2026 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 7/1/2025 for the 7/1/2025 – 6/30/2026 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 with no increase in rate.
- To Approve Lucet 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.

Boston Mutual continues to be retained but is closed to new enrollment. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Medical Solutions Revised Contract Service Agreement (approval)

Commissioner Tombarello moved to approve the Medical Solutions, LLC Contract Service Agreement for an initial period of twelve (12) months with automatic renewals for successive twelve month periods 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, Tombarello, and Coyle in favor.

f. Proposed FY 2026 Position Requests – Facilities Operations (approval)

Commissioner Coyle moved to approve adding one (1) new position, Cybersecurity Analyst, in grade R19, effective July 27, 2025 pending Executive Committee approval as recommended by the Senior Director of Human Resources.

To approve adding one (1) Desktop Support Technician position effective July 27, 2025 pending Executive Committee approval as recommended by the Senior Director of Human Resources.

To approve adding two (2) Building and Grounds Technician positions effective July 27, 2025, pending Executive Committee approval as recommended by the Senior Director of Human Resources.

To approve adding two (2) Shift Technician/General Maintenance positions, one effective July 27, 2025, and one effective January 1, 2026 pending Executive Committee approval as recommended by the Senior Director of Human Resources.

To approve adding one (1) Electrician/Telecommunications Tech position effective July 27, 2025, pending Executive Committee approval as recommended by the Senior Director of Human Resources.

To approve adding one (1) HVAC/General Maintenance position effective July 27, 2025, pending Executive Committee approval as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion.

Ms. Kivikoski noted that the effective dates for the first two motions had been revised as October 6, 2025. Commissioner Coyle amended motions one and two to reflect an effective date of October 6, 2025. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

g. Proposed FY 2026 Position Requests – County Attorney's Office (approval)

Commissioner Tombarello moved to approve the repurpose/retitle/regrade of one (1) Victim Witness Specialist position, grade R12, to one (1) Victim Witness Program Coordinator, grade R15, effective

July 27, 2025 pending Executive Committee approval as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle suggested tabling the approval for one week due to ongoing discussions. County Attorney Conway stated they are reviewing their proposed budget but they are firm on the request for the regrade so they would like to move forward with the approval. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

h. Proposed FY 2025 Q3 Position and Title Changes – Assisted Living (approval)

Commissioner Tombarello moved to approve a title change from Wellness Manager to Director of Resident Care, revised job description, and regrade from R20 to R22, effective May 18, 2025 pending Executive Committee approval as recommended by the Senior Director of Human Resources.

To approve a title change from Assistant Wellness Manager to Assistant Resident Care Manager effective May 18, 2025 as recommended by the Senior Director of Human Resources.

To approve a title change from Wellness Coordinator to Resident Care Coordinator effective May 18, 2025 as recommended by the Senior Director of Human Resources.

To approve a title change from Wellness Supervisor to Resident Care Supervisor effective May 18, 2025 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

i. Proposed FY 2026 Position Change – Department of Corrections (approval)

Commissioner Tombarello moved to approve a regrade of the Inmate Services and Programming Manager position from grade R18 to grade R20, effective July 27, 2025, pending Executive Committee approval, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

j. Proposed FY 2025 Q3 Position Change – Finance Office (approval)

Commissioner Tombarello moved to approve a regrade of the Senior Director of Finance position from grade R27 to grade R29, effective May 18, 2025 pending Executive Committee approval, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

k. Proposed FY 2026 Pay Plans (discussion/approval)

This discussion was originally overlooked but the Board went back to it after agenda item 6.a.. Ms. Kivikoski and Mr. Nickerson presented scenarios for non-union employee compensation, using the Consumer Price Index (CPI) for Boston, Cambridge, and Newton. The average COLA was calculated at 3.06%. Commissioner Coyle expressed her gratitude for the work done to generate the information. She believes it is important to complete the budget reviews with all the department heads first, then it would be more appropriate to further discuss the matter. She would like to have a comprehensive view of the fiscal impacts before deciding on a scenario. Commissioner Goddu suggested leaning towards a total 4% increase, with a 1% evaluation increase. The Board agreed to defer a final decision until after completing budget reviews with all departments, with the intention of getting a more comprehensive view of the fiscal impacts before making a final determination on non-union pay increases.

**6. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Northeast Mobile Dental Services, PLLC Agreement (approval)

Commissioner Tombarello moved to approve the Northeast Mobile Dental Services, PLLC Service Agreement for the period beginning May 1, 2025, ending December 31, 2025 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.

Commissioner Coyle moved to approve the Northeast Mobile Dental Services, PLLC proposal and bid waiver request for an amount not to exceed \$24,000 for a period of no more than 8 months beginning on

signing and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Ms. Dja Konan explained that their current dentist is retiring, and they are in the process of preparing a Request for Proposal (RFP) to find a replacement. This agreement will ensure continued coverage during the transition period as they work to replace the retiring dentist. Commissioner Coyle called for the vote on the Bid Waiver. Voted 3-,0, Commissioners Goddu, Tombarello, and Coyle in favor. Commissioner Coyle call for the vote on the Service Agreement. Voted 3-,0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request, PowerDMS by Neogov (approval)

Commissioner Tombarello moved to approve the NEOGOV Proposal & Bid Waiver Request in the amount of \$33,670.73 for the PowerDMS platform for use with the Long Term Care policies, for the term beginning April 7, 2025 through September 6, 2027, 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. Ms. Dja Konan explained that the electronic policy management platform would help create transparency by putting policies in electronic format, making them easily accessible to staff. The platform will log policy updates, show interdisciplinary team involvement, and automatically filter and input policies. NeoGov was chosen because it integrates well with their existing systems and provides flexibility without locking them into a specific education platform. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Senior Director Nickerson reminded everyone about the executive committee meeting on May 9th and noted that department directors might start receiving outreach from subcommittee chairs to schedule meetings. He requested that departments provide projected expenses through June 30th, focusing solely on operating expenses. He mentioned that he would handle payroll expenses and FICA. Additionally, Mr. Nickerson noted that he would be attending the County State Finance Commission meeting the following Wednesday to discuss DHHS matters and he continues to track federal and state changes. Overall, he has been very busy with budgets, grants, and grant filing.

Senior Director Kivikoski reported that their focus has been on budgeting, regrading, and repurposing positions. They are now fully engaged in the open enrollment process, which requires updating their software platform and ensuring all contracts are signed.

Senior Director Gates mentioned that the sidewalk issue with NH DOT was resolved last week. The rooftop units for the Driscoll building were being delivered that day, with a crane on site to facilitate the process. Although the units are now in place, they are not yet operational. She noted that work is still ongoing on the control side, but progress is being made.

Superintendent Jason Henry began by noting the current jail population at 137 and mentioned ongoing work on budgeting and opioid abatement. He shared insights from a recent Board of Trustees retirement system meeting, highlighting potential legislative impacts on retirement systems. He provided an update on Bill 511, which concerns ICE detainees and expressed concerns about potential unfunded mandates, particularly regarding mandatory medical care for arrested individuals. He emphasized that they are closely monitoring legislative developments and working to understand potential implications for the county.

Senior Director Dja Konan provided an update on long-term care services census numbers with the nursing home having 130 residents, assisted living with 47. They are currently out of outbreak status, with only one staff member affected who hasn't worked. She mentioned preparing for new regulations at the end of the month and noted a successful mock survey and MDS audit. The team has been focusing on budgeting and working on the dietary contract. Superintendent Henry stated that he added some details into the dietary contract, mentioning ongoing discussions about contract specifics. Ms. Dja Konan praised Ms. Walczak's work in compiling feedback and noted the contract has expanded from a few pages to over 40, with more clear accountability measures.

County Attorney Conway and the High Sheriff had nothing to report.

Ms. Mattila stated that Attorney Bedard asked if the Board wanted to meet to go over the Sodexo contract. Commissioner Goddu suggested waiting until the contract is finalized. Ms. Dja Konan offered to meet with the attorney and take minutes if needed. Commissioner Goddu recommended having the contract reviewed by Primex. Ms. Dja Konan confirmed that the contract had already been initially reviewed by Primex and Robin had looked at the cyber-related aspects. Commissioner Coyle offered to join the call if necessary.

## **F. 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 Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated April 8, 2025, transferring one inmate to Carroll County, one inmate to Strafford County, and one inmate to Grafton County as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle advised that departments revisiting their budgets should submit their revisions to Mr. Nickerson and get in touch if they require a follow-up meeting.

## **G. Public Comment**

There were no public comments.

## **H. Commissioners' Nonpublic Session**

Commissioner Tombarello moved to enter nonpublic session at 2:28 pm pursuant to NH RSA 91-A:3, II (m) minutes and (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 2:38 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

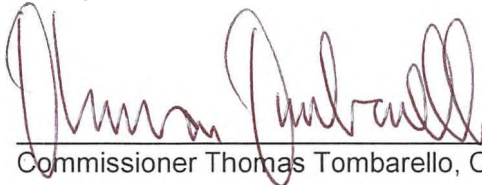
Commissioner Tombarello moved to seal the minutes of nonpublic session 1 until July 1, 2025, and sessions 2 and 3 indefinitely. Commissioner Coyle stated the rationale for sealing the minutes for session 1 is because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board or render a proposed action ineffective. Session 2 because it would affect adversely the reputation of any person other than a member of this Board, and session 3 because it would render a proposed action ineffective. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

## **I. Adjourn**

Commissioner Tombarello moved to adjourn at 2:40 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on May 8, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 17, 2025 @ 11:00 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 11:05 am.

#### 1. Pledge of Allegiance

Commissioner Coyle asked everyone to observe a moment of silence in honor of Norman Major who passed away this week. She stated that he was an invaluable asset to the county, and a true civil servant throughout his career. He chaired the delegation for many years, was a significant contributor, a dedicated advocate for the county, and truly devoted his life to the betterment of our community.

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.

##### Remote Attendance:

Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Chief Deputy Sawyer, Sheriff's Office  
Lieutenant Cunningham, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Kristin Vartanian, Deputy County Attorney  
Katie Casey, Asst. Director, Finance

### B. RFP Openings & Awards

#### 1. Award: Grease Trap and Lift Station Service – Facilities Operations

Commissioner Tombarello moved to award the proposal for Grease Trap and Lift Station Service to J&S Development Corp. dba Stewarts Septic Service for a fee of \$700 per grease trap service and a fee of \$650 per lift station service for the period of April 1, 2025 through March 31, 2026 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. March 11, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the March 11, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Surplus Equipment Request Pursuant to NH RSA 28:8-A – Facilities Operations/IT Services

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare multiple desktop PCs, laptops and tablets surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. Adult Medical Day Care (AMDC) Payout Report – February 2025 (informational)

Commissioner Coyle mentioned that they had paid out \$55,600 through the month of February and that they were tracking well financially.

#### 4. 2025 Long Term Care Compliance Workplan (approval)

Ms. Dja Konan provided an update on the quarterly compliance efforts to ensure regulatory adherence. She mentioned that they are on track with their compliance goals, although one item spans multiple quarters due to the annual training timeline. This training includes various topics such as bloodborne pathogens, dementia training, and HIPA.

5. April 17, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the remainder of the consent agenda which includes the April 17, 2025 Accounts Payable list total of \$1,351,805.26. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**D. Reports**

**1. Commissioners' Office – Kathryn Coyle, Chair**

a. Commissioner updates

Commissioner Goddu mentioned that there was significant pressure on all departments to cut their budgets, which was generally well received despite the challenges. Commissioner Goddu expressed his appreciation for the hard work of the department heads in making these budget cuts and emphasized the importance of these efforts for the county's financial health.

Commissioner Coyle echoed Commissioner Goddu's sentiments, thanking everyone for their efforts in keeping the budget in check. She stressed the importance of succession planning and the sustainability of the fund balance over the next five to ten years.

Commissioner Tombarello reflected on the recent passing of Norman Major, expressing how much he valued Major's guidance and support over the years. He emphasized the loss felt by the community. Commissioner Coyle added that he was very intelligent, and a true gentleman, carrying himself with dignity and treating everyone with kindness and respect. She stated that everyone should strive to embody some of his qualities. She would carry forward his dignity and kindness that he showed in all his dealings.

b. U.S. Immigration and Customs Enforcement RFP (discussion/approval)

Commissioner Tombarello moved to authorize the Superintendent of the Rockingham County Department of Corrections to finalize and submit the Request for Proposal (RFP) to the U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement, for the provision of detention services for detainees at the Rockingham County Jail. Commissioner Goddu seconded the motion.

Commissioner Tombarello expressed that this motion did not mean immediate acceptance of detainees but a step toward gathering more information and making a future decision. Commissioner Goddu emphasized the potential revenue benefits and the importance of assisting the federal government in detaining criminals.

Commissioner Coyle expressed strong opposition to the proposal, emphasizing the principle that individuals should not be incarcerated without due process, which requires them to appear before a judge or magistrate. She outlined the role of the Rockingham County House of Corrections, which is to incarcerate and hold individuals who have committed crimes in Rockingham County and have been deemed unsafe. This involves depriving them of their liberty for reasons such as safety, community protection, deterrence, and rehabilitation.

Commissioner Coyle highlighted that the New Hampshire Constitution offers robust protection and mandates due process, which includes judicial procedures such as trials and jury trials with peers. She raised concerns based on recent cases, such as an individual detained not for committing a crime but due to visa revocation, who was then taken to the Strafford House of Corrections.

She argued that individuals who have not committed crimes, particularly those outside Rockingham County, should not be incarcerated, and certainly not without due process. Legislative measures ensure hearings within 24 hours to prevent improper detention. Commissioner Coyle pointed out that housing detainees requested by ICE raises issues regarding due process, transportation logistics, liabilities, and diverges from the core function of incarcerating people who are unsafe and have committed crimes within Rockingham County. While acknowledging the potential revenue that could arise from the proposal, Commissioner Coyle stressed that maintaining the integrity of their operations is paramount, and thus, she could not support the initiative.

Commissioner Tombarello expressed that other counties already participate in the program, and it is not a new concept. He mentioned the Superintendent of Strafford County who is investing \$10 million to start their program. Tombarello emphasized the importance of ensuring the safety of their jail, however also voiced concerns about whether Rockingham County is an appropriate place for this program. He concluded that he needs to examine the matter more closely and become well-informed before making a final decision.

Commissioner Goddu acknowledged the concerns, emphasizing that this is a federal matter. He noted the need to assist the federal government with detainee space, assured compliance with federal law, and highlighted the financial benefits. He supported proceeding with the agreement.

Commissioner Coyle expressed concern about an email from ICE, which stated that they would not answer any questions unless the county agreed to submit an RFP. She found this strong-arm tactic troubling, as it suggested that the county might face similar pressure throughout the process and again emphasized that the county is run for the citizens of Rockingham County and they should not be coerced into federal issues. Voted 2-1-0, Commissioners Goddu and Tombarello in favor, Commissioner Coyle opposed.

c. ADA Requirements for Web Content and Mobile Applications by State- and Local Governments  
-(discussion)

Commissioner Coyle acknowledged the efforts of Ms. Bernier, who has been diligently ensuring that the county's website and other digital resources are ADA compliant. Ms. Bernier has been monitoring and making sure that the county meets all federal requirements for ADA compliance. Commissioner Goddu mentioned that the topic made it to the agenda because he was solicited by a company specializing in website enhancements and ADA compliance. He wanted to ensure that the county was doing the right thing and wanted to inquire if they needed any assistance. Commissioner Coyle responded that Ms. Bernier has been very sharp and constantly monitors it to ensure compliance. Commissioner Goddu expressed his confidence in Ms. Bernier's work and believed that they were in good shape regarding ADA compliance.

## **2. Department of Corrections – Jason Henry, Superintendent**

a. Bid Waiver Request, Neptune Uniforms & Equipment (approval)

Commissioner Tombarello moved to approve the Neptune Uniforms & Equipment, Inc. Proposal & Bid Waiver Request to extend the current contract to June 30, 2026, with an industry-wide (continued) increase of approximately 3.5% for an amount not to exceed \$71,000.00, contingent upon the passing of the FY 2026 budget, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated April 11, 2025, transferring one inmate to Hillsborough County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **3. Facilities Operations – Jude Gates, Senior Director**

a. Line Item Transfers (approval)

Commissioner Tombarello moved to approve a line item transfer request dated April 9, 2025 in the amount of \$37,125.00, transferring from RCNH Electricity to Vehicle Lease, \$7,000.00 from Facilities Electricity to Building Repairs Purchased Service, \$15,000.00 from Jail Fuel to Jail Purchased Services, and \$13,000.00 from Nursing Home Electricity and Jail Electricity to Boiler Plant Purchased Services, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request, ABB Inc. (approval)

Commissioner Tombarello moved to approve the ABB Inc. proposal & Bid Waiver Request in the amount of \$41,795.00 for the emergency repair of a failed 2000 Amp main breaker, 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, Tombarello, and Coyle in favor.

#### **4. Human Resources – Alison Kivikoski, Senior Director**

##### **a. FY 2026 Per Diem Wage Schedule (approval)**

Commissioner Tombarello moved to accept the FY 2026 Per Diem Wage Schedule as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **b. Health Insurance Premiums Write Off Request (approval)**

Commissioner Tombarello moved that Rockingham County approve a write-off for a former employee's (R.B.) Health Insurance Premiums totaling \$526.70 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, Tombarello, and Coyle in favor.

##### **c. Retiree Insurance Premiums Write Off Request (approval)**

Commissioner Tombarello moved to approve write-offs for Retiree Health and Dental Insurance Premiums totaling \$3,849.66 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, Tombarello, and Coyle in favor.

##### **d. Proposed Sign On and Referral Incentive Bonus Changes (approval)**

Commissioner Tombarello moved to approve the changes to the sign on and referral incentive bonus program effective April 18, 2025, as outlined in the memo from Human Resources dated April 17, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion and explained that there were numerous budget cuts, which he deemed appropriate. He commended Ms. Kivikoski for prioritizing the most critical items. He noted that reducing the LNAs from \$8000 to \$4000 and the RNs from \$10,000 to \$6000 remained a good incentive for attracting nursing staff with the new pay plan. He highlighted that previously they used ARPA funds for retention and recruitment, but those funds are no longer available. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **e. Proposed FY 2026 Non-Union Pay Plan (approval)**

Commissioner Tombarello moved to accept the draft FY 2026 Non-Union Pay Plan 3.06% COLA + 3%, as recommended by the Senior Director of Human Resources and Senior Director of Finance. Commissioner Goddu seconded the motion. Ms. Kivikoski explained that the pay plan involves adjusting the minimum and maximum salary ranges and they want to keep it at 1% to allow for some movement. She emphasized the importance of not exceeding this adjustment, as it could lead to decompression issues throughout the pay plan, depending on the annual rates. Commissioner Tombarello amended his motion to 3.06% COLA + 1%. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **f. Position Repurpose/Retitle, Department of Corrections (approval)**

Commissioner Tombarello moved to approve a repurpose and retitle of an open union Corrections Officer position to a non-union "Corrections IT Support Coordinator" position in grade R14, effective July 27, 2025, pending Executive Committee approval as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle explained that this time of year is typically when they address regrades to achieve better alignment within departments. She noted that they would see several of these adjustments to ensure proper alignment in anticipation of the next fiscal year. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

g. Position Regrades – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a regrade of the seven (7) Unit Manager positions from grade R18 to grade R19, with wage adjustments in lieu of the COLA and annual evaluation increase effective July 1, 2025, pending Executive Committee approval as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained that after reaching a tentative agreement (TA) with negotiations, it is necessary to ensure that the non-union unit managers, who supervise certain employees, do not have their pay rates encroach upon those of the unit managers. Therefore, wage adjustments are required to maintain appropriate pay differentials Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a regrade of the Clinical Risk Coordinator position from grade R16 to grade R17, with a wage adjustment in lieu of the COLA and annual evaluation increase effective July 1, 2025, pending Executive Committee approval as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

h. Proposed Wage Adjustment – Department of Corrections (approval)

Commissioner Coyle stated that the proposed wage adjustment for the Department of Corrections has been pulled from the agenda.

i. Proposed FY 2026 Shift Differentials Schedule (approval)

Commissioner Tombarello moved to accept the FY 2026 Shift Differentials Schedule effective July 13, 2025 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, Tombarello, and Coyle in favor.

j. Well-Being Solution 2025-2026 Plan Year (approval)

Commissioner Tombarello moved to approve the Well-Being Solution Action Rewards Option 3 from Cigna for the period of July 1, 2025, to June 30, 2026, as described in the attachment from Human Resources which includes a \$600 reward level for employees and a \$600 reward level for spouses. Further, authorize the Senior Director of Human Resources to sign all related documents, as recommended by the Senior Director of Human Resources. Additionally, to transition to a quarterly client-administered payment basis for employees and for Cigna to oversee and administer the spousal "Wellness Cash" rewards (gift cards). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**5. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to approve an Adult Medical Day Care request to Silverthorne Adult Medical Day Center for an additional client (B.P.) at an amount of \$15 per day, 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, Tombarello, and Coyle in favor.

b. VitalTalent Supplemental Staffing Agreement (approval)

Commissioner Tombarello moved to approve the VitalTalent Supplemental Staffing Agreement for a term of one (1) year effective April 2025, with 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.

Ms. Dja Konan explained that the agencies are experiencing many changes, including acquisitions and relocations. They have long-term contracts and a smaller pool for per diem work. Recently, they've noticed a decrease in 13-week contracts but an increase in smaller, one-off days. A local agency with established relationships, including a case manager familiar with Rockingham County, is expected to help cover single

or few shifts without needing full contracts, thus maintaining staffing levels without overstaffing. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

##### **a. Grant Application: SFY 2026-2027 Substance Abuse Reduction Initiative (approval)**

Commissioner Tombarello moved to approve an application for the New Hampshire Department of Safety Law Enforcement Substance Abuse Reduction Initiative grant in the amount of \$200,000, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Commissioner Coyle asked if they think they'll see a reduction in state grant money due to budget cuts. Chief Deputy Sawyer replied that this annual grant is now for a two-year period, totaling \$200,000. The direction from the Governor and Commissioner favors Task Force oriented grants, so smaller independent communities may not receive funding. Major cities like Manchester and Nashua should still receive funds, but overall distribution will favor Task Force groups, providing them with a better chance for a larger share. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **E. Department Head Updates**

Senior Director Kivikoski provided updates on several ongoing tasks. She mentioned that she had been working closely with Chuck and other departments, focusing on budget preparations and subcommittee meetings. She also highlighted the upcoming annual open enrollment period for benefits, which would run from May 19 to June 9. She emphasized the importance of completing the enrollment process within this timeframe as the system would lock out on June 9.

Senior Director Dja Konan reported on the census at the nursing home and assisted living, noting that the nursing home had 132 residents and the assisted living facility had 47 residents, with two planned admissions. She mentioned that they were no longer in outbreak status and had no residents positive for COVID-19. However, a staff member had tested positive, but it was outside the window that would count. She also provided an update on the Pilot Program Grant and the positive impact of adding a second driver for Silverthorne, which increased the availability of adult medical daycare to 27 people. She expressed gratitude for Ms. Bernier's assistance in deploying laptops for unit managers, which improved efficiency and communication.

Senior Director Nickerson discussed the busy period of grant reporting and filing, as well as budget preparations. He mentioned that the first draft of the budget had been reviewed by the commissioners and included revenue numbers through the current year. He highlighted the importance of advocating for the county's interests at the state level and mentioned upcoming meetings with state senators. He also discussed legislative changes affecting the county, including the potential impact of managed care on supplemental payments and the importance of net metering for solar projects.

Senior Director Gates provided updates on various facilities projects. She mentioned the start of the spring irrigation system, the replacement of expansion tanks in the laundry, and the deployment of Ascom phones for nursing supervisors. She also discussed the upcoming rooftop unit replacements on F and G Blocks, the progress on the water main project, and the North Road sewer main. She expressed excitement about the forward progress and the positive impact of these projects.

Superintendent Jason Henry reported that the inmate count is currently 135. He provided an update on the jail management system, the opioid abatement committee, and announced the upcoming graduation of four individuals from the 125th Academy. He conveyed concerns regarding legislative changes impacting the retirement system and the opioid abatement fund. Additionally, he emphasized the significance of the forthcoming rooftop unit replacements on F and G blocks and expressed his gratitude for Ms. Gates' assistance.

Deputy County Attorney, Kristen Vartanian mentioned that they were busy with trials and trainings and had filled all their open positions. She expressed excitement about the progress and the positive impact on the community.

## **F. New Business / Old Business**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Amended Designation of Open Enrollment Period (approval)**

Commissioner Tombarello moved to amend the vote of April 10, 2025 and designate the Open Enrollment period for the plan year of July 1, 2025 through June 30, 2026, as May 19, 2025 through June 9, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Mr. Nickerson acknowledged Cathy Stacey's significant contributions to legislative efforts. He highlighted that Cathy has been actively involved in meetings with state senators and has done a lot of work behind the scenes. Her efforts have been instrumental in advocating for the county's interests at the state level.

## **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) personnel**

Commissioner Tombarello moved to enter nonpublic session at 12:07 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 12:45 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

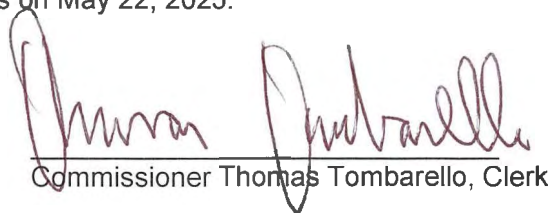
Commissioner Tombarello moved to seal the minutes of the three nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in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

## **I. Adjourn**

Commissioner Tombarello moved to adjourn at 12:46 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on May 22, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, April 24, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:06 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Jude Gates, Sr. Director, Fac. Op.  
Alison Kivikoski, Sr. Director, HR  
Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

Commissioner Tom Tombarello  
Pat Conway, County Attorney  
Jason Henry, Superintendent, DOC  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office

### B. Reports

#### 1. Finance Office – Charles Nickerson, Senior Director

##### a. Harvey Construction Off-Cycle A/P Warrant (approval)

Commissioner Goddu moved to approve the April 24, 2025 Accounts Payable warrant T251172 payable to Harvey Construction Corporation in the amount of \$2,258,451.01 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Tombarello seconded the motion.

Commissioner Coyle acknowledged Commissioner Goddu's efforts in ensuring Commissioner Tombarello's attendance for the vote. Commissioner Goddu remarked that the construction work is advancing well but he expressed his ongoing frustration over the missing receipts. Voted 2-1-0. Commissioners Coyle and Tombarello in favor, Commissioner Goddu opposed.

### C. Commissioners' Nonpublic Session NH RSA 91-A:3, II (a) personnel

#### 1. Commissioners' Office – Kathryn Coyle, Chair

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

Commissioner Goddu moved to enter nonpublic session at 1:11 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 1:38 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

The public meeting resumed at 1:42 pm, Commissioner Coyle informed the attendees that Commissioner Tombarello left the meeting.

### D. RFP Openings & Awards

#### 1. Opening: Dental Services – Long Term Care Services

Commissioner Goddu moved to authorize the Senior Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

### E. Consent Agenda

#### 1. March 20, 2025 and April 3, 2025 Meeting minutes (approval)

Commissioner Goddu moved to approve the March 20, 2025 public and nonpublic minutes and the April 3, 2025 public minutes. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

2. HR Bi-Weekly Recruitment Report (informational)
3. HR Nursing Recruitment Report (informational)

The discussions for both recruitment reports occurred simultaneously. Ms. Kivikoski reported positive progress in recruitment efforts, successfully hiring an LNA (Licensed Nursing Assistant) and an LPN (Licensed Practical Nurse). Commissioner Coyle pointed out that three new hires are slated for the end of April into early May, including three full-time LNAs, a weekender LPN, and a housekeeper. She highlighted the recruitment efforts have significantly improved compared to the previous year, surpassing the goal of 17 hires. Furthermore, the increase in permanent staff has improved the quality of care for residents. Commissioner Goddu stated the successful recruitment has had a positive financial impact, saving the county about a million dollars on the salary line.

4. April 25, 2025 Payroll (approval)

Commissioner Goddu moved to approve the payroll expense in the amount of \$1,500,546.00 for the period ending April 19, 2025. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

## **F. Reports (*continued*)**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

- a. Commissioner updates

Commissioners Goddu and Coyle had no updates to present.

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

Commissioner Goddu moved to approve an exception request to Personnel Policy 7-4 for a Human Resources employee (A.K), and a Facilities Operations employee (J.G.). Commissioner Coyle seconded the motion. Commissioner Goddu explained that the Board decided on a 5% increase for these employees to align their salaries with those in other departments. He confirmed that the increases are appropriate and after thorough deliberation, all members, including Commissioner Tombarello, agreed to the increases. Voted 2-0, Commissioners Goddu and Coyle in favor.

### **2. Department of Corrections – Jason Henry, Superintendent**

- a. Bid Waiver Request, Chaplain Services for DOC and Long Term Care Services (approval)

Commissioner Goddu moved to approve the Bid Waiver Request from the Department of Corrections and Long Term Care Services, for Chaplain Angie Estevez in the amount of \$74,000. He also moved to approve the Chaplain Agreement Extension/Amendment for the Department of Corrections in the amount of \$37,000.00, extending Estevez's contract through June 30, 2026, and authorized the Chair to sign all necessary documents as recommended by the Superintendent. Commissioner Coyle seconded both motions but then moved to table them momentarily to call Commissioner Tombarello, noting that a bid waiver needed all three votes to pass. Commissioner Goddu seconded the motion to table. Commissioner Coyle informed Commissioner Tombarello, and the motions passed 3-0 in favor. Commissioners Goddu, Tombarello, and Coyle in favor. Commissioner Tombarello then left the meeting.

### **3. Facilities Operations – Jude Gates, Senior Director**

- a. Request for Reallocation of Funds (approval)

Commissioner Goddu moved to authorize a reallocation of \$14,000 from a remaining balance of \$23,360.95 in the Project line "Tub/Shower Rooms" to "RCRNC Plumbing-Domestic", as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Coyle seconded the motion and provided additional context, explaining that the reallocation was necessary for the installation of backflow prevention devices. Voted 2-0, Commissioners Goddu and Coyle in favor.

### **4. Human Resources – Alison Kivikoski, Senior Director**

- a. Health Insurance Premiums Write Off Request (approval)

Commissioner Goddu moved that Rockingham County approve a write-off for a former employee's (A.J.) Health Insurance Premiums totaling \$871.77 as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

b. Position Regrade – Facilities Operations (approval)

Commissioner Goddu moved to approve a regrade of the Senior Director of Facilities, Planning, and IT position from grade R24 to grade R25, with no change in evaluation date, effective July 1, 2025 pending Executive Committee approval, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion and expressed support, emphasizing the importance of aligning the position's grade with the scope of work and responsibilities. Both Commissioners agreed that the regrade was appropriate to ensure that the department head's compensation was in line with other departments. Voted 2-0, Commissioners Goddu and Coyle in favor.

c. Employee Wage Adjustments – Various Departments (approval)

Commissioner Goddu moved to approve the wage adjustment option for J.W. and C.E. as outlined in the memo from Human Resources dated April 21, 2025, in lieu of the annual increase percentage. This adjustment will be effective on each employee's annual evaluation date, contingent upon the employee receiving a passing score on their annual evaluation, with no reset of annual evaluation date. This recommendation is made by the Senior Director of Human Resources. Commissioner Coyle moved to table the motion until after discussion in nonpublic. Commissioner Goddu seconded the motion to table. Voted 2-0, Commissioners Goddu and Coyle in favor.

**5. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Nurse's Salary Line Budget Review (informational)

Commissioner Goddu highlighted that the recruitment efforts have led to significant savings, estimating that the county would save about a million dollars on the salary line by the end of the year due to the reduction in the use of agency personnel. Commissioner Coyle added that the county is currently about \$600,000 under budget, which is a positive trend. Both commissioners expressed their satisfaction with the progress and the financial benefits resulting from the successful recruitment and retention of nursing staff.

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

a. FFY26 NH Office of Highway Safety Traffic Enforcement Patrols Grant Application (approval)

Commissioner Goddu moved to authorize the Sheriff's Office to electronically apply for the New Hampshire Office of Highway Safety Traffic Enforcement Patrols grant in the amount of \$14,700.00 as recommended by the High Sheriff. Commissioner Coyle seconded the motion stating that they hope that the grant funding remains available despite the state budget cuts. It is challenging to predict what will still be accessible, but this is an annual grant application that reimburses both overtime costs and payroll expenses, which is beneficial as it incurs no additional cost. Additionally, some grant applications do not cover these roll-ups, but this one does. Voted 2-0, Commissioners Goddu and Coyle in favor.

**G. Department Head Updates**

County Attorney Conway, the High Sheriff, and Superintendent Henry had no updates to present.

Senior Director Kivikoski stated they are beginning to prepare for the annual open enrollment, they are summarizing recent negotiations and finalizing the CBA product. She and Mr. Nickerson are working on the tables and appendixes.

Senior Director Dja Konan reported on the census at the nursing home and assisted living facilities, noting that there were no positive COVID-19 cases among staff or residents. They also mentioned the upcoming Nursing Home Week and the beautiful display created by the activities department. Additionally, Ms. Dja Konan discussed the collaboration with Ms. Gates, her team, the Sheriff's Office and the Department of Corrections on emergency preparedness.

Senior Director Nickerson reported being focused on budget-related matters, quarterly grant filing, the upcoming quarterly budget review and legislative meetings. He reviewed the upcoming meetings schedule and mentioned the need for departments to submit estimated numbers for the current fiscal year. Mr. Nickerson highlighted the importance of legislative representation and the positive impact of having more in-house nursing staff on financial savings.

Senior Director Gates provided updates on facilities operations, including the completion of a countertop replacement project and the progress of the new building construction. She mentioned placing the order for, and the installation of backflow prevention devices and the upcoming third-party testing for the new building's electrical system. Jude also discussed the importance of the solar project and its financial benefits.

Ms. Mattila mentioned receiving a request for attendance at the ribbon-cutting event. Discussion included the community's excitement about the new building, and the idea of involving the community in deciding what items to include in the time capsule.

## **H. 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 Goddu moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated April 23, 2025, transferring one inmate to Hillsborough County, as recommended by the Superintendent. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

Commissioner Goddu brought up discussing the budget and the non-union salary increases. He then moved to approve the budget with a COLA plus 3% increase for the non-union employees. Commissioner Coyle seconded the motion for the COLA plus 3%. Voted 2-0, Commissioners Goddu and Coyle in favor.

Commissioner Coyle expressed serious concerns about the county's budget, highlighting that they are using fund balance to offset expenses by about \$5 million annually. She warned that at this rate, they would run out of fund balance in five years, which could lead to significant tax increases or cuts. While the directive was for departments to keep budget increases to 4%, one department proposed nearly a 10% increase. She emphasized that all other departments had complied with the request. Despite her concerns, she stated she would vote to approve the budget because she didn't want to penalize all departments for one department's higher increase. She praised everyone's hard work and collaborative effort in budget preparation.

Commissioner Goddu acknowledged Commissioner Coyle's concerns about the Sheriff's department budget. He explained that after reviewing potential cuts to achieve the 4% goal, he was unhappy with all the proposed reductions. He felt it was better for the county to allow the budget to proceed as proposed. He expressed optimism about potential additional revenues, citing Mr. Nickerson's ongoing legislative efforts in Concord, and supported the budget as it was presented.

Commissioner Coyle moved to approve the Commissioners' Proposed Fiscal Year 2026 budget. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

## **I. Public Comment**

There were no public comments.

## **J. Commissioners' Nonpublic Session NH RSA 91-A:3, II**

### **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 2:23 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:51 pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

Commissioner Goddu 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 Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes and Commissioner Coyle voted yes.

Commissioner Goddu moved to seal the minutes of nonpublic session 4 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes and Commissioner Coyle voted yes.

Commissioner Coyle stated they will now vote on the motions from earlier in the meeting under Human Resources, employee wage adjustments.

Commissioner Goddu moved to approve the wage adjustment option three, COLA plus 5.9% and 8.9% for J.W. and C.E. as outlined in the memo from Human Resources dated April 21, 2025, in lieu of the annual increase percentage. This adjustment will be effective on each employee's annual evaluation date, contingent upon the employee receiving a passing score on their annual evaluation, with no reset of annual evaluation date. This recommendation is made by the Senior Director of Human Resources. Commissioner Coyle seconded.

Commissioner Goddu moved to approve a 12.11% wage adjustment for H.B., in lieu of the Cost of Living Adjustment (COLA) and the annual evaluation increase. This adjustment will be effective on the employee's annual evaluation date, contingent upon the employee receiving a passing score on their annual evaluation. This recommendation is made by the Senior Director of Human Resources and will take effect on July 1, 2025.

Commissioner Goddu moved to approve the wage adjustment option three, a 5% total increase for A.S. as outlined in the memo from Human Resources dated April 21, 2025, in lieu of the annual evaluation increase percentage. This adjustment will be effective on the employee's annual evaluation date, contingent upon the employee receiving a passing score on their annual evaluation, with no reset of annual evaluation date. This recommendation is made by the Senior Director of Human Resources.

Commissioner Goddu moved to approve the wage adjustment option three, a new rate of \$53.61 as outlined in the memo from Human Resources dated April 21, 2025, in lieu of the annual evaluation increase percentage. This adjustment will be effective on each employee's evaluation date, contingent upon the employee receiving a passing score on their evaluation, with no reset of evaluation date. This recommendation is made by the Senior Director of Human Resources.

Commissioner Goddu moved to approve amending the approved, proposed regrade wage adjustments for Unit Managers to utilize the Option 2 proposal for wage adjustments, in lieu of the COLA and annual evaluation increase, effective July 1, 2025, pending Executive Committee approval, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded all five motions. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### **K. Adjourn**

Commissioner Goddu moved to adjourn at 2:57 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on May 29, 2025.



Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, May 1, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Goddu called the meeting to order at 1:01 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

Commissioner Kathryn Coyle  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Award: IAQ-Duct Cleaning – Facilities Operations

Commissioner Tombarello moved to award the proposal for IAQ-Duct Cleaning to the following vendors:

Airduct Klean for the Fernald ERVs 1 and 2, Blaisdell unit NB-3, three units serving Fernald 2 (NRT-10, AHU-1, ERV-2, and the Department of Corrections F & G Block showers for an amount not to exceed \$7,700. Mechanical Hygiene Services for the Department of Corrections Booking unit, E Block, E Dining, F Dining, the unit serving the Department of Corrections Administration areas, Core, Visits and Sheriff's Dispatch for an amount not to exceed \$10,142, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Award: Jail Flooring-Epoxy & Rubber Tile – Facilities Operations

Commissioner Tombarello moved to award the proposal for Jail Flooring-Epoxy & Rubber Tile to Sprague Floor Covering for an amount not to exceed \$20,660.85, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to authorize a reallocation of \$1,160.85 from a remaining balance of \$12,340.00 in the Project line "DOC HVAC" to the jail flooring project, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. April 3, 2025 and April 10, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the April 3, 2025 nonpublic minutes. Commissioner Coyle seconded the motion. Commissioner Goddu asked to table the motion until after nonpublic session. Commissioner Tombarello withdrew his motion.

#### 2. Adult Medical Day Care (AMDC) Payout Report, March 2025 (informational)

#### 3. May 1, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the May 1, 2025 Accounts Payable list total of \$3,684,888.28. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

None of the Commissioners had an update to provide.

#### **b. Line Item Transfer (approval)**

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$2,679.00, dated April 23, 2025, transferring from conferences to staff. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **2. Finance Office – Charles Nickerson, Senior Director**

#### **a. FY 2026 Arts in Health Project Grant Application (approval)**

Commissioner Tombarello moved to authorize the Finance Office and Long Term Care Services to apply for the FY 2026 Arts in Health Project Grant from the New Hampshire State Council on the Arts (NHSCA) in the amount of \$7,964.00 for an interactive Memory Care mural in the Driscoll community. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Travel & Training Request (approval)**

Commissioner Tombarello moved to approve a travel & training request for a Finance Office employee (A.T.), to attend the New England Payroll Conference in Plymouth, Massachusetts, held October 23-24, 2025, at an estimated total cost of \$1,350.10, as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **3. Human Resources – Alison Kivikoski, Senior Director**

#### **a. FY 2026 Earned Time/Holiday Time Cash Out (approval)**

Commissioner Tombarello moved to approve a Fiscal Year 2026 Cash Out of Earned Time and Holiday Time accruals, as outlined in the memorandum dated April 24, 2025, and recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **4. Long Term Care Services – Chantal Dja Konan, Senior Director**

#### **a. Line Item Transfers (2) (approval)**

Commissioner Tombarello moved to approve two (2) line item transfer requests dated April 17, 2025, and April 23, 2025 in the amount of \$8,000.00 transferring from Linen/Bedding/Cubical Curtains to Mattresses and Pillows, and \$170,000.00 transferring from Nursing Staff to Nursing Employer FICA and Nursing Employer Retirement, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Senior Director Kivikoski stated they are preparing for the open enrollment period which run from May 19 to June 9, 2025. Benefit wage amount packets will be distributed next week, and they are organizing meetings for employees currently enrolled in the OAP plan, which will be discontinued on June 30, to assist them with the enrollment process.

Superintendent Jason Henry mentioned that the HVAC system upgrade at the jail would start next week and is expected to be completed by June. He also reported that the Subcommittee budget meeting went well, with unanimous approval. Additionally, he shared that the 125th Academy recently graduated four individuals, with Rockingham County having the honor graduate for the second consecutive academy. Lastly, he noted that he would not be attending the American Jail Association Conference this year due to scheduling conflicts with tennis matches.

Senior Director Dja Konan reported on the long term care census. She stated that there are no outbreaks to report among staff or residents, and she also mentioned that Sodexo has been on-site, meeting with dietary department staff and working on system components to ensure a smooth transition.

Senior Director Nickerson mentioned grants and quarterly filings. He attended a Treasury Department seminar on submitting for SLFRF, and ARPA, noting that many attendees were not prepared for the filing deadline, but their submission went smoothly. He also reported that the budget subcommittee meetings have started, and expressed concerns about potential Medicaid cuts at the federal level and their impact on categorical assistance.

Senior Director Gates mentioned that the spray irrigation system has been started, and they are working on the backflow repair for the building, which will require a major shutdown. The HVAC project is progressing, with equipment being craned onto the roof at the jail starting next Wednesday. The nursing home equipment is already on the roof, and they are waiting for the controls work to be completed. Additionally, the new building is making remarkable progress, with flooring and lighting being installed. They are still waiting for permitting from the Department of Transportation and Eversource for power tie-in for well number four. The solar project is expected to start up within a month.

Register of Deeds Cathy Stacey reported that the numbers for April were very positive, with receipts, transfer tax, L chip, and document counts all showing significant increases compared to the previous year. She mentioned a meeting with Senator Gray regarding HB2, where he was non-committal about reducing the proposed cap from 3% to 2%. Additionally, she discussed the repayments for the F map, which were originally planned to be paid over two years but have now been extended to four years. She emphasized the importance of the upcoming legislative meeting to discuss long-term care issues and ensure alignment among the ten counties.

## **F. New Business / Old Business**

### **1. Finance Office – Charles Nickerson, Senior Director**

#### **a. Correction to Facilities Operations Budget Line (approval)**

Commissioner Tombarello moved to approve a reduction of \$7,140 for Facilities Operations Technical and Trade Salaries, line 51207, and incorporate the \$7,140 amount for Fuel – Finance Office, account 11300038-55200, into the operating expense total for the Department with no change to the overall Fiscal Year 2026 Facilities Operations appropriations total of \$6,156,643 proposed by the Board of Commissioners. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle 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)**

Commissioner Tombarello moved to enter nonpublic session at 1:34 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:41 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of all four 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 Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

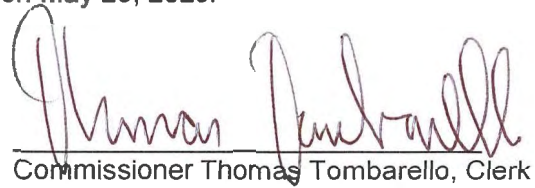
Commissioner Tombarello moved to approve the April 3, 2025 nonpublic minutes as amended. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

**I. Adjourn**

Commissioner Tombarello moved to adjourn at 2:43 pm. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on May 29, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, May 8, 2025 @ 3:00 pm

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

Robin Bernier, IT Manager  
Kevin Coyle, member of the public

#### Remote Attendance:

Pat Conway, County Attorney  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Katie Casey, Asst. Director, Finance  
"Brentwood, NH" member of the public

### B. Consent Agenda

#### 1. April 10, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the April 10, 2025 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Agency Nursing Staff Report (informational)

Commissioner Coyle and Ms. Dja Konan provided a brief summary of the report and noted they are trending in the right direction.

#### 3. May 9, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,580,736.89 for the period ending May 3, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu mentioned that he had just returned from a tour of the building and was impressed by its condition. He noted that the walls, carpets, and glass were all in place, and the progress was evident. He said that the building looked like it was going to be a fantastic place for everyone to work, with excellent meeting spaces. Although there was still a lot of work to be done, he felt that everything looked great and believed they were in good shape.

Commissioner Coyle stated that tomorrow is the Executive Committee meeting for the third quarter budget review. Tonight, at five o'clock, there will be a public hearing for the Commissioner's budget and the Executive Committee meeting on the budget is scheduled for May 23<sup>rd</sup>. She noted that the delegation subcommittee meetings continue and that the ones she has participated in so far have gone very well. She highlighted that the subcommittee members have asked good questions and that the process has been supportive overall.

##### b. Public Records Request General Policy and Procedure (discussion)

Commissioner Goddu raised concerns about the county's lack of a solid 91A right-to-know request policy. He reviewed the Sheriff's Department's policy, which includes charging \$1 for the first page and 25 cents

for subsequent pages, whether for printed or USB copies. Goddu suggested this could be a good starting point for developing a county-wide policy. Commissioner Coyle recommended consulting with attorneys and Primex, noting potential legal issues with charging per page for electronic records.

The conversation then shifted to text message retention. Ms. Bernier explained that AT&T only holds 48 hours of information, and users would need to provide screenshots for older messages. Commissioner Goddu mentioned that staff members may routinely delete text messages. Commissioner Coyle emphasized that business-related messages should not be deleted. Ms. Bernier mentioned exploring a software solution from Civic Plus to archive messages and potentially centralize records request processes. The Board agreed this was an important issue to address, with potential follow-up with Primex at the Risk Summit conference next week, as well as legal consultation.

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

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

Commissioner Tombarello moved to approve hiring two (2) Assistant County Attorneys, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Goddu seconded the motion. Commissioner Coyle moved to table the motion until after a nonpublic discussion. Commissioner Goddu seconded the motion to table. Voted 3-0 to table, Commissioners Goddu, Tombarello, and Coyle in favor.

## **3. Facilities Operations – Jude Gates, Senior Director**

- a. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$20,506, dated May 5, 2025, transferring from non expendable equipment, expendable equipment, and software to telephone as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **4. Finance Office – Charles Nickerson, Senior Director**

- a. FY 2025 Department of Corrections Adult Diversion Write-Offs (approval)

Commissioner Tombarello moved that Rockingham County approve FY 2025 Department of Corrections Adult Diversion Program write-offs totaling \$3,280 as recommended by the Senior Director of Finance and the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **5. Human Resources – Alison Kivikoski, Senior Director**

- a. Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)

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

- b. Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Long Term Care Services employee (T.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Exception Request 7-8, Longevity Pay at Retirement – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-8, Longevity Pay at Retirement for a Long Term Care Services employee (S.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. General Leave Request – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a general leave request for a Nursing employee (T.M.) with County portion of all benefits to continue for the period May 11, 2025 through May 30, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Revised Job Description – Facilities Operations (approval)

Commissioner Tombarello moved to approve a revised Job Description for the Senior Director of Facilities, Planning, and IT, effective May 8, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

f. New Position Request, Effective Date Confirmation – Facilities Operations (approval)

Commissioner Tombarello moved to affirm the requested effective date of December 14, 2025 for one of the new Shift Technician positions for FY 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**6. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Sodexo Operations, LLC Management Agreement (approval)

Commissioner Tombarello moved to approve the Sodexo Operations, LLC Management Agreement for a term of five (5) years, commencing on July 1, 2025 and shall continue thereafter until terminated, 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.

A comprehensive discussion took place, during which Commissioner Goddu posed several questions. Subsequently, Commissioner Coyle amended the motion and moved to approve the Sodexo Operations, LLC Management Agreement for a term of five years, commencing July 1, 2025 and shall continue thereafter until terminated with further revisions to the contract reflecting Rockingham County as the party and adhering to the CPI as defined by the Boston, Cambridge, Newton, January CPI and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0 on the revised motion, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Adult Medical Day Care (AMDC) Request – Easterseals (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated April 29, 2025 to Easterseals for an additional client (J.C.) at an amount of \$80 per day, 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, Tombarello, and Coyle in favor.

c. The Compliance Store Facility Agreement (approval)

Commissioner Tombarello moved to approve The Compliance Store Facility Agreement for the period beginning May 8, 2025 for a term of one (1) year, with 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, Tombarello, and Coyle in favor.

**D. Department Head Updates**

Superintendent Jason Henry stated there was a recent OSHA training for command staff, which focused on improving workplace safety through proper chemical labeling and storage. This week marks Corrections Week, which the department has been celebrating with various activities, including special food and prizes from vendors. During the morning's festivities, Henry presented awards in several categories, recognizing outstanding staff members for their Rookie of the Year, Officer of the Year, Supervisor of the Year, and Employee of the Year. A notable highlight of his update was Major Banville's selection to a prestigious

national panel. Out of numerous candidates, Banville was chosen as one of eight individuals nationwide to provide input and insights on new corrections technology. Mr. Henry expressed pride in this achievement, emphasizing that it reflects Rockingham County's commitment to being innovative and staying at the forefront of corrections practices. This selection underscores the department's proactive approach to improving correctional systems and technologies.

Senior Director Kivikoski reported they are preparing for open enrollment. Her team is updating the HRA system with data on rates and other relevant information. They have also been hosting meetings for employees on the OAP plan, which will be sunset on June 30, to help them transition to the two high-deductible plans. Additionally, they are preparing for the quarterly review and a meeting with Representative Edwards.

Senior Director Dja Konan reported this week is Nurses Week, with Nursing Home Week coming up next. She also mentioned kickstarting a policy portal, which will include comprehensive regulatory policies, templates, forms, audits, and safety regulations. The portal will provide weekly email alerts about regulatory trends and changes. Ms. Dja highlighted the portal's value in maintaining compliance across various facilities and regulatory standards.

Senior Director Nickerson reported ongoing work on the single audit and continued audit preparations. Most subcommittee budget meetings are nearly complete, he highlighted a recent meeting with Senator Innis at the State House, where he, Kate Hogan, and David Ross discussed important issues affecting the 10 counties, including the county cap, Medicaid reduction, and provider rates. He also provided context on state budget developments, mentioning that the Senate's revenue projections are closer to the Governor's than the House's, which could impact funding for various programs. On the federal level, he shared positive news that the federal match for Medicaid expansion appears secure, though he remains concerned about potential changes to federal benefits percentages that could significantly impact counties.

Senior Director Gates reported on several updates. The grounds staff have been working to prepare the area for Mother's Day, the HVAC project continues with the goal of handing over controls by the following Thursday. She discussed an upcoming backflow repair that will require a substantial water shutdown, potentially up to eight hours. They are planning to minimize disruption by potentially doing the back section first to allow partial water restoration. Ms. Gates is also monitoring Eversource's potential rate increases for distribution, which could impact the county even after transitioning to their own power supply. Regarding the new building, she noted they are waiting for permits from various departments, including DES for diesel generator tanks and DOT for pedestrian improvements on North Road. She emphasized they are making good progress and are ready to proceed once permits are finalized.

County Attorney Conway briefly reported that they have numerous hearings and proceedings ongoing and are currently preparing for a child abuse case scheduled for the following week, a first-degree assault on an infant. She stated their current workload as extensive, but things are good.

Register of Deeds Cathy Stacey reported that the seacoast area is experiencing a boom in real estate closings, with their numbers at the end of the last month being very good. She noted they are closely monitoring developments in Concord due to potential legislative impacts. She also requested that Commissioner Tombarello call Senator Gannon regarding a piece of legislation that needs support, as the Senator was supposed to bring forth an amendment but appears to be blocking it.

## **E. New Business / Old Business**

### **1. Finance Office – Charles Nickerson, Senior Director**

- a. NH Dept of Environmental Service Labs Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the May 8, 2025 Accounts Payable warrant T251047 payable to NH Dept of Environmental Service Labs in the amount of \$5,619.63 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **2. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$5,500.00, dated May 8, 2025, transferring from PPS Services to Therapy Equipment Expendable as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Human Resources – Alison Kivikoski, Senior Director**

a. Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)

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

**4. Department of Corrections, Superintendent Jason Henry**

a. Inmate Administrative Transfer

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated May 8, 2025, transferring one inmate to Merrimack County Department of Corrections, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle acknowledged the members of the public that were in attendance and addressed the room by stating it has been reported that this contract was signed without the knowledge or approval of the Commissioners. This is particularly troubling given the previous discussions about holding ICE detainees at the house of corrections, where the importance of due process was emphasized. Holding and incarcerating individuals without due process is in conflict with both the United States Constitution and the New Hampshire Constitution, which offers even greater protections.

She went on to say the lack of transparency from the Sheriff's Office has been a significant issue. While Superintendent Henry has been open in discussions about this matter, the Sheriff's Office has engaged in contract negotiations without informing the Commissioners. The information about this contract only came to light through an article published in The Boston Globe, which mentioned that the Sheriff's Office was considering this contract. Commissioner Goddu followed up, and it was revealed that the contract had already been signed by the end of April. The Commissioners were not given the opportunity to review or approve it, and they have been left in the dark.

Lastly, she mentioned that this situation has been deemed unacceptable by many, and it is expected that community members will echo these sentiments during public comment. She believes they should have been made aware of this contract, especially given the extensive discussions about engaging with the federal government regarding ICE detainees. It is considered unacceptable that the information was discovered through a news article rather than through transparent communication.

Commissioner Goddu, as the liaison with the Sheriff's Department, provided clarification on the contract signed with the federal government under 287(g) for holding ICE detainees. The contract is specifically for training purposes. Currently, the Sheriff's Department does not have the authority to hold individuals with detainee status until ICE arrives. They can notify ICE, but if ICE cannot arrive within a short timeframe, the detainee must be released. The training will enable officers to hold detainees long enough for ICE to engage with them.

Commissioner Goddu emphasized that this contract is procedural and part of a task force aimed at training officers on proper procedures and conduct. He noted that the Sheriff's Department regularly undertakes various training programs, such as firearm training and internet sex trafficking training, without seeking approval from the Commissioners. This training was similarly decided upon by the Sheriff's Department and was at no cost.

While Commissioner Goddu acknowledged that he was not initially aware of the contract, he expressed that it would have been preferable to have been informed in advance, given the controversial nature of the

subject. However, after discussions with the Sheriff's Department, he was satisfied with their approach and the necessity of the training.

Commissioner Tombarello emphasized that most questions should be directed to the Sheriff. He mentioned receiving calls at his home, expressing dissatisfaction with the situation. He has been in discussions with the Superintendent regarding ICE detainees and their deployment, but no decision has been made yet.

Tombarello clarified that the Sheriff's budget is set, and there is no line item for ICE, meaning no additional funds are allocated for this purpose. He said he was caught off guard by the signing of the contract and has spoken with the Major and the Sheriff about it. He suggested that concerned individuals should contact the Sheriff's Office directly for more information.

Commissioner Coyle emphasized that the decision to engage in this contract is a policy decision, not an operational one. She noted that neither she nor her fellow Commissioners had been provided with the contract to review, despite being the policymakers responsible for such decisions. She highlighted that the Sheriff had already signed the contract without their knowledge, which she found disingenuous.

Coyle expressed concerns about the lack of transparency and the potential implications for the budget. She pointed out that every department was given a goal of coming in at a 4% budget increase due to rising costs and the need to manage the fund balance. However, the Sheriff's Department submitted a budget with a 9.4% increase, without much movement towards the 4% goal. She suggested that, although there isn't a specific ICE line item, there is no assurance that the Sheriff's Department isn't allocating extra resources in different ways.

She also emphasized that the statutory function of the Sheriff's Department under New Hampshire laws is civil process and transportation, including prisoner transport and service of process. The decision to engage in this contract goes beyond their prescribed duties, and the lack of courtesy in informing the Commissioners about this decision is unacceptable. Commissioner Coyle concluded by stating that the refusal to entertain a reduction in the Sheriff's budget is directly tied to the issues at hand.

#### **F. Public Comment**

There were many visitors from the public that came in after the start of the meeting for the public comment opportunity to voice their disapproval of the Sheriff's Office partnering with ICE by signing the 287(g) contract.

Each member of the public in attendance, either in person or via Zoom took a turn to voice their concerns and opinions: Skip Berrian from Exeter, Gail from Exeter, John Kemp from Exeter, Kevin Flemming from Exeter, Martha Niver from Exeter, Ginny Varian from Exeter, Sharon Lee from Exeter, Marsha and Malcolm O'Dell from Exeter, Lisa Williams from Exeter, Jack, Kevin Coyle from Portsmouth, May Youngclause, and Sarah Cornell of Portsmouth.

#### **G. Commissioners' Nonpublic Session**

Commissioner Goddu moved to enter nonpublic session at 4:33 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to recess at 5:00 pm. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor. The Board held their public hearing and resumed their nonpublic session at 6:14 pm.

Commissioner Coyle moved to exit Nonpublic Session at 6:47 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve hiring two (2) Assistant County Attorneys, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes nonpublic 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, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **H. Adjourn**

Commissioner Tombarello moved to adjourn at 6:49 pm. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on May 29, 2025.

A handwritten signature in black ink, appearing to read 'Thomas Tombarello', written over a horizontal line.

Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Public Hearing Minutes

Hilton Auditorium, 117 North Rd, Brentwood, NH  
Thursday, May 8, 2025 @ 5:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 5:14 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello

Charles Nickerson, Sr. Director, Finance  
Several Department Heads and Members  
of the Rockingham County community

Commissioner Tombarello moved to open the Commissioners' proposed fiscal year 2026 budget public hearing pursuant to NH RSA 24:13-C. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated that the public hearing was published in the Union Leader on Monday, April 28, 2025, and posted at 117 North Road, Brentwood, NH, and on the County website on Friday, April 25, 2025. She then provided an overview of the proposed budget, acknowledging the tough economic climate with state and federal cuts and inflation. She explained that the Commissioners' approach was to direct department heads to aim for a 4% budget increase, balancing the need to recruit and retain county employees, maintaining operations, and reduce fund balance usage.

Commissioner Coyle highlighted that almost every department head successfully met the 4% target. She detailed specific departmental budget increases: County Attorney's Office at 3.93%, Registry of Deeds at negative 1.86%, Sheriff's Office at 9.4%, Commissioner's Office at 4.21%, Finance Office at 4.67%, Facilities at 5.95%, Department of Corrections at 3.65%, Human Resources at 4.56%, and Long Term Care Services at 4.06%. The overall reduction from department proposals was about \$1 million.

Mr. Nickerson provided a comprehensive overview of the county budget, highlighting a 4.89% total increase in appropriations. By removing a one-time \$2 million transfer to the capital fund for the new building, the actual increase falls below 4%. Notably, this transfer is fully funded by a \$3 million solar credit, not taxpayer money. The budget breakdown reveals a detailed allocation of funds: wages comprise 41.69%, payroll expenses and benefits account for 14%, operating expenses represent 27%, and categorical assistance mandated by the state makes up 17%.

On the revenue side, Mr. Nickerson outlined challenges, particularly in long-term care revenues, which include a 1.5 million dollar decrease partly due to a 3% Medicaid provider reduction. The budget proposal includes a 4% tax increase, with the current tax rate remaining below \$1 per 1,000, and the increase in unassigned fund balance from \$13.6 million to \$15.1 million.

During the public comment, several community members raised questions and concerns about the county budget, with a particular focus on the 287(g) agreement between the Sheriff's Department and ICE. Residents sought clarification on whether county funds would be used to support ICE operations, the potential costs for officer equipment and training, and the legal and fiscal liabilities associated with the agreement.

Chief Deputy Richard Sawyer from the Sheriff's Department clarified that the 287(g) agreement with ICE is not a contract but an administrative agreement, similar to other dispatch center agreements. He refuted claims of potential raids or aggressive immigration enforcement, stating that deputies would only act within their normal duties, such as running license plates during traffic stops.

Sawyer emphasized that there would be no additional expenses for equipment or training, as deputies would use their standard equipment and incorporate the training into their required annual hours. He expressed frustration over misinformation about the agreement and noted with returning several phone calls and emails to Rockingham County residents, only one person was willing to discuss the program.

Major Chris Bashaw from the Sheriff's Department explained that the Sheriff's 9.4% budget increase is mainly due to salary adjustments with the union negotiations. He highlighted the pay disparity, noting that new, uncertified officers earn \$33-\$34 per hour, while experienced Sheriff's Deputies make around \$35.40 per hour. The budget increase aims to align compensation with market rates and retain staff.

Bashaw added, nearly \$100,000 from outside details generates revenue for the county. He emphasized that their budget is needs-based, with internal cuts and sacrifices made during preparation. He expressed frustration over the lack of detailed conversations about the budget and offered his business card for further discussion.

There were calls for greater transparency and public oversight, as well as concerns about the lack of public input in the decision-making process. Some speakers questioned the impact of the agreement on local police budgets and the risk of state penalties for non-cooperation with ICE. Other comments addressed the sustainability of using the county's fund balance to cover budget increases, the significant rise in the Sheriff's Department budget, and the need for fiscal responsibility.

Additionally, questions were raised about the solar field project, its financial benefits, and how excess energy would be managed. Overall, the public comments reflected a desire for more information, transparency, and prudent financial management from county officials.

Commissioner Goddu moved to close the Commissioners' proposed fiscal year 2026 budget public hearing. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Commissioners' proposed fiscal year 2026 budget pursuant to NH RSA 24:13-C, pending Delegation approval. Commissioner Goddu seconded the motion.

Commissioner Coyle expressed strong concerns about the lack of transparency from the Sheriff's Department, particularly regarding the recently discovered 287(g) agreement with ICE. She emphasized that the Commissioners were not informed or given an opportunity to discuss or assess the contract's impact on the budget.

Coyle acknowledged the hard work of most departments in meeting the 4% budget target and highlighted that two other departments successfully negotiated union contracts while adhering to the 4% increase and emphasized their ability to balance employee retention, recruitment, and budget constraints. With the Sheriff's Department's deviation from the county's budgetary approach, their 9.4% increase and the absence of open communication and transparency, she stated she could not support the budget. She felt it was a disservice to other departments and the public to approve a budget without full information and accountability.

Commissioner Goddu, as the liaison to the Sheriff's Department, disagreed with Coyle. He stated that he had thoroughly reviewed the Sheriff's budget and believed the increases were justified, primarily due to necessary salary raises to retain staff and the hiring of outside attorneys for prosecutions. Goddu argued that reducing the Sheriff's budget to 4% would require layoffs or less effective legal representation, which he felt was inappropriate. He accepted the Sheriff's Department's efforts to find savings and supported the budget as fair and necessary.

Commissioner Tombarello reflected on discussions with other county officials and compared Rockingham County's budget to those of other counties, noting that their increases were often higher. He described the process of working with department heads to reach the 4% target and acknowledged that while some departments quickly complied, the Sheriff's Department made significant efforts but could not go lower without compromising essential services. Tombarello expressed concern about the declining fund balance but ultimately supported the budget, believing it was well-crafted and responsible compared to other counties.

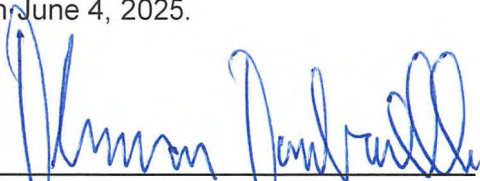
Commissioner Coyle called for the vote. Voted 2-1, Commissioners Goddu and Tombarello in favor, Commissioner Coyle opposed.

**B. Adjourn**

Commissioner Tombarello moved to adjourn at 6:02 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 4, 2025.

  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Omni Mount Washington Resort, 310 Mount Washington Hotel Rd, Bretton Woods, NH  
Thursday, May 15, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Alison Kivikoski, Sr. Director, HR

Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance

### B. Consent Agenda

#### 1. May 15, 2025 Accounts Payable List (approval)

Commissioner Coyle moved to approve the May 15, 2025 Accounts Payable list total of \$1,333,738.79. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Finance Office – Charles Nickerson, Senior Director

##### a. Moose Plate Grant Letters of Intent (approval)

Commissioner Coyle moved to approve the two letters of intent for Rockingham County Information Technology and the Registry of Deeds to apply for the 2025/2026 NH State Library Conservation/Conservation License Plate Grant Program for historical document preservation and authorize Leila Mattila to use the electronic signatures of all three Commissioners, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Public Comment

There were no public comments.

### E. Commissioners' Nonpublic Session

Commissioner Goddu moved to enter nonpublic session at 8:35 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:15 am. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were 3 nonpublic sessions and 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. She then 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 Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve a paid administrative leave for a Long Term Care employee, (S.B.) effective May 15, 2025, as recommended by the Senior Director of Long Term Care Services and Senior

Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

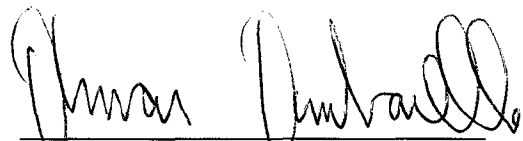
Commissioner Coyle moved to approve a paid administrative leave for a Long Term Care employee (M.S.) effective May 1, 2025, as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **F. Adjourn**

Commissioner Tombarello moved to adjourn at 9:17 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 12, 2025.

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

Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, May 22 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:00 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

James Hasselbeck, Revision Energy  
Bobby O'Brien, Revision Energy  
Kevin Coyle, member of the public

#### Remote Attendance:

Pat Conway, County Attorney  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Dov Jaffe, Harvey Construction

### B. Reports

#### 1. Facilities Operations – Jude Gates, Senior Director

##### a. Revision Energy Solar Project Update (informational)

Representatives from Revision Energy reported on the status and challenges of the county's solar project, specifically regarding the interconnection with Eversource. The solar array is mechanically complete and ready to operate, but Eversource recently imposed a new requirement for a grounding transformer and grounding bank—equipment they had previously stated in writing was not necessary.

This last-minute change would cause significant delays (potentially 6–12 months) and additional costs. Revision Energy expressed frustration, noting that all prior agreements and technical studies did not require this equipment, and that the change was not supported by a clear technical or legal rationale from Eversource.

The Commissioners and Revision Energy agreed that this could constitute a breach of contract, as the interconnection agreement is legally binding and the county stands to lose \$3 million in tax credits and other financial harm if the project is not energized by the end of the fiscal year. The group discussed escalating the issue, including engaging legal counsel and possibly taking legal action against Eversource. They also reviewed the minimal technical value of the additional equipment and the broader pattern of Eversource imposing burdensome requirements on solar projects in New Hampshire. The Commissioners planned to discuss a course of action in a non-public session and follow up with Revision Energy on next steps.

### C. Consent Agenda

#### 1. April 17, 2025 and April 24, 2025 Meeting minutes (approval)

Commissioner Coyle stated they are going to table the April 24<sup>th</sup> minutes for further review. Commissioner Tombarello moved to approve the April 17, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, April 2025 (informational)

The Commissioners agreed the status of the budget line item was in a good position.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 22 recliners from Long Term Care Services surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 4. May 23, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,497,742.93 for the period ending May 17, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **D. Reports** *(continued)*

#### **2. Commissioners' Office – Kathryn Coyle, Chair**

##### a. Commissioner updates

Commissioner Goddu questioned the setup of the amphitheater, specifically how the furniture and monitors would be arranged so that Commissioners could see the screens without turning away from the audience. Commissioner Coyle and Ms. Gates responded, mentioning that modern LED screens and flexible technology solutions are being considered and can address his request.

Goddu also questioned the process for visitor access at the new building's front entrance. He asked who would be responsible for controlling the buzzer or granting entry when someone arrives. Commissioner Coyle and Ms. Gates explained that visitors would enter a foyer and then use a call/buzzer system to contact the relevant department, similar to an apartment building setup. Access beyond the foyer would be controlled by department staff, with appropriate signage and a call system in place.

Commissioner Goddu then emphasized the importance of starting the 2027 fiscal budget planning process early. He noted that significant changes to revenue or spending require long-term planning and waiting until budget season is too late to make meaningful adjustments. Goddu stressed the need to focus on increasing revenue, reducing spending, or decreasing personnel or increasing taxes, which he considers a last resort. Commissioner Coyle agreed, stating she has been raising the same concern throughout this budget season, and suggested that waiting until after the fourth quarter numbers are finalized, then do a thorough review of the previous year's financials. She highlighted that would provide a solid foundation for realistic assessment and identify areas for potential cuts or efficiencies. Goddu agreed and concluded that year-round financial planning will ensure the county remains in good fiscal shape.

Commissioner Coyle's update was a brief comment about the benefits and usefulness of the Primex conference.

##### b. Water Tower Café Meal Vouchers (discussion)

Commissioner Coyle noted significant overruns in food and catering costs, particularly for meetings and events. She reported that invoices for snacks and catering were much higher than expected, prompting efforts to reduce costs by eliminating catering and vouchers and purchasing supplies elsewhere. Ms. Dja Konan explained that the transition from Glendale to Whitson's as the food service provider brought more transparency and detailed billing, revealing costs that were previously not visible. She noted that higher staffing costs, travel charges, and increased documentation contributed to the higher invoices. Additionally, the busy spring season, with more events and meetings, led to increased catering needs.

A major unexpected expense was the need to purchase emergency food supplies to meet regulatory requirements for both the nursing home and corrections, as previous inventories were insufficient. Superintendent Henry emphasized the importance of maintaining enough emergency rations for several days in case of a major event, and Ms. Dja Konan described the challenges of monitoring and auditing food inventory, especially when supplies are occasionally used to cover shortfalls in regular deliveries.

##### c. NHAC Post-Conference Schedule (discussion)

The Commissioners and department heads discussed policies for employees returning to work after attending the New Hampshire Association of Counties (NHAC) conference. The conversation focused on ensuring fairness, especially for those attending late-night award events, and addressing the logistical challenges for employees on different shifts. The group agreed that first-shift employees who attend the conference would not be required to return to work the following day, while second and third shift employees' situations would be handled on a case-by-case basis with department head approval.

Commissioner Goddu mentioned the need for better planning and tracking of conference attendees, as last year's process was disorganized. Commissioner Goddu emphasized the importance of collecting an accurate count of all employees attending the conference early.

### **3. Department of Corrections – Jason Henry, Superintendent**

#### **a. Travel & Training Request, NCCHC Conference (approval)**

Commissioner Tombarello moved to approve a travel & training request for two Department of Corrections employees (M.B.H. and I.H.), to attend the National Correctional Health Care Conference in San Francisco, CA to be held Saturday, July 19, 2025 through Monday, July 21, 2025, at an estimated total cost of \$3,533.00, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **4. Facilities Operations – Jude Gates, Senior Director**

#### **a. Bid Waiver Request, A3 Communications (approval)**

Commissioner Tombarello moved to approve the A3 Communications Proposal & sole source Bid Waiver Request in the amount of \$56,543.00 for the expansion of the access control system in the Department of Corrections, 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, Tombarello, and Coyle in favor.

#### **b. Change Order Request, LHR Fire Protection (approval)**

Commissioner Tombarello moved to approve a change order request for LHR Fire Protection for an amount not to exceed \$104.60, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **c. Cybersecurity & Infrastructure Security Agency Cybersecurity Assessments (approval)**

Commissioner Tombarello moved to authorize cybersecurity testing of all County environments at no cost to the County by the Cybersecurity and Infrastructure Security Agency and authorize the Chair to sign all necessary documents including the Cybersecurity Assessments Rules of Engagement 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, Tombarello, and Coyle in favor.

### **5. Finance Office – Charles Nickerson, Senior Director**

#### **a. Harvey Construction Off-Cycle A/P Warrant (approval)**

Commissioner Tombarello moved to approve the May 22, 2025 Accounts Payable warrant T251316 payable to Harvey Construction Corporation in the amount of \$2,860,777.19 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 2-1, Commissioners Tombarello and Coyle in favor, Commissioner Goddu opposed due to missing receipts.

#### **b. Environmental Assessment Determination, 53 Cottage Road, Kensington, NH (approval)**

Commissioner Tombarello moved to authorize the Chair to execute the Environmental Assessment Determination obtained by One Sky Community Services to continue the process of purchasing the property located at 53 Cottage Road, Kensington, NH for possible future CDBG project funds as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **c. Lease Reimbursement Resolution (approval)**

Commissioner Coyle read the following:

RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF LEASE FINANCING FOR CERTAIN EQUIPMENT.

The Board of Commissioners for the County of Rockingham, New Hampshire (the "County") has determined that it may be necessary or desirable to advance money to pay the costs of acquiring one (1) 2023 John Deere 6120M cab tractor with John Deere 600R standard farm loader (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 \$147,649. The vendor supplying the Equipment, to whom monies would be advanced by the County, is James R. Rosencrantz & Sons. (\$147,649 total).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on May 22, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Travel & Training Request, NHAC Conference (approval)

Commissioner Tombarello moved to approve a travel & training request a Finance Office employee (C.N.) to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025, for an estimated total cost of \$1,651.43, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion and expressed his concern regarding the expenses associated with sending employees to the NHAC conference. He emphasized the importance of understanding the number of attendees from each department and the estimated total expense. He said that he does not want to wait until September to obtain this information. He mentioned that while detailed paperwork is not necessary at this stage, a preliminary count of attendees and an approximate cost calculation from each department would be helpful. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Travel & Training Request, UKG Conference (approval)

Commissioner Tombarello moved to approve a travel & training request for a Finance Office employee (B.W.) to attend the UKG Aspire Conference to be held in Las Vegas, NV from Sunday, November 4, 2025 through Tuesday, November 6, 2025, for an estimated total cost of \$4,455.53, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**6. Human Resources – Alison Kivikoski, Senior Director**

a. 2025 Summer Discount Ticket Program (approval)

Commissioner Tombarello moved to approve employee discount ticket agreements to Canobie Lake Park, Funtown Splashtown USA, Whale's Tale Water Park, York's Wild Kingdom, Clark's Bears, and Water Country, at no cost to the county for the 2025 season and to authorize the Senior Director of Human Resources to sign all necessary documents, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Travel & Training Request, UKG Conference (approval)

Commissioner Tombarello moved to approve a travel & training request for a Human Resources employee (J.H.) to attend the UKG Aspire Conference to be held in Las Vegas, NV from Sunday, November 4, 2025 through Tuesday, November 6, 2025, for an estimated total cost of \$3,889.00, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Travel & Training Request, NHAC Conference (approval)

Commissioner Tombarello moved to approve a travel & training request for a Human Resources employee (A.K.) to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025, for an estimated total cost of \$1,523.75, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. General Leave Request – Facilities Operations (approval)

Commissioner Tombarello moved to approve a general leave request for a Facilities Operations employee (M.C.) with County portion of all benefits to continue for the period May 16, 2025 through June 6, 2025 as recommended by the Senior Director of Facilities, Planning and IT, and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**7. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Travel & Training Request, NHAC Conference (approval)

Commissioner Tombarello moved to approve a travel & training request for two Assisted Living employees (K.M., and an award recipient) to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025, for an estimated total cost of \$3,070.36, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Travel & Training Request, NHAC Conference (approval)

Commissioner Tombarello moved to approve a travel & training request for four Long Term Care Services employees (C.D.K., S.F., K.M., and an award recipient) to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025, for an estimated total cost of \$6,140.72, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**8. Sheriff's Office – Charles Massahos, High Sheriff**

a. FFY 2026 Highway Safety Grant Agreement (approval)

Commissioner Tombarello moved to approve the Federal Fiscal Year 2026 Office of Highway Safety grant agreement in the amount of \$14,700.00 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, Tombarello, and Coyle in favor.

b. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$14,000 dated May 15, 2025, transferring from Dispatch Salaries-Dispatch Operators to Sheriff Salaries-Bailiffs, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Major Bashaw explained there has been an increase in jury trials, leading to a higher demand for bailiffs. When jury schedules are released, there are times when many jury pool members need to be managed, requiring additional bailiffs.

This includes six courtrooms, the circuit court, mediation, and other duties that require bailiffs. The increased need for scheduling additional bailiffs is due to the court schedule, and the funds for this are eligible for state reimbursement. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **E. Department Head Updates**

Senior Director Gates reported that one of the Blaisdell building's elevator motors failed and requires replacement, with repairs estimated at \$10,500. The other elevator remains in service. She also noted an upcoming major water shutdown scheduled for June 2 to complete a backflow job, which will temporarily cut off all water to the nursing home. Additionally, Ms. Gates described progress on widening showers in the Blaisdell building to improve accessibility and safety for residents and staff, with the work expected to be completed soon. She provided updates on other construction projects, including paving up to well #4 and the new building.

Senior Director Nickerson highlighted a new partnership through NACo with Amazon Business, which will allow the county to consolidate purchases, access discounts, and potentially generate revenue through a rebate program. He also noted the possibility of an Eversource electricity distribution rate increase and its projected financial impact, as well as the need to monitor federal and state budget developments, such as Medicaid funding and energy credits that could affect the county's finances.

The High Sheriff had nothing to report.

County Attorney Conway reported that her office has been very busy, particularly with a recent grand jury session that included several challenging child sexual abuse image cases. She highlighted the emotional difficulty of these cases for staff and emphasized the importance of prosecuting these crimes to protect children. She also shared that four prosecutors from her office attended a free digital forensic training provided by ICAC, which will help them handle such cases more effectively.

Senior Director Dja Konan provided census numbers and noted there are no current outbreak cases. Her team is actively updating and rolling out new policies, and two key positions, Employee Engagement Specialist and Clinical Educator will be filled soon. She described recent coordination with the sheriff's department to improve communication and emergency preparedness, including a tabletop exercise on inmate escape scenarios. Ms. Dja Konan also discussed preparations for moving dementia unit residents due to upcoming work, which involves careful planning and temporarily pausing admissions. She noted that the staffing mandate was recently delayed, easing some pressure, and she highlighted the success of nursing home week celebrations.

Senior Director Kivikoski reported that open enrollment for employee benefits is underway, she is planning to use remaining Cigna wellness funds to purchase water tumblers as welcome gifts for employees moving into the new facility and all the other departments, emphasizing that these funds must be spent by the end of June. Additionally, Ms. Kivikoski noted that once the budget is approved, the HR department will be busy processing numerous payroll change forms related to cost-of-living adjustments (COLAs), and she asked for patience as these are completed.

Superintendent Jason Henry mentioned a recent surge in female inmates, leading to some being transferred to Carroll County. He highlighted progress on implementing a Medication Assisted Treatment (MAT) program for opioid use disorder, specifically methadone, which could allow for take-home doses and facilitate transfers to other facilities potentially making the county a leader in this area. He also mentioned receiving a letter of thanks from the Brentwood police chief and shared that staff who attended the American Jail Association Conference found that the facility is up to date with legal and operational standards.

#### **F. New Business / Old Business**

Commissioner Goddu moved that the Rockingham County Board of Commissioners send a letter to Harvey Construction informing them that we request all receipts for outside purchases that are being submitted for reimbursement with their application for payment, in accordance with section 11.1.4, of our agreement. Commissioner Tombarello seconded the motion for discussion.

Commissioner Goddu argued that this documentation is necessary for transparency, accountability, and to ensure that tools and materials purchased become county property. He noted that other municipalities routinely receive such documentation from Harvey and that the contract language supports this requirement.

Commissioners Tombarello and Coyle expressed concerns about the additional workload for staff. Commissioner Coyle highlighted that the agreement section mentioned by Commissioner Goddu states “as determined by the owner,” suggesting it is not required. She felt it unnecessary due to the small amounts involved and the thorough vetting process already in place. She also discussed the practicality of reviewing all receipts and whether this focus was misplaced compared to larger budget issues elsewhere. Voted 2-1, Commissioners Tombarello and Goddu in favor, Commissioner Coyle opposed.

#### **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 – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 2:52 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (c) reputation. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

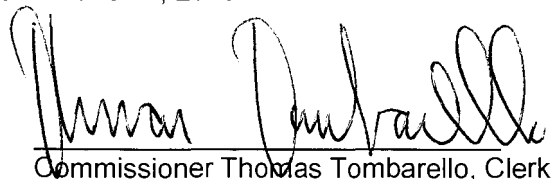
Commissioner Coyle stated there was a total of 5 nonpublic sessions and moved to seal the minutes of nonpublic session 1 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. She moved to seal the minutes of nonpublic sessions 2 through 5 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 3:38 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 12, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, May 29, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:02 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

High Sheriff Massahos  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Katie Casey, Asst. Director, Finance

### B. Consent Agenda

#### 1. April 24, 2025, May 1, 2025, and May 8, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the April 24, 2025 and May 1, 2025 public and nonpublic minutes, and the May 8, 2025 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. May 29, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the May 29, 2025 Accounts Payable list total of \$2,730,197.84. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu provided an update on several important topics. He shared that he has been in productive discussions with Eversource's Vice President of Government Affairs regarding the county's solar array issues, and reported that progress is being made.

Commissioner Tombarello highlighted a recent conversation he had with the CEO of Revision Energy, James Hasselback which left him feeling much more positive than after their previous discussion. He also described a tour of a building with colleagues, noting that he was impressed by the progress and the improvements made.

Commissioner Coyle commented on the recent Executive Committee meeting, sharing that the budget discussions went very well and that the committee was pleased with the efforts of all involved in preparing the budgets. She noted that the next public hearing on the budget is scheduled for June 4 and encouraged public participation.

The Commissioners discussed the scheduling of the following week's meeting with the upcoming public hearing on the budget, which was set for Wednesday evening at 6:00 p.m. After weighing the options, they agreed to move their next meeting to Wednesday at 4:00 p.m., prior to the public hearing.

##### b. Appointment of Deputy Treasurer Pursuant to NH RSA 29:15 (approval)

Commissioner Tombarello moved to re-appoint Robert J. Troy as Rockingham County Deputy Treasurer for the term of one (1) year, beginning June 1, 2025 pursuant to NH RSA 29:15 as recommended by the Rockingham County Treasurer. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **2. Department of Corrections – Jason Henry, Superintendent**

### **a. Defense and Indemnification Request Pursuant to NH RSA 29-A:2**

Commissioner Tombarello moved to approve defense and indemnification for Jason Henry, Superintendent of the Department of Corrections, Chaplain Angie Estevez and any individual employees that may be named later under “John” and “Jane” Does, pursuant to NH RSA 29-A:2 in legal matters relating to civil action No. 25-cv-53-SE-TSM. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **3. Facilities Operations – Jude Gates, Senior Director**

### **a. Line Item Transfer Request (approval)**

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$14,000, dated May 27, 2025, transferring from RCRNC Electricity to RCRNC Purchased Services as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **4. Finance Office – Charles Nickerson, Senior Director**

### **a. FY 2025 Write Offs (approval)**

The FY 2025 write offs were stricken from the agenda.

## **5. Human Resources – Alison Kivikoski, Senior Director**

### **a. Occupational Health Office Coverage (discussion)**

Ms. Kivikoski discussed the need for coverage in the occupational health office, explaining that their current occupational health nurse has no backup for times when she is on vacation or otherwise unavailable. This lack of coverage can result in disruption of important services, especially as the county is actively hiring staff.

Ms. Kivikoski proposed bringing back a nurse practitioner who previously provided coverage and is already familiar with the staff and operations, to serve as a per diem nurse. She noted that she had checked with their insurance provider, Primex, to confirm that the per diem would be covered under the county’s liability insurance while working in this capacity. The Board responded positively, agreeing that hiring the per diem nurse would be the most efficient solution, and expressed support for Ms. Kivikoski to move forward with negotiating the arrangement.

### **b. Utilization of Cigna Wellness Funds (approval)**

Commissioner Tombarello moved to approve the request to purchase items for the new quiet room/nursing mothers’ room and water bottles for all Rockingham County employees utilizing the residual of the Cigna Wellness dollars. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **c. Travel & Training Request, NHAC (approval)**

Commissioner Tombarello moved to approve a travel & training request for a Human Resources employee (tbd) to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025, for an estimated total cost of \$1,523.75, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **6. Long Term Care Services – Chantal Dja Konan, Senior Director**

### **a. Line Item Transfer Request (approval)**

The line item transfer request was stricken from the agenda.

b. National Health Rehabilitation, LLC Professional Services Agreement (approval)

Commissioner Tombarello moved to approve the Professional Services Agreement with National Health Rehabilitation, LLC for resident psychiatry services. This agreement is for the period beginning April 1, 2025 for a term of one (1) year, with automatic renewals for successive one (1) year terms. I further authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Ms. Dja Konan explained that, under this agreement, a psychiatrist would come on site to perform certain medical procedures, such as injections to improve mobility, which would reduce the need to transport residents to outside facilities. She highlighted that there would be no direct cost to the county, as the company would bill residents' insurance, and that the arrangement could improve quality of care, reduce falls, and potentially increase the county's reimbursement rates through better documentation.

The discussion also touched on contract details, particularly the issue of mutual indemnification and insurance coverage amounts. The Board clarified that, while they generally follow the recommendations of their insurer, Primex, they were comfortable with the mutually agreed indemnification terms in this case. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Chaplain Services Agreement (approval)

Commissioner Tombarello moved to approve the Chaplain Agreement for the Long Term Care Facility with Angie Estevez for the period beginning July 1, 2025 through June 30, 2026 at a bi-weekly rate equal to 1/26 of the total contract amount of \$37,000. I further 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, Tombarello, and Coyle in favor.

d. Further Technology, LLC Services Agreement (approval)

Commissioner Tombarello moved to approve the Services Agreement with Further Technology, LLC for their web and data platform for two (2) locations at an amount of \$275 per month per location. This agreement is for the term of one (1) year, with automatic renewals for successive one (1) year terms with an annual increase of the greater of 5%, or the most recently published WSJ Prime Rate at the time. I further authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Ms. Dja Konan provided an overview of the services and explained that it is intended to enhance both admissions and staff recruitment processes. The platform would add features such as something like a website chatbot to help prospective employees and residents navigate the site and submit inquiries, streamlining communication and making the admissions process more efficient.

Commissioner Goddu raised concerns about the contract specifying charges for two locations. Ms. Dja Konan agreed to verify the billing details and clarify whether the fee should be for one or two locations. The Board agreed to move forward with the contract for one location, while remaining open to adjustments if further justification for two locations was provided. The effective date of the contract was also discussed, with the understanding that it would begin upon signature and include a 60-day free trial period. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. QAPI Facility Plan, May 2025 (approval)

Commissioner Tombarello moved to approve the 2025 Quality Assurance & Performance Improvement (QAPI) Plan as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

f. New England Regenerative Services Agreement (approval)

Commissioner Tombarello moved to approve the Services Agreement with New England Regenerative Services for mobile wound care. This agreement is for the period beginning June 2, 2025 for a term of one (1) year, with the option to renew. I further 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, Tombarello, and Coyle in favor.

g. HealthPRO Management Services, LLC Amendment to Program Evaluation and Consultative Agreement (approval)

Commissioner Tombarello moved to approve the amendment to program evaluation and consultative agreement with HealthPRO Management Services, LLC. to raise the cap on the maximum annual salary to be passed through for each HealthPRO staff member from \$43,000 to \$55,000 effective May 19, 2025. I further 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, Tombarello, and Coyle in favor.

h. Easterseals New Hampshire, Fee for Nonattendance (discussion/approval)

Commissioner Tombarello moved to approve the change in the fee structure for the Easterseals Adult Day Program from "Fee for Service" to "Fee for Spot," effective May 12, 2025 requiring payment for the days individuals are scheduled to be in the program, regardless of attendance, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion.

Commissioner Tombarello expressed strong reservations about this change, Commissioner Goddu agreed, emphasizing the need for Easterseals to justify the change and provide more data about their financial situation and the reasons behind the new policy. The Commissioners highlighted the importance of supporting these programs but felt that the proposed fee structure required further explanation. The Board decided to table the request, seeking additional information from Easterseals before making a decision, and suggested inviting a representative to a future meeting to discuss the matter in more detail.

Commissioner Goddu moved to table the motion. Commissioner Tombarello seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor of tabling the motion until a representative of the organization can provide more information.

## **7. Sheriff's Office – Charles Massahos, High Sheriff**

a. Line Item Transfer Request (approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$6,390.00, dated May 22, 2025, transferring from Sheriff's Uniform Equipment Line to Sheriff's Non-Expendable Equipment as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Department Head Updates**

Register of Deeds Cathy Stacey shared that she recently participated in a Zoom meeting with representatives from AARP and the UNH Health Policy and Practice to discuss federal H.R.1 and its proposed changes to Medicaid. She expressed concern that the changes being considered could have significant negative impacts, noting that the bill has already passed the House and is moving to the Senate for finalization within the next four weeks. Ms. Stacey emphasized that there are many issues to be addressed and that the New Hampshire Association of Counties is actively communicating with the state's congressional delegation to voice their concerns about the potential effects of the legislation.

The High Sheriff provided an update highlighting a recent aggravated felonious sexual assault case that his office took over from the Newton Police Department due to their staffing shortage. He reported that Deputies Bolton and Fowler, working alongside Pat Conway's office and the Child Advocacy Center, successfully secured a conviction, resulting in the perpetrator receiving two consecutive 10- to 30-year prison sentences. The High Sheriff commended everyone involved for their dedication and teamwork in ensuring that a dangerous individual was brought to justice.

Senior Director Kivikoski provided an update on the status of open enrollment and noted there was only 11 days remaining before the deadline. Additionally, she reminded everyone that evaluations for fiscal year 2025 must be submitted by June 13 to ensure accurate and timely payroll processing.

Superintendent Jason Henry noted the upcoming jail inspection and invited the Commissioners to volunteer. He shared the unfortunate news of an officer involved in a serious motorcycle accident but assured the Board of strong support from colleagues and the community. Henry highlighted the successful rollout of new technology for inmate checks and documentation, improving operational efficiency and record accuracy. He discussed ongoing vehicle issues, including a failed transmission that will be replaced, and the need to retire a passenger van used for staff transport. He proposed a few different options such as leasing a new van and outlined his options for funding. He will continue to work with Mr. Nickerson to gather cost data to present options for approval.

Senior Director Dja Konan highlighted ongoing efforts to roll out new policies and transition to electronic systems, including successful collaboration with other departments and a recent minor water shutdown to facilitate a larger planned shutdown. Ms. Dja Konan emphasized the benefits of new compliance software that streamlines access to policies and resources, which she has begun sharing with other teams. She also recounted a recent partnership with a local elementary school, where students visited to do crafts with residents, bringing joy to both groups. Additionally, she noted that the center's virtual dementia program was recently featured in a segment filmed by New Hampshire Chronicle, which will soon be broadcast, further highlighting the county's commitment to innovative and resident-centered care.

Senior Director Nickerson provided an update on the county's budget and financial processes. He reminded everyone that the Executive Committee public hearing is scheduled for June 4<sup>th</sup> and he will have a finalized, state-required MS 46 form for signatures next week. They are preparing for the 2025 year-end, including organizing a workshop for department heads to review financial procedures. Mr. Nickerson noted that both new and current audit firms would conduct preliminary and year-end audit work soon. He mentioned that the Senate decided to keep the 3% county cap increase was retained but they will also move forward with HB 547 and return funds back to the counties for overpayments made during the pandemic.

Senior Director Gates reported that her team successfully tested the building's water shut-off valves in preparation for a major plumbing job. She credited interim water chief Dan Carlisle for discovering an alternative water source through an old irrigation main, which will allow essential services like handwashing and coffee-making to continue even during the shutdown. Ms. Gates also announced that the county received a waiver from the Department of Environmental Services for the emergency diesel generators, an important step toward securing the necessary permit. Additionally, she shared positive news about the progress of the county's solar project, expressing gratitude to everyone involved for helping move the initiative forward.

Superintendent Henry thanked the Sheriff's Department for allowing him to use one of their vehicles while his is getting the transmission replaced.

#### **E. New Business / Old Business**

Commissioner Goddu initiated a discussion about the need for the county to develop a formal policy for handling 91-A (public records) requests. He suggested using the Sheriff's existing policy as a starting point and having it reviewed for recommendations. Commissioner Coyle agreed, emphasizing the importance of having a policy in place, and recommended that the matter be added to the agenda for the following week, with the Sheriff's policy reviewed by Primex and circulated among the Board members for review and discussion.

He also expressed concern that the county's assisted living rates are significantly lower than those of comparable providers and encouraged the Board to consider incremental increases to improve revenue while remaining mindful of the county's mission and the needs of its residents.

Additionally, Commissioner Goddu raised the issue of the configuration and furnishing of the new public meeting room, recommending that the Board take a closer look at the design to ensure it meets their needs and reflects the quality of the new facility.

#### **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) personnel

**2. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 2:35 pm pursuant to NH RSA 91-A:3, II (a), personnel and (c) reputation. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:54 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

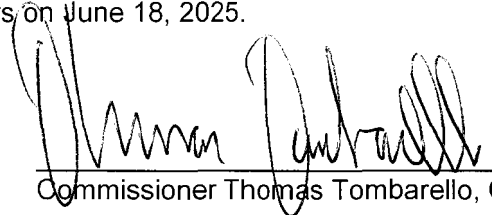
Commissioner Tombarello noted there were seven nonpublic sessions and moved to seal the minutes of nonpublic sessions 1, 2, and 6 regarding personnel, indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. He then moved to seal the minutes of sessions 3, 4, 5, and 7 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 Tombarello voted yes, and Commissioner Coyle voted yes.

**H. Adjourn**

Commissioner Tombarello moved to adjourn at 3:56 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 18, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Wednesday, June 4, 2025 @ 4:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 4:05 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC

Jason Henry, Superintendent, DOC

#### Remote Attendance:

High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. Consent Agenda

#### 1. May 8, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the May 8, 2025 public hearing minutes and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Agency Nursing Staff Report (informational)

The group agreed that the trend is favorable, with a growing proportion of county staff and a reduction in agency staff, and these metrics are being closely monitored.

#### 3. June 6, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,504,470.47 for the period ending May 31, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu reported on recent conversations with the VP of Government Relations at Eversource, and the Commissioner of Energy regarding Eversource's last minute change to the county's solar project. He said Eversource was responsive and committed to meeting the county's deadline by bringing in the necessary equipment without charging extra fees. He credited the success to collaborative lobbying efforts, which resulted in Eversource's support and timely action.

Commissioner Tombarello described his inspection of the jail before the meeting. He noted the complexity of navigating the jail, and said he paid particular attention to electrical issues. He expressed satisfaction with the inspection and the ongoing work at the jail, and humorously reflected on being glad to leave.

#### 2. Department of Corrections – Jason Henry, Superintendent

##### a. Department Van Replacement (discussion/approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$57,000, dated June 2, 2025, transferring from inmates at other facilities to equipment non-expendable as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion.

Discussion centered on the need to replace a van that could no longer pass inspection. The Board agreed to transfer the funds to cover the potential purchase, with any unused funds to be returned to the fund balance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for four (4) Department of Corrections employees, all to be determined (tbd), to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025, for an estimated total cost of \$4,876.36, as recommended by the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Facilities Operations – Jude Gates, Senior Director**

a. Line Item Transfer Request (approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$15,000, dated June 2, 2025, transferring from DOC electricity to DOC purchased services as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. Finance Office – Charles Nickerson, Senior Director**

a. Line Item Transfer Request (approval)

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$17,999, dated May 30, 2025, transferring from borrowing expenses and legal to audit fees as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**5. Human Resources – Alison Kivikoski, Senior Director**

a. Ratification of Four (4) Union Contracts

Commissioner Tombarello moved to approve the Collective Bargaining Agreement pursuant to NH RSA 273-A:3 between the County of Rockingham, New Hampshire (Rockingham County Rehabilitation and Nursing Center) and State Employees' Association of New Hampshire, Inc., SEIU Local 1984, effective July 1, 2025 through June 30, 2028, contingent upon the approval of the cost items by the Rockingham County Convention. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Collective Bargaining Agreement pursuant to NH RSA 273-A:3 between Rockingham County, New Hampshire and the Teamsters Local 633, Supervisory Employees of the Rockingham County Department of Corrections, effective July 1, 2025 through June 30, 2028, contingent upon the approval of the cost items by the Rockingham County Convention. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Collective Bargaining Agreement pursuant to NH RSA 273-A:3 between the Rockingham County Sheriff's Office and Teamsters Local 633 of New Hampshire (Deputy Sheriffs), effective July 1, 2025 through June 30, 2028, contingent upon the approval of the cost items by the Rockingham County Convention. Commissioner Goddu seconded the motion.

Commissioner Coyle expressed opposition to the agreement, noting that the proposed rate increases for the Deputy Sheriffs were significantly higher than those of the other CBAs, despite the Deputies being fully staffed and close to market rates. She felt the increases were not justified compared to the County's budget considerations and the more reasonable increases given to other groups. Commissioner Tombarello responded by pointing out that while the Deputies will receive substantial increases, other unions had received memorialized amounts that the Deputies did not, suggesting some balance in the

overall compensation picture. Commissioner Goddu, who negotiated the contract, supported the agreement, explaining that the negotiations were difficult, but the Deputies made a compelling case for market competitive pay to retain staff. He believed the contract was fair and necessary to keep the department strong. Voted 2-1, Commissioners Goddu and Tombarello in favor, Commissioner Coyle opposed.

Commissioner Tombarello moved to approve the Collective Bargaining Agreement pursuant to NH RSA 273-A:3 between Rockingham County and Teamsters Local 633 of New Hampshire Rockingham County Dispatcher, effective July 1, 2025 through June 30, 2028, contingent upon the approval of the cost items by the Rockingham County Convention. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **6. Long Term Care Services – Chantal Dja Konan, Senior Director**

### **a. Line Item Transfer Requests (4) (approval)**

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$141,000, dated June 2, 2025, transferring from intermediate nursing care to assisted living meals as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$110,927, dated May 30, 2025, transferring from intermediate nursing care to bed assessment as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$261,706, dated May 30, 2025, transferring from intermediate nursing care 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, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request in the amount of \$7,608, dated May 29, 2025, transferring from laundry equipment non-expendable to EVS equipment non-expendable as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **b. Lamprey Health Care Agreements (2) (approval)**

Commissioner Tombarello moved to approve the Lamprey Health Care, Inc. Physician Services Agreements for Katrin Bergeron, M.D., and Ruth James, M.D., for a term of one (1) year beginning June 1, 2025 with 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, Tombarello, and Coyle in favor.

## **7. Register of Deeds – Cathy Stacey, Register**

### **a. Travel & Training Request (approval)**

Commissioner Tombarello moved to approve a travel & training request for two (2) Registry of Deeds staff (C.S., and B.J.B.) to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025, for an estimated total cost of \$2,453, as recommended by the Register of Deeds. Commissioner Goddu seconded the motion and inquired whether there were any additional pending requests for the conference. Ms. Kivikoski explained that most departments had already submitted their requests, but there could be last minute additions, especially if someone is nominated for an award. She also noted that placeholders (TBDs) in the requests should help reduce last-minute submissions. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Department Head Updates**

The High Sheriff didn't provide an update.

Senior Director Nickerson provided an update on a recent county finance commission meeting where Medicaid funding and the potential impact of federal and state budget changes were discussed. He noted that while there was some risk to pro share funding at the federal level, the state situation appeared stable, though a few counties might face challenges due to their private pay rates. He shared positive news about Rockingham County's Medicaid rate, which was expected to increase significantly, resulting in more revenue than anticipated. This increase was attributed to diligent data capture and coding by the county's team. Nickerson highlighted that the extra revenue would help the county's fund balance and reduce reliance on reserves. He also discussed the importance of ongoing advocacy at the state level and mentioned that the finance team was busy with grants and preparing for the year-end budget workshop scheduled for June 18.

Senior Director Dja Konan provided census numbers and an outbreak status. She highlighted a significant increase in the county's Medicaid rate, attributing this positive development to the diligent work of the MDS team in capturing acuity and coding, which will result in additional revenue for the facility. She also mentioned that while a federal staffing mandate had recently been overturned, CMS intends to appeal the decision, though current staffing levels should minimize the impact for now. She also announced the successful onboarding of three key new hires: an employee engagement supervisor, a new environmental services team member, and a clinical educator. She concluded by mentioning ongoing work on policy, systems, evaluations, and open enrollment as current priorities.

Senior Director Gates expressed excitement about Eversource's decision to move forward with the interconnect project. She mentioned the recent water main shutdown, highlighted the receipt of a DOT permit for diesel tanks on emergency generators and outlined upcoming sidewalk improvements, funded by ARPA. Additionally, Ms. Gates praised Officer Evans and his team for their work on a new shed for wastewater equipment and shared that the department recently held a staff appreciation cookout to celebrate retirements, departures, and new hires.

Superintendent Jason Henry provided the jail census and mentioned a recent increase in the number of female admissions, many of whom require methadone treatment. He explained that the facility is working with the state and Prime Care on take-home methadone protocols. Henry also mentioned ongoing progress with the Central Square IT system, which has benefited from the efforts of the new IT liaison. He highlighted an upcoming statewide meeting on June 20 to develop a supervisor academy for corrections, in collaboration with Primex, to address specific training needs for supervisors. Finally, Henry provided a legislative update, noting that the Senate had passed a retirement bill that could affect staff retirement timelines and payouts, though the full impact is still being assessed.

Senior Director Kivikoski announced that the last open shift tech position had been filled, she gave a detailed report on the progress of open enrollment emphasizing that the deadline is Monday. She also highlighted the upcoming June 13 deadline for FY25 evaluations, which is important for timely payroll processing, and mentioned that about 400 personnel change notices (PCNs) will be processed by the end of June.

Register of Deeds Cathy Stacey highlighted a strong start to the month, noting that they nearly reached one million dollars in transfer tax revenue on the first day. Overall, she indicated that the office is operating smoothly and there are no significant issues to report.

#### **E. New Business / Old Business**

Commissioner Goddu asked about sending the 91A policy document to Primex. Commissioner Coyle asked Leila to share the document with the other commissioners, and they agreed that once the other commissioners have reviewed it, the document would then be sent to Primex. They also decided to add the policy review to the agenda for discussion at the next meeting.

Ms. Kivikoski requested permission to conduct an internal only posting for a substance abuse counselor position in the Department of Corrections. She explained that this was part of succession planning. Superintendent Henry elaborated that there are strong internal candidates, including one with relevant

experience and licensure from Vermont, who could transition into the role after completing the required observation hours. The group agreed that moving forward with an internal posting made sense given the department's needs and the qualifications of current staff.

Ms. Kivikoski explained that a per diem registered nurse (RN) had been working in assisted living through an agency since 2023, and the county was able to negotiate a \$5,000 buyout/settlement agreement and release to bring the nurse on board directly. She noted that the agreement had been reviewed by Primex, and she requested that the Board Chair sign the settlement so the nurse could be officially hired and removed from the agency roster. Ms. Dja Konan added that this would fill a long-standing supervisor vacancy. The Board supported moving forward with the agreement to complete the hiring process.

#### **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) personnel

##### **2. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 5:01 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (c) reputation. Commissioner Goddu seconded the motion. Voted 3-0 in favor.

Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 6:00 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

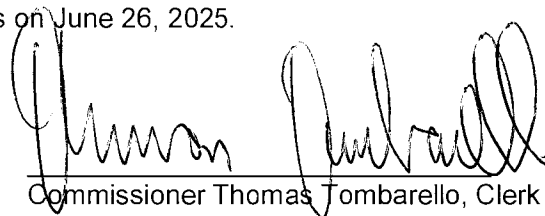
Commissioner Tombarello stated there were 4 nonpublic sessions and moved to seal the minutes of all 4 sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 6:00 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 26, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, June 12, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:01 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Jason Henry, Superintendent, DOC  
Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

Commissioner Tom Tombarello  
High Sheriff Massahos  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Katie Casey, Asst. Director, Finance  
Sue Reynolds, Easterseals NH

### B. Consent Agenda

#### 1. May 15, 2025 and May 22, 2025 Meeting minutes (approval)

Commissioner Goddu moved to approve the May 15, 2025 and May 22, 2025 public and nonpublic minutes. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### 2. HR Recruitment Report (informational)

Commissioner Goddu expressed concern about the continued reliance on agency staff, especially for LNA positions, and emphasized the need to keep up recruitment efforts. He suggested looking at the staff vs. agency numbers for nursing every week as a reminder that they still have a lot of hiring to do. Ms. Dja Konan detailed the efforts of recruitment.

#### 3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Department of Corrections (approval)

Commissioner Goddu moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a Speed Queen Dryer from the Department of Corrections surplus with the item to be properly disposed of. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### 4. June 12, 2025 Accounts Payable List (approval)

Commissioner Goddu moved to approve the June 12, 2025 Accounts Payable list total of \$1,831,394.46. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu noted that Eversource is moving ahead, and he is pleased with the progress.

Commissioner Coyle noted next week's meeting is on June 18<sup>th</sup> at 3:00 pm with the County Convention meeting at 6:00 pm.

#### 2. Department of Corrections – Jason Henry, Superintendent

##### a. Bid Waiver Request, Grappone Ford (approval)

Commissioner Goddu moved to approve the Bid Waiver Request for Grappone Ford in the amount of \$53,000 for the purchase of a 2025 Ford Transit Passenger Van at the State of New Hampshire's contract

price, as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

b. Defense and Indemnification Request Pursuant to NH RSA 29-A:2 (approval)

Commissioner Goddu moved to defend and indemnify the Rockingham County Department of Corrections, Superintendent Jason Henry, and any individual employees that may be named later under “John” and “Jane” Does, except for former Officer Diangelo A. Cruz Rivera, pursuant to NH RSA 29-A:2 in legal matters relating to civil action No. 218-2025-CV-00561 and 218-2025-CB00562. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

Commissioner Goddu moved to approve an inmate administrative transfer dated June 5, 2025 pursuant to NH RSA 30-B:21, transferring one inmate to Hillsborough County, as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

d. Travel & Training Request, NAPSA (approval)

Commissioner Goddu moved to approve a travel & training request for two Department of Corrections employees (A.M. and J.M.), to attend the National Association of Pretrial Services Agencies (NAPSA) annual conference in Atlanta, GA, to be held Sunday, September 14, 2025 through Wednesday, September 17, 2025 at an estimated total cost of \$4,941.94, as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

**3. Finance Office – Charles Nickerson, Senior Director**

a. TD Equipment Finance, Inc. Capital Lease Proposal (approval)

Commissioner Goddu moved to approve the TD Equipment Finance, Inc. capital lease proposal at a rate of 4.40% and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

b. FY 2025 Long Term Care and Sheriff's Office Write-Offs (approval)

Commissioner Goddu moved that Rockingham County approve the FY 2025 Long Term Care Services write-offs totaling \$153,642.08 as recommended by the Senior Director of Finance and the Senior Director of Long Term Care Services, and Sheriff's Office write-offs totaling \$109.00 as recommended by the Senior Director of Finance and the High Sheriff. Commissioner Tombarello seconded the motion.

Mr. Nickerson explained the details of the write-offs. Ms. Dja Konan described ongoing efforts to improve billing practices, such as finalizing credit card payment options and developing a more proactive process for Medicaid applications to avoid delays that lead to uncollectible amounts. She said her team is also holding regular meetings to identify and address outstanding accounts earlier, aiming to minimize future write-offs. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

**4. Human Resources – Alison Kivikoski, Senior Director**

a. Derry Imaging / Primex Recommendations (discussion)

Ms. Kivikoski explained that while Derry Imaging agreed to perform the x-rays and bill the county, legal concerns over access to protected health information in their portal have delayed finalizing the contract. The legal team for Derry Imaging could not accept the contract terms due to liability issues related to access to health information. Commissioner Goddu and Ms. Kivikoski discussed alternative ways to receive x-ray results, such as getting results on a disc, and the potential impact on turnaround time. Ms.

Kivikoski also mentioned reaching out to other providers like Convenient MD but noted that they do not offer a formal agreement, only a rate sheet. The Board agreed it wasn't necessary to obtain a contract, a rate agreement would suffice, given the low volume and cost of x-rays needed each year.

b. FY 2025 & FY 2026 Revised Per Diem Wage Schedule (approval)

Commissioner Goddu moved to amend the FY 2025 and FY 2026 Per Diem Wage Schedules to include the Per Diem Nurse Practitioner position as recommended by the Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

**5. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Easterseals New Hampshire, Fee for Nonattendance (discussion/approval)

Sue Reynolds explained the change in their fee structure is due to a high absentee rate of 16-20%, which impacted finances, as costs for staff, utilities, and food remained constant. She emphasized the importance of staff retention and compared their policy to medical facilities. She said the financial impact on Rockingham County was estimated to be around \$2,000 since July of the previous year. Ms. Reynolds requested support for the new fee structure and the copay from individuals to cover the full cost of \$100 per day.

The Board argued that the rationale was insufficient and pointed out that other programs did not request additional funds despite providing similar services. The Commissioners expressed support for adult daycare programs but had differing opinions on the proposed fee structure changes, emphasizing the need for a more effective cancellation policy and better financial management.

Commissioner Goddu moved to approve a change in the fee structure for the Easterseals Adult Day Program effective May 12, 2025, from "Fee for Service" to "Fee for Spot," requiring payment for the days individuals are scheduled to be in the program, regardless of attendance. Commissioner Tombarello seconded the motion. Voted 0-3, Commissioner Goddu voted no, Commissioner Tombarello voted no, and Commissioner Coyle voted no. Motion failed.

b. WellSky Corporation License and Services Agreement (approval)

Commissioner Coyle stated that because of additional information, she moved to table the approval of the agreement. Commissioner Tombarello seconded the motion to table. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes to table the approval of the WellSky agreement.

**D. Department Head Updates**

Register of Deeds Cathy Stacey and the High Sheriff didn't have anything new to report.

Senior Director Nickerson provided a financial update, announcing that the county's pro share revenue came in \$160,000 above budget. He also discussed the need to switch audit firms due to the current firm's inability to fulfill its obligations. Commissioner Goddu asked whether the surplus pro share revenue could be used to reduce the county's tax rate instead of increasing the fund balance. Mr. Nickerson explained that while it is possible, making such changes would require a series of procedural steps and approvals from the executive committee and delegation, as well as amendments to official budget resolutions. The discussion highlighted both the positive financial outlook and the complexities involved in adjusting the county's budget and tax rate in response to unexpected revenue gains.

Senior Director Dja Konan mentioned preparations for an upcoming Medicare Part A audit and described a recent transition meeting with Sodexo to discuss short and long term goals. She also highlighted staff participation in a New Hampshire healthcare training event and ongoing efforts to secure a Part B vendor, which would allow certain supplies to be billed differently and help reduce expenses. Additionally, she shared that their dementia program would be featured on an upcoming episode of New Hampshire Chronicle.

Senior Director Gates provided a brief update noting that they're very busy but everyone is doing well.

Senior Director Kivikoski reported that open enrollment had been successfully completed, with only one person not completing the enrollment. She reminded everyone that NHAC nominations are due by next Friday and encouraged timely submissions, as she will be away the following week. Ms. Kivikoski also described the ongoing work to process and double-check Payroll Change Notices (PCNs), noting that her team is handling the workload in two waves to ensure accuracy and manage the volume efficiently.

Superintendent Jason Henry reported a recent increase in female admissions with related medical challenges, potentially necessitating the opening of an additional housing unit. He shared highlights from the recent Opioid Abatement Committee meeting, noting that over \$97 million had been received by the state, with more than \$60 million already distributed in grants, particularly for housing initiatives. He mentioned upcoming grant opportunities for smaller entities and discussed ongoing legal settlements, such as the Purdue Pharma bankruptcy, which are expected to bring additional opioid settlement funds to New Hampshire. He concluded by mentioning that he's scheduled for a post-traumatic stress syndrome and first responders meeting tomorrow.

#### **E. New Business / Old Business**

Commissioner Goddu mentioned that he was contacted by a member of the Taylor family, and she is claiming that the county took their family farm by eminent domain and she is requesting recognition of the Taylor family and their farm.

Ms. Stacey, the Register of Deeds, who had researched the matter, clarified that the only deed from the Taylor family to the county was in 1971, involving 20 acres of land. She confirmed that the county never took any property from the Taylors by eminent domain. The Taylor family still owned significant property adjacent to the county land, and the house referred to was sold multiple times after Mrs. Taylor's death. Ms. Stacey noted that her research indicated no other properties from the Taylor family were transferred to the county, except the 20 acres deeded in 1971.

The discussion also touched on the lack of dollar amounts in deeds from that period, suggesting there might have been an exchange of money, but it was not explicitly stated. Ms. Stacey mentioned that the deed did not indicate a donation, but it was likely done to memorialize Dr. Blaisdell, as evidenced by the Blaisdell wing.

Ms. Stacey assured the Commissioners that any property taking would have required extensive documentation and a court case, which did not exist for the Taylor land. The Commissioners acknowledged the Taylor family's oral history but noted the lack of substantiating evidence in the registry. They appreciated Ms. Stacey's thorough research and concluded that without additional information, there was no further action to take regarding the Taylor family's request for recognition.

#### **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)

##### **2. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

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

Commissioner Coyle moved to exit Nonpublic Session at 2:26 pm. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle stated there were three nonpublic sessions and requested a motion from Commissioner Goddu for sealing the nonpublic minutes. Commissioner Goddu moved to seal the minutes of nonpublic session number one 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 will not be sealing the minutes of nonpublic sessions two and three. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve a one-time wage adjustment of \$1.75 per hour for those in four eligible positions within the Assisted Living facility as recommended by the Senior Director of Long Term Care Services and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to bring the WellSky Agreement off the table. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

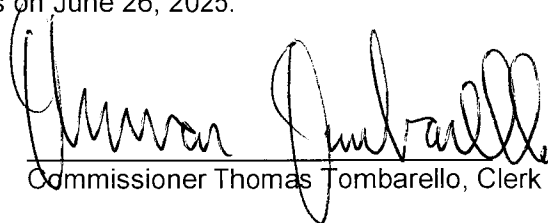
Commissioner Goddu moved to approve the WellSky Corporation License and Services agreement for a one-time implementation fee of \$3,600 plus an annual fee of \$8,400 with a 6% annual billing increase, for the period beginning June 2025 for a term of one (1) year, with automatic renewals for successive 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 Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **H. Adjourn**

Commissioner Goddu moved to adjourn at 2:30pm. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 26, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Wednesday, June 18, 2025 @ 3:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 3:02 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR

Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

Jason Henry, Superintendent, DOC  
Cathy Stacey, Register of Deeds  
Jill Senter, member of the public

### B. RFP Openings & Awards

#### 1. Opening: Contracted Prosecution Services – Sheriff's Department

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. May 29, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the May 29, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, May 2025 (informational)

Commissioner Goddu noted that the budget appears to be on track. Commissioner Coyle added that although last month's expenses were lower than usual, the county is still within budget, having spent only about 70% by the end of May with one month remaining in the fiscal year.

#### 3. June 20, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,505,605.35 for the period ending June 14, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

The Commissioners didn't provide any updates.

##### b. Right-to-Know Requests Policy and Procedure (discussion)

The Commissioners reviewed the county's draft right-to-know request policy, focusing on recent statutory change that states no charge may be incurred for the first 250 electronic communications. The Commissioners agreed to update the draft policy to reflect the new legal guidance, considering adopting language directly from the statute to avoid ambiguity, and that it should undergo a final legal review by the county's attorney before implementation.

## **2. Department of Corrections – Jason Henry, Superintendent**

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

Commissioner Tombarello moved to approve two inmate administrative transfers pursuant to NH RSA 30-B:21 dated June 13, 2025, and June 17, 2025, transferring two inmates to Hillsborough County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **3. Finance Office – Charles Nickerson, Senior Director**

### **a. Bid Waiver Request and Engagement Letter, Auditing Services (approval)**

Commissioner Tombarello moved to approve a Bid Waiver Request in the amount of \$51,250 for Vachon Clukay & Company PC for professional auditing services, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Vachon Clukay & Company PC Engagement Letter for professional auditing services 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, Tombarello, and Coyle in favor.

### **b. TD Equipment Finance Capital Lease Agreement (approval)**

Commissioner Coyle read the resolution aloud (*attached as last two pages of today's minutes*).

Commissioner Tombarello moved to approve a three-year capital lease agreement dated June 30, 2025 with TD Equipment Finance, Inc. at an annual interest rate of 4.40% 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, Tombarello, and Coyle in favor.

### **c. Harvey Construction Off-Cycle A/P Warrant (approval)**

Commissioner Tombarello moved to approve the June 18, 2025 Accounts Payable warrant T251322 payable to Harvey Construction Corporation in the amount of \$2,182,825.09 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **d. Write-Offs, Assisted Living (approval)**

Commissioner Tombarello moved that Rockingham County approve the write-offs for Assisted Living for Fiscal Year 2025, totaling \$103,659.27, as recommended by the Senior Director of Finance and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **e. Fiscal Year 2026 Benefits Related Payments (approval)**

Commissioner Tombarello moved to authorize the Finance Office to process payments for Fiscal Year 2026 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, Tombarello, and Coyle in favor.

### **f. Grant Application: 2025-2026 NH State Library Conservation License Plate Grant (approval)**

Commissioner Tombarello moved to authorize the Finance Office to apply for grant funding from the 2025/2026 Conservation License Plate Grant Program for an amount not to exceed \$10,000 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, Tombarello, and Coyle in favor.

#### **4. Human Resources – Alison Kivikoski, Senior Director**

##### **a. LNA Apprentice Program Funding Increase (approval)**

Commissioner Tombarello moved to approve an increase in funding for the LNA Apprentice Program to cover the new cost of \$2,750.00 per student in alignment with the new tuition rate set by our educational partner. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **b. Utilization of Cigna Wellness Funds (approval)**

Commissioner Tombarello moved to approve utilizing \$4,395 from the FY 2025 Cigna Wellness fund to purchase equipment for the Employee Fitness Center, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **c. Revision to Personnel Policies and Procedures (PPP) Regarding Travel & Training (approval)**

Commissioner Tombarello moved to approve the revisions to the Travel Reimbursement Policy, PPP 16-14, 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, Tombarello, and Coyle in favor.

##### **d. FY 2026 Travel & Training Meal Allowance (approval)**

Commissioner Tombarello moved to approve the total conference cost threshold per attendee for Board approval to be increased to \$1,184.50 per attendee. Further, to set a daily meal cost limit (including reasonable tip amounts) of \$93.00 for overnight conferences, \$46.50 for the last day involving air travel regardless of what time the employee returns, and \$37.60 for single day conferences and trainings where the lunch meal is not provided by the organization that is hosting/providing the conference or training effective July 1, 2025 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, Tombarello, and Coyle in favor.

#### **E. Department Head Updates**

Superintendent Jason Henry reported that, they have been conducting corporal testing over the past three days with approximately 16 candidates. They are eager to see the top performers, as they have three openings to fill.

Register of Deeds Cathy Stacey provided a brief update.

Senior Director Nickerson stated he is looking forward to tonight's Executive Committee and County Convention meetings. They have been busy with payroll, grants, and the budget.

Senior Director Gates shared that her team has been very busy and provided details from a well-attended building oversight meeting held that morning. The meeting included a thorough review of financials, which were well received by attendees. A representative from Harvey Construction gave a presentation that was highly appreciated by the group, leading to an invitation for a return presentation after a similar one a year ago.

Ms. Gates anticipates one more final walk-through meeting when the building project is complete. She outlined several upcoming projects, including the water main, sidewalk, and driveway improvements, with construction mobilization expected in about three weeks. Ms. Gates plans to coordinate closely with the construction team to determine which traffic patterns and operations can or cannot be interrupted, ensuring minimal disruption to county activities.

She mentioned that guardrails will be installed on the Facilities side of the street and that a driveway will be closed off to reserve space for construction, though it will not affect the Finance Office staff parking. Commissioner Coyle and Ms. Gates expressed excitement about the progress, noting the significance of these infrastructure improvements supported by ARPA funds, setting up the county for long-term success through these upgrades.

Senior Director Dja Konan reported that her team is busy with year-end projects and updating policies. She also noted that a compliance company was conducting a Med A audit, and she praised J.J. for her work with MDS, highlighting her efforts in streamlining, accuracy, LNA efficiency and improving documentation for reimbursement for the facility.

Senior Director Kivikoski reported that payroll change forms are being distributed, with a deadline for submission set for early July. The restrictions on the employee fitness gym have been lifted, so more than two people are allowed at a time and you are no longer required to sign-in. She mentioned ongoing audits for Cigna and Delta Dental benefits to ensure all changes are properly communicated to carriers. Finally, she noted that she and Mr. Nickerson will be attending the NPELRA conference in Portland, Oregon, which she is looking forward to and expect will be beneficial.

Ms. Mattila reminded everyone to start thinking about their annual reports. The deadline is the end of August.

## **F. New Business / Old Business**

Commissioner Goddu mentioned the upcoming move of several county departments, and raised concerns about budgeting for the move, the need to identify vendors, and ensuring that all items—especially heavy or valuable ones—are properly accounted for and moved safely.

Ms. Gates explained that the final budget and vendor have not yet been determined, but planning is underway, with the move tentatively scheduled for October. She described the process of gathering inventories from each department to determine what will be moved or left behind, noting that most furniture will be new except for some personal items in the Register's office.

Ms. Gates also pointed out the need to coordinate the move with the arrival of new furnishings and the completion of construction projects, such as paving and installation of equipment. She mentioned that some heavy items, particularly in Ms. Stacey's department, have already been anticipated in the building's structural planning. The Commissioners agreed that department heads should not expect to be fully moved in until the end of October, given the various dependencies and the need for careful planning.

## **G. Public Comment**

Jill Taylor-Senter, a resident of Plaistow, spoke about her family's long history in Brentwood and the Taylor family's contributions to the county, particularly regarding land that became part of the county farm and nursing home. Ms. Senter expressed her desire for the county to recognize the Taylor family's contributions, referencing both a donation of land in memory of Dr. Blaisdell and a later alleged taking of the Taylor farm by eminent domain in the 1970s. She recounted family history and events, including the burning of the family house, and requested at least a plaque to acknowledge the family's role.

The Commissioners responded by explaining that extensive research had been conducted by Register of Deeds Cathy Stacey, who found no evidence in county records of land taken by eminent domain or a 1950s deed from the Taylors. Ms. Stacey detailed the chain of title and the various deeds that make up the county property, noting that the only recorded deed from the Taylor family was in 1971 and that other parcels were acquired from other families that purchased land from the Taylors. She also clarified that the land for the Blaisdell wing came from other sources, not the Taylors.

Ms. Senter, who acknowledged she did not have any records, maintained that her family's land was taken by eminent domain and suggested that attorney Charlton Swayze, who represented the family, might have records. The Commissioners reiterated their willingness to consider recognition if concrete evidence could be provided and offered to share the deed research with Ms. Senter to assist her in finding supporting documentation. They encouraged her to seek court or attorney records and to return with any new evidence. The Commissioners expressed appreciation for Ms. Stacey's research and reaffirmed their openness to revisiting the issue if additional documentation is presented.

## **H. Commissioners' Nonpublic Session**

### **1. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 4:02 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 5:11 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello stated there were six nonpublic sessions and moved to seal the minutes from 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 Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to repurpose and regrade the Public Relations and Community Outreach Manager to General Manager of Assisted Living as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

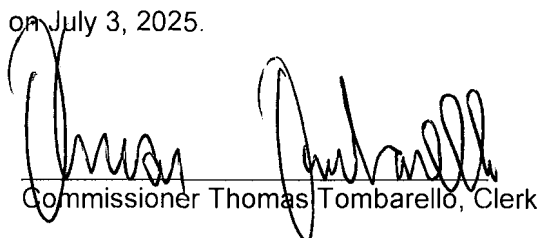
Commissioner Coyle moved to retitle the Executive Director of Assisted Living and Compliance Officer to Assistant Director of Long Term Care Services remaining at Grade 25 as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 5:13 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on July 3, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

Thursday, June 26, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:00 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance:

Commissioner Kathryn Coyle  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Jason Henry, Superintendent, DOC  
Kendra Mayall, Gen. Mgr. Assisted Living  
Katie Casey, Asst. Director, Finance

Commissioner Steven Goddu  
Jude Gates, Sr. Director, Fac. Op.  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Peter Sorrentino, resident of Hampton

#### Remote Attendance:

### B. RFP Openings & Awards

#### 1. Award: Contracted Prosecution Services - Sheriff's Office

Commissioner Tombarello moved to award the proposal for contracted prosecution services to Heather Iworsky, Esq. (Iworsky Law PLLC) and Andrea Mitrushi, Esq. (Seacoast Law PLLC) for an amount not to exceed \$80,000 for FY 2026, \$84,000 for FY 2027, and \$88,000 for FY 2028, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle abstained due to her working relationship with the attorneys.

### C. Consent Agenda

#### 1. June 4, 2025 and June 12, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 4, 2025 and June 12, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### 2. Further Technology LLC Services Agreement Clarification (informational)

Clarification was provided about the number of licenses needed (two at \$550 per month), confirming that the cost is within budget. The discussion was informational only, with no vote required, and Commissioner Goddu expressed satisfaction with the explanation.

#### 3. June 26, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the remainder of the consent agenda which includes the June 26, 2025 Accounts Payable list total of \$4,369,523.39. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu provided an update on the solar panel project, reporting that the witness inspection was completed successfully and all requirements were passed. The appropriate documentation for the expected rebate would be available by the next morning, and the project is on track with everyone satisfied with the outcome.

Commissioner Coyle thanked the Sheriff's department, especially Deputy Duffy, for their support during an emergency with the Sandown Police Department. She also discussed the state budget's uncertain status

and its potential impact on Medicaid reimbursement rates, emphasizing the county's conservative budgeting approach. Superintendent Henry then updated the Board on the state retirement bill, explaining its progress through the Senate and House and the governor's support, but noted the outcome was still pending.

## **2. Department of Corrections – Jason Henry, Superintendent**

### **a. Change Order Request – Grappone Ford (approval)**

Commissioner Tombarello moved to approve a change order request for Grappone Ford for an amount not to exceed \$2,388, as recommended by the Superintendent. Superintendent Henry explained that the additional cost was due to sourcing the vehicle from a different lot because the window of opportunity was missed. Despite a reference to delivery, they would pick up the vehicle themselves, and the cost was simply the difference due to the change in sourcing location. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

## **3. Facilities Operations – Jude Gates, Senior Director**

### **a. Bid Waiver Request, Block5 Technologies/TrueNAS (approval)**

Commissioner Tombarello moved to approve the sole source Block5 Proposal & Bid Waiver Request in the amount of \$13,072.32 for a one-year maintenance renewal of all TrueNAS appliances, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Manager. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### **b. Harvey Construction Schedule Adjustment Change Order (approval)**

Commissioner Tombarello moved to approve a schedule adjustment change order for Harvey Construction 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 and questioned the anticipated move-in date for the Registry of Deeds and County Attorney's Office. Ms. Gates clarified that October 30 was identified as a conservative estimate for the move, with permitting issues still pending but no additional costs expected. She confirmed that cleaning and moving logistics are being coordinated, and departments will receive more detailed information as the move-in date approaches. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

## **4. Human Resources – Alison Kivikoski, Senior Director**

### **a. General Leave Request – Long Term Care Services (approval)**

Commissioner Tombarello 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 of June 15, 2025 through July 7, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Hoyt suggested further discussion in nonpublic session. Commissioner Tombarello moved to table the motion until the end of the meeting. Commissioner Goddu seconded the motion to table. Voted 3-0 in favor of tabling until the end of the meeting. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### **b. Revised Job Description – Long Term Care Services (approval)**

Commissioner Tombarello moved to approve the revised job description for the Unit Manager position, effective June 26, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### **c. Exception Request 7-11 – Sheriff's Office (approval)**

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-11 (overtime) for FY 2026, for hourly, union, non-exempt deputies and sworn unaffiliated administrative deputies in the

Sheriff's Office as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

d. Exception Request 7-12 E.2. – Sheriff's Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-12 E.2. (call-in pay) for FY 2026 for unaffiliated deputies of the Sheriff's Office, full time and part time, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

e. Pre-Employment X-Ray Services

Commissioner Tombarello moved to approve utilizing Convenient MD for pre-employment x-ray services as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

**5. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Lien Release on Real Property (approval)

Commissioner Tombarello moved to approve a lien release on real property filed with the Rockingham County Registry of Deeds, Book 5795, Page 2326, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

**E. Department Head Updates**

Ms. Hoyt reported that the team has been managing well during Ms. Kivikoski's absence. She reminded everyone that NHAC nominations are due the next day and mentioned she has already spoken to some elected officials and division directors about it. She also noted she has an item for new business to discuss later.

Superintendent Jason Henry reported that four interviews were held for potential candidates, and their case manager will be promoted to mental health manager. Lieutenant Warden is retiring but will return part-time as Compliance and Risk Manager, and a retirement celebration is planned. He thanked Ms. Gates for arranging air duct cleaning in the jail and noted that the department van is ready for pickup, expressing appreciation to the finance department for their assistance.

Ms. Mayall highlighted the upcoming July 1 transition to Sodexo for on-site food services and expressed excitement about the change. She also thanked the social service team for providing drinks and snacks to staff during the recent heatwave and extended appreciation to all long-term care, assisted living, and maintenance staff for their hard work in keeping everyone comfortable.

Ms. Casey highlighted preparations for year-end, expressing thanks to all departments for their cooperation with accounts payable and payroll during a busy period. She reported that the FY24 preliminary audit had started, with the audit team on site reviewing processes and internal controls. The audit team will return for a week in July or August, and departments will be notified in advance.

Senior Director Gates reported that the solar project passed live testing and certifications will soon be sent for net metering credit applications. She highlighted ongoing building progress, new landscaping, and positive feedback about the new sign. Ms. Gates described a successful walkthrough with the mechanical engineer, ongoing permitting for emergency generator diesel tanks, and water main replacement work. She also updated on the upcoming main breaker replacement in the Blaisdell building, which will require a temporary generator and careful coordination with long-term care. Additionally, she discussed preparations for moving residents between Driscoll units to facilitate renovations, with efforts to minimize stress for residents. Overall, she noted that all projects are progressing well.

The High Sheriff reported that the recent heat has kept the department extremely busy, with notable incidents at Hampton Beach and several high-speed arrests on Route 101. The department also assisted Sandown and thanked Commissioner Coyle for the recognition. He emphasized that public safety remains the top priority as summer activity increases.

Register of Deeds Cathy Stacey reported that her office is preparing for year-end book closing but is facing staffing challenges due to a recent resignation, extended absences, and upcoming vacations. She has received many inquiries about the new building's sign and requested the new North Road address to notify office users, as the PO Box will be discontinued. Ms. Stacey also highlighted the need for coordination when moving equipment to the new building, as some items will not fit in the elevator, and she wants to ensure everyone is aware of the logistical issue.

Ms. Gates responded that each department in the new building will have its own address, with a mailroom providing slots for everyone, and she will send the address information to Ms. Stacey and others as needed.

## **F. New Business / Old Business**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Walk-In – Utilization of Cigna Wellness Dollars**

Commissioner Tombarello moved to approve the request to purchase items for all Rockingham County employees utilizing a combination of the residual of the Cigna Wellness dollars and County FY25 wellness funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **b. Walk-In – Pre-approval of Two MOUs (discussion)**

Ms. Hoyt explained that new MOUs are needed to bridge a one to two-week gap between the expiration of previous MOUs and the start of new contract rates for long-term care services. Commissioner Coyle confirmed that the budget can accommodate the extra time and asked if it needed a motion today. Ms. Mattila clarified that a motion is not needed at this time, Ms. Kivikoski was just looking for permission for Ms. Hoyt to send the MOUs to the unions for signature. The Board agreed to allow the MOUs to be sent to the unions.

### **2. Long Term Care Services – Chantal Dja Konan, Senior Director**

#### **a. Walk-In WellSky/Careport Business Associates Agreement (approval)**

Commissioner Tombarello moved to approve the WellSky/Careport Business Associates Agreement as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

## **G. Public Comment**

Peter Sorrentino from Hampton asked whether Rockingham County was being impacted by Medicaid changes in the same way as Hillsborough County, which is facing a large deficit. Commissioner Coyle explained that final numbers are not yet available, but Rockingham County takes a conservative budgeting approach and will know more once the state budget and rates are set. Commissioner Goddu elaborated that Hillsborough County is experiencing a significant tax increase and financial instability, while Rockingham County's increase is much lower and its finances are strong, thanks to prudent management by Mr. Nickerson, their Finance Director.

## **H. Commissioners' Nonpublic Session**

### **1. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 1:41 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic Session at 2:19 pm. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello stated there were 3 nonpublic sessions and 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 clarified that would apply to sessions 1 and 3, and session 2 will be sealed indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion as amended. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to take the tabled motion from earlier in the meeting, off the table. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

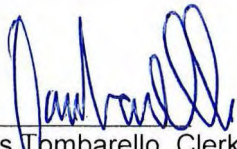
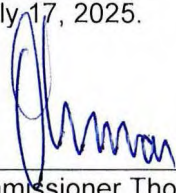
Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (E.G.) with County portion of all benefits to continue for the period of June 15, 2025 through July 7, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 2:22 pm. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on July 17, 2025.

  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

Thursday, July 3, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Hay Tedder-Supply Only – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. June 18, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 18, 2025 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Agency Nursing Staff Report (informational)

Ms. Kivikoski and Ms. Dja Konan discussed the current utilization of agency staff, noting a reduction in contracts since September and an increase in hiring across both nursing and other departments. Updates to pay rates on the website have generated heightened interest and applications, particularly for Licensed Nursing Assistant (LNA) positions.

Ms. Dja Konan elaborated on her team's efforts to enhance internal accountability, particularly concerning attendance, which has resulted in some staff turnover. Emphasis is being placed on employee engagement, with new initiatives designed to support and appreciate frontline staff, including personal outreach and engaging activities. Commissioner Coyle believes these efforts are laying the groundwork for a positive cultural shift, with significant progress in retention and recruitment anticipated by the end of the year. It is expected that the updated pay rates and ongoing engagement initiatives will further improve staffing levels and morale, with the full impact of these changes becoming evident in future reports.

#### 3. July 3, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 3, 2025 fiscal year 2025 accounts payable list total of \$1,259,415.58. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the July 3, 2025 fiscal year 2026 accounts payable list total of \$800,363.26. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 4. July 3, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$2,143,691.43 for the period ending June 28, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

Commissioner Tombarello shared a positive experience meeting with Sodexo management and staff, expressing optimism about their operations.

### **2. Facilities Operations – Jude Gates, Senior Director**

#### **a. Change Order Request – Merci Distribution (approval)**

Commissioner Tombarello moved to approve a change order request for Merci Distribution for an amount not to exceed \$1,100 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Bid Waiver Request – Evoqua Water Technologies (approval)**

Commissioner Tombarello moved to approve the Evoqua Water Technologies Proposal & sole source Bid Waiver Request in the amount of \$21,462.20 for the purchase of three (3) floating aerators for the wastewater lagoons as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **c. Application to Register Solar Array for Net Metering Program (approval)**

Commissioner Tombarello moved to approve the application to register the solar array for the net metering program with the State of NH Public Utilities Commission and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **3. Human Resources – Alison Kivikoski, Senior Director**

#### **a. General Leave Request – Department of Corrections (approval)**

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (T.B.) with County portion of all benefits to continue for the period June 6, 2025 through July 11, 2025 as recommended by the Superintendent and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski asked for more discussion in nonpublic session. Commissioner Coyle moved to table the request. Commissioner Tombarello seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **4. Long Term Care Services – Chantal Dja Konan, Senior Director**

#### **a. Reiki Service Client Facility Agreement (approval)**

Commissioner Tombarello moved to approve the Reiki Service Client Facility Agreement renewal with Donna Cross, Reiki Master for the period beginning July 1, 2025 through June 30, 2026 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.

Commissioner Coyle highlighted the tangible benefits of Reiki for residents, including its ability to detect health issues and serve as a non-pharmacological intervention, thereby potentially reducing overall medication use and associated costs. Ms. Dja Konan emphasized that the service is meticulously tracked and monitored, with policies ensuring that only those who benefit continue to receive it. The contract is structured on a per-use basis with negotiated rates, incorporating safeguards to prevent unnecessary spending. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Adult Medical Day Care (AMDC) Request – Easterseals (approval)**

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated June 27, 2025 to Easterseals for an additional client (D.C.) at an amount of \$80 per day, two days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Constellation Hospice MA, LLC Services Agreement (approval)

Commissioner Tombarello moved to approve the Constellation Hospice MA, LLC Services Agreement for the period beginning June 27, 2025 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, Tombarello, and Coyle in favor.

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

a. Bid Waiver Request – PowerDMS by Neogov (approval)

Commissioner Tombarello moved to approve the Neogov Proposal & sole source Bid Waiver Request in the amount of \$20,476 for a three (3) year subscription to their policy and compliance management platform and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Commissioner Coyle highlighted that PowerDMS is already widely used by police departments and is being adopted across the county for easier access and management of policies. The discussion included the benefits of having a unified platform for all departments, which could streamline policy updates and access. There was consideration of whether to delay approval to explore further integration opportunities, but it was decided to proceed to secure a significant first-year discount. The group agreed that, moving forward, they should explore ways to integrate county-wide policies within the platform to avoid siloed systems and maximize efficiency. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**E. Department Head Updates**

The High Sheriff provided a monthly summary of the department's activities, including dispatch calls, motor vehicle stops, citations, arrests, warrants, civil processes, and court transports, highlighting how busy the department has been. Major Bashaw updated the group on the progress of the new CAD/RMS system, noting a tentative go-live date in late September and mentioning some technical challenges with the accident reconstruction module. Commissioner Coyle and Major Bashaw discussed how the new system will make it much easier to generate monthly analytic reports, as it will automate data collection and reporting across divisions, reducing manual work and improving efficiency.

Register of Deeds Cathy Stacey reported that the Deeds Office brought in just under \$3.9 million in revenue, exceeding last year's total and coming in 11% above their revenue goals. She expressed optimism that this positive trend will continue. Commissioner Coyle also praised Ms. Stacey for completing her consistently excellent and timely annual report.

Senior Director Kivikoski reported that MOUs for two contracts and a holiday stipend are ready for signature. Most benefits audits are complete, with follow-up ongoing for those needing to submit additional documentation. She mentioned two upcoming exceptions related to high-deductible health plans and HSA contributions. Ms. Kivikoski is planning to propose bringing in an ice cream truck as a wellness initiative, funded by county wellness funds. She also shared that new cups and first aid kits have arrived for staff as part of the new building celebration. The gym in the new building will soon be fully equipped, funded entirely through wellness funds, with the final equipment piece to be ordered in September to maximize the warranty period.

Senior Director Dja Konan stated that her team is focused on creating, updating, and reviewing policies, with a major electronic upload of policies and procedures underway to streamline access. The transition to Sodexo for services is ongoing, with continued follow-up on credits and billing reconciliation with the previous provider, Glendale. They identified and are addressing double billing issues from earlier in the year, working to ensure the county is reimbursed for any overpayments. Regarding equipment, items claimed by Glendale are being held until proper ownership can be verified through invoices, to ensure county assets are protected. Ms. Dja Konan also noted ongoing collaboration with the Facilities Operations team to prepare for the move from D2 to D1, focusing on safety and a smooth transition.

Senior Director Nickerson reported that the county budget has been fully approved and he is preparing to submit the required documents to the necessary parties. He is preparing the MS-42, and noted that the

submission deadline is September 1, though he aims to complete it sooner. He also provided a timeline for when employees will see the funds for the employer HSA contributions posted. Additionally, he is registering the county's solar array and EV charging stations with the IRS to secure over \$3 million in credits. He shared insights from a recent national public employer labor relations conference, highlighting sessions on contract negotiations and the use of AI to improve employee engagement. Finally, he acknowledged the challenges of payroll processing during a busy period but expressed gratitude for his team's efforts in ensuring everything was completed on time.

Senior Director Gates reported significant progress on several facility projects. The water treatment facility's filtration project is nearing completion and will soon enable automated operation, thereby reducing the need for manual intervention. The wastewater project is advancing but has temporarily slowed due to seasonal constraints, with work expected to resume in September. The replacement breaker for the nursing home has arrived, and a cutover is scheduled for July 23, which will involve brief power shutdowns. Water main installation is ongoing, with visible progress on site. The concrete building for well number four has been delivered and installed, with the pump scheduled for August. Fire alarm systems have been thoroughly tested and are now fully operational, including a temporary wireless monitoring solution approved by the fire marshal. Additionally, she outlined preparations for the move to the new building, including a comprehensive equipment inventory, coordination with moving vendors, and collaboration with other departments to ensure a smooth transition.

Ms. Mattila reminded everyone that there will be no meeting next week. She requested that all agenda items for the July 17th meeting be submitted by Friday, July 11th at 10:00 am.

#### **F. New Business / Old Business**

Commissioner Goddu inquired about the status of the 91-A policy. Ms. Mattila replied that it has been sent to Attorney Bedard for review. Commissioner Coyle stated that when he has completed his review, it will go on an agenda for the Board to review, approve, and implement.

Ms. Kivikoski announced that she will be attending the Health Trust Board of Directors meeting in Merideth on August 6th, 7th, and 8th as a director. During this meeting, the Board will review and approve various changes to their plans, funding allocations, and potential rate adjustments. Although she will be away from the office, she will have her laptop and will be available remotely for any urgent matters. Julie will be on-site during this period to assist as needed. Ms. Kivikoski also noted that the mileage and other expenses are covered as part of her role on the Board of Directors, representing the interests of counties, cities, and towns covered by Health Trust for the New Hampshire Association of Counties (NHAC).

#### **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) personnel

##### **2. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 9:32 am pursuant to NH RSA 91-A:3, II (a), personnel and (c) reputation. Commissioner Goddu seconded the motion. Voted 3-0 in favor.

Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

Commissioner Tombarello stated there were three nonpublic sessions and moved to seal the minutes of one session 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 seal the other two

indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Commissioner Coyle clarified that the first and third effect reputation and the second was for a proposed action. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to take from the table the General Leave Request from earlier in the meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

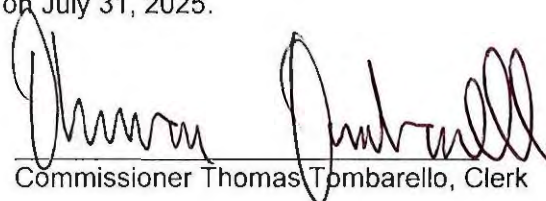
Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (T.B.) with County portion of all benefits to continue for the period June 6, 2025 through July 11, 2025 as recommended by the Superintendent and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **I. Adjourn**

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on July 31, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, July 17, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:07 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Alison Kivikoski, Sr. Director, HR  
Julie Hoyt, HR Manager  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Robin Bernier, IT Manager

Katie Casey, Asst. Director, Finance  
Keri Donovan, Employee Engagement

#### Remote Attendance:

Jason Henry, Superintendent, DOC  
High Sheriff Massahos  
Captain Lussier, Sheriff's Office  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Forticare – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Opening: O365 Subscriptions – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 3. Opening: Aruba Network Switching – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 4. Opening: VMWare Licensing – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 5. Opening: Dell Servers – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 6. Opening: Fortinet Equipment – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 7. Opening: Netgear Equipment – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

8. Opening: TrueNAS Storage Appliance – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

9. Opening: Dishwashing/Laundry Chemicals – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

10. Opening: Bio #1 Refractory Replacement – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

11. Opening: Electric Utility Vehicle – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

12. Opening: Toyota Sienna AWD Mini Van – Long Term Care Services

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

13. Opening: FY 2026 Uniforms & Equipment – Sheriff's Office

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

14. Opening: FY 2026 Concealable/Tactical Body Armor – Sheriff's Office

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

15. Award: Hay Tedder – Facilities Operations

Commissioner Tombarello moved to award the proposal for hay tedder to MB Tractor & Equipment for an amount not to exceed \$11,000, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**C. Consent Agenda**

1. June 18, 2025 and June 26, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 18, 2025 non public minutes and the June 26, 2025 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. HR Recruitment Report (informational)

Commissioner Goddu expressed concerns about the high costs associated with using agency staff compared to regular employees, noting that the county has been paying 40-50% more for agency staff. He mentioned that Ms. Kivikoski is working on a simplified report to better track these expenses.

Ms. Kivikoski provided an update on recruitment efforts, highlighting that from July 1 to the present, there have been 40 interviews for various positions, including LNAs, MNAs, LPNs, RNs, unit managers, and

other roles. She noted that the recent wage increases have significantly helped in attracting candidates, and the recruitment team has been extremely busy.

Commissioner Coyle acknowledged the progress made towards their recruitment goals, noting that they exceeded their initial target, which has resulted in savings from the previous year. Commissioner Tombarello added that the union's ratification of the contract should further aid in recruitment efforts. Commissioner Coyle agreed, stating that the new contract terms and changes in wages have led to unprecedented recruitment activity in July and expressed excitement about the potential for continued success in the coming months.

**3. July 17, 2025 FY 2025 Accounts Payable List (approval)**

Commissioner Tombarello moved to approve the July 17, 2025 fiscal year 2025 accounts payable list total of \$1,386,072.38. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. July 17, 2025 FY 2026 Accounts Payable List (approval)**

Commissioner Tombarello moved to approve the July 17, 2025 fiscal year 2026 accounts payable list total of \$1,589,098.24. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**5. July 18, 2025 Payroll (approval)**

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,591,289.34 for the period ending July 12, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**D. Reports**

**1. Commissioners' Office – Kathryn Coyle, Chair**

**a. Commissioner updates**

Commissioner Coyle expressed gratitude for the hard work and resilience shown by the staff during the recent water line project issues. She highlighted the teamwork and dedication of various departments in managing the situation effectively.

Commissioner Tombarello shared his appreciation for the staff's handling of the water issue.

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

**a. FY 2025 Equitable Sharing Agreement and Certification (approval)**

Commissioner Tombarello moved to approve the Fiscal Year 2025 Equitable Sharing Agreement and Certification, 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, Tombarello, and Coyle in favor.

**3. Facilities Operations – Jude Gates, Senior Director**

**a. Bid Waiver Request, MFI Pro (approval)**

Commissioner Tombarello moved to approve the MFI Pro Proposal & Bid Waiver Request in the amount of \$133,676 for the design, engineering, installation, and programming of an audio-visual system for the amphitheater in the new building 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, Tombarello, and Coyle in favor.

**b. Change Order Request, GZA GeoEnvironmental, Inc. (approval)**

Commissioner Tombarello moved to approve a change order request for GZA GeoEnvironmental, Inc. for an amount not to exceed \$92,300 for the continuation of the supplemental site investigation at the fire training grounds 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, Tombarello, and Coyle in favor.

**4. Finance Office – Charles Nickerson, Senior Director**

- a. Harvey Construction A/P Warrant (approval)

Commissioner Tombarello moved to approve the July 17, 2025 Accounts Payable warrant T251480 payable to Harvey Construction Corporation in the amount of \$2,322,391.76 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**5. Human Resources – Alison Kivikoski, Senior Director**

- a. Contract Buyout, MAS Medical Staffing (approval)

Commissioner Tombarello moved to approve the MAS Medical Staffing contract buyout and placement fee for an LNA (A.G.) and authorize the Senior Director of Human Resources to sign the Permanent Placement Confirmation and invoice. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Contract Buyout, Factor Healthcare, LLC (approval)

Commissioner Tombarello moved to approve the Factor Healthcare, LLC contract buyout and placement fee for a full time PCP (L.F.) and authorize the Senior Director of Human Resources to sign the Permanent Placement Confirmation and invoice. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Employee Retention and Engagement Activity, Ice Cream Emergency Truck (approval)

Commissioner Tombarello moved to authorize the vendor Ice Cream Emergency to serve Ice Cream Sundaes to employees on July 30th and August 5th, with expenses to be covered by the County Health Fund (5151000-52310). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- d. Exception Request, Open Enrollment, Benefits Administration – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding open enrollment and benefits administration for a Long Term Care Services employee (S.F.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- e. Exception Request, Open Enrollment, Benefits Administration – Long Term Care Services & Department of Corrections (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding open enrollment deadline and benefits administration for a Long Term Care Services employee (K.W.), and a Department of Corrections employee (C.P.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (S.H.) with the County portion of all benefits to continue for the period of July 12, 2025 through August 4, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- g. General Leave Request – Department of Corrections (approval)

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

h. Internal Only Job Posting Request (approval)

Commissioner Tombarello moved to approve an Internal only Posting for ten (10) days under Chapter 10-3 Recruitment, Selection, and Appointment of Employees / Recruitment Procedures / Internal Only postings, for the Deputy County Attorney position as requested by the Senior Director of Human Resources and the County Attorney. Commissioner Goddu seconded the motion and mentioned he discussed with Attorney Conway the benefits of promoting from within the county attorney's office for the deputy county attorney position. He highlighted that internal promotions boost morale and ensure continuity, as these candidates already understand the office's operations. Commissioner Coyle agreed, noting the efficiency of having someone familiar with the office and court procedures and emphasized that internal promotions maintain caseload stability and provide advancement opportunities for other staff members. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

i. Non-Union Revised Shift Differentials (approval)

Commissioner Tombarello moved to approve an increase to the second and third shift differential for nonunion Nursing Managers and Unit Managers to \$2.75 and \$3.50 respectively, as recommended by the Senior Director of Human Resources and Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

j. Per Diem Revised FY 2026 Wage Schedule (approval)

Commissioner Tombarello moved to amend the FY 2026 Per Diem Wage Schedule as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion and raised a question about the specific wage for the Chief Deputy, noting that there was a range but no specific number. Ms. Kivikoski clarified that the wage would be \$46.79, based on compounded percentages from 2023 to 2026. She explained that this calculation was made to avoid frequent adjustments in the future. Commissioner Coyle asked how many hours the Chief Deputy could work. Sheriff Massahos responded that the deputy could work up to 1,350 hours annually. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

k. Precision Fitness Equipment Updated Preventative Maintenance Contract (approval)

Commissioner Tombarello moved to approve the Precision Fitness Equipment proposal for a one year preventative maintenance renewal, for the period beginning July1, 2025 through June 30, 2026 for an amount of \$900 plus \$100 per hour for additional service and authorize the Senior Director of Human Resources to sign the contract as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

l. Repurpose/Regrade Amended Motion – Assisted Living (approval)

Commissioner Tombarello moved to amend the approved motion made on June 18, 2025 to repurpose and regrade the Public Relations and Community Outreach Manager, grade R18, to Executive Director of Assisted Living, grade R21, effective July 1, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

m. Repurpose/Downgrade/Title Change – Long Term Care Services (approval)

n. Resident Program Positions – Assisted Living (discussion/approval)

o. Waste Water Treatment Facility Chief Operator Position (discussion/approval)

Commissioner Goddu moved to table the motions for agenda items m, n, and o. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**6. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Employee Engagement Supervisor Introduction and Projects Overview (informational)

Ms. Donovan introduced herself as the new employee engagement supervisor, sharing her background in disability services and her excitement about her new role. She described her efforts to engage with staff across different shifts, including implementing a 30-day check-in system to gather feedback and improve the onboarding experience. Donovan highlighted her initiatives to recognize and appreciate staff, such as developing a quick recognition program. The Commissioners praised her efforts, noting the positive impact on staff morale and the importance of her role in fostering a supportive work environment. They expressed their enthusiasm for her contributions and the cultural changes she is implementing.

b. aSure Wound Solutions, LLC Business Associate Agreement (approval)

Commissioner Tombarello moved to approve the aSure Wound Solutions, LLC Business Associate Agreement for the period of one (1) year effective upon full execution of the Agreement, 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.

Ms. Dja Konan highlighted that the company, a Part B provider, offers various products that the county currently pays for but could be covered by insurance. This company handles all authorizations and can take orders through the PCC, shipping items directly to the county. Additionally, they provide a wound-certified nurse who can assist with wound care, offer recommendations for non-healing wounds, and provide regulatory auditing support. This service adds significant benefits for wound health management and compliance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Granite State Music Agreement Renewal (approval)

Commissioner Tombarello moved to approve the Granite State Music Agreement renewal for 10 hours per week at an amount of \$1,100 per week, for the period beginning August 2025 through August 2026, 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.

Ms. Dja Konan discussed the existing contract for music therapy services, noting that the additional cost was budgeted to tailor a program specifically for hospice residents. She explained that music therapy, including group and individual sessions, can significantly benefit end-of-life care by stabilizing breathing and providing comfort. Commissioner Goddu inquired about the specifics of the therapy, and Ms. Dja Konan elaborated on its positive impacts. Commissioner Coyle confirmed that the rate remains the same, with only the hours increased. Ms. Dja Konan added that feedback from residents has been very positive, highlighting the success of this non-pharmacological intervention. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **7. Sheriff's Office – Charles Massahos, High Sheriff**

a. Bid Waiver Request, Daigle Law Group, LLC (approval)

Commissioner Tombarello moved to approve the Daigle Law Group, LLC Proposal & Bid Waiver Request in the amount of \$40,000 for a complete revision to the Sheriff's Office Policy Manual, funded by the Asset Forfeiture Fund, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

The High Sheriff reported no significant updates. He stated it has been a particularly hot summer, with much time spent at Hampton Beach. The team is currently engaged in defensive tactics training at the range, he greatly appreciates all the support provided to the Sheriff's Office.

Superintendent Jason Henry reported opening a female unit due to an increase in the female inmate population. He praised his staff for effectively managing a recent water issue, ensuring inmates had access to drinking water and hygiene. Henry also mentioned upcoming supervisor position tests and internal moves, which are exciting for staff. The major highlight was winning an arbitration regarding a 30-day rotation system, thanks to Commissioner Coyle's legal expertise. This victory supports management rights

and best practices in corrections, enhancing officer training and operational efficiency. Commissioner Coyle emphasized the benefits of the rotation system for both officers and inmates and noted the cost savings from handling the arbitration internally.

Register of Deeds Cathy Stacey reported that everything is routine at the office. She recently returned from the NACO conference, which she found to be a good experience with many changes. She mentioned that she will provide a copy of the new resolutions that passed at the conference.

Ms. Hoyt provided a brief update noting that the HR office has been very busy.

Senior Director Dja Konan provided a census update, and a COVID-19 update. She praised the team and Sodexo for their quick response to the water issue, ensuring residents had sufficient water and ice. Preparations are underway for an upcoming breaker test, with plans in place to ensure safety and efficiency. On a positive note, the facility received a certificate for their butterfly garden, which recently attracted its first butterfly, much to the excitement of residents and staff.

Ms. Casey reported that the finance department is busy with year-end tasks and thanked all departments for meeting deadlines. She reminded everyone to submit any remaining FY 2025 invoices for payment in the next accounts payable cycle. The department is currently undergoing the FY 2024 financial statement audit and has just started the FY 2023 single audit. She expressed appreciation for everyone's cooperation during this busy period.

Senior Director Gates provided an update on several key issues highlighting the significant challenges posed by a recent water issue, praising the staff's flexibility and effective response. Initial water test results were encouraging, and further results were expected soon. Ms. Gates also mentioned the helpfulness of Harvey in addressing the problem. She provided updates on the HVAC project, noting progress in the nursing home and upcoming work on Driscoll units. Preparations for the breaker replacement were also discussed, with plans in place to ensure minimal disruption. Additionally, Ms. Gates shared the news of the upcoming delivery of the new furniture for the new building.

## **F. New Business / Old Business**

Ms. Hoyt discussed the need to renew several Memorandums of Understanding (MOUs). These included three MOUs for hospital coverage that had expired at the end of the fiscal year and required new rates going forward. Additionally, there was an MOU for an employee in facilities who was covering a critical position requiring a specific license. This MOU also needed renewal as it had expired, and the employee had been receiving a stipend for their role. She asked for permission for Ms. Kivikoski to talk to the unions about approval for the MOUs. The Commissioners asked for drafts to review before next week's meeting.

Ms. Hoyt also brought up the annual tradition of contributing a gift basket for the New Hampshire Association of Counties (NHAC) conference raffle. She mentioned that the typical contribution is approximately \$250. The Commissioners agreed to proceed with this contribution.

## **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) personnel

### **2. Facilities Operations/ IT – Robin Bernier, IT Director**

- b. Nonpublic session NH RSA 91-A:3, II (i) emergency functions

Commissioner Tombarello moved to enter nonpublic session at 2:23 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (i) emergency functions. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:17 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were eight nonpublic sessions and moved to seal the minutes of nonpublic sessions numbers one, three, and five 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. She then moved to seal the minutes of nonpublic sessions number four and seven indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Finally Commissioner Coyle moved to seal the minutes of nonpublic session number two because they pertain to preparation or carrying out of actions regarding terrorism. Commissioner Goddu seconded the motions. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to take from the table the motions for four Human Resources agenda items that were tabled earlier in the meeting. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a repurpose/title change for a vacant Medication Nursing Assistant position to a Resident Program Specialist grade R11, effective August 24, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. He then moved to approve a repurpose/title change for a vacant Licensed Nursing Assistant position to a Resident Program Assistant grade R5, effective August 24, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a repurpose/downgrade/title change for the Director of Clinical Services to Assistant Director of Nursing, grade R21, effective July 17, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an on-the-job training arrangement for the vacant Waste Water Chief Operator position with a one year and two year contingency for the chosen individual to obtain the necessary licenses as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

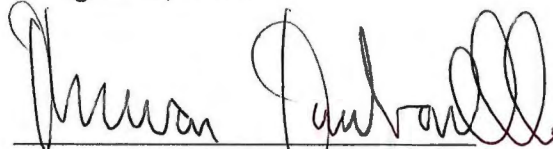
Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (T.B.) with the County portion of all benefits to continue for the period of July 12, 2025 through July 25, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **I. Adjourn**

Commissioner Tombarello moved to adjourn at 3:22 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 14, 2025.

  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, July 24, 2025 @ 8:30 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Robin Bernier, IT Manager  
Chantal Dja Konan, Sr. Director, LTC

Jason Henry, Superintendent, DOC High  
Sheriff Massahos

Erin Coker, Sheriff's Office  
Katie Casey, Asst. Director, Finance

#### Remote Attendance:

Leila Mattila, Commissioners' Office

### B. RFP Openings & Awards

#### 1. Opening: Rockingham County Rehabilitation and Nursing Center Flooring – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Award: Award: Forticare – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Forticare to Block 5 for an amount not to exceed \$9,467.56, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. Award: O365 Subscriptions – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Office 365 Subscriptions to SIRC (Software Information Resource Corp) for an amount not to exceed \$85,653.47, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 4. Award: Aruba Network Switching – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Aruba Network Switches to Block 5 Technologies for an amount not to exceed \$401,195.94, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 5. Award: VMWare Licensing – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for VMware to Axelliant for an amount not to exceed \$31,711.68, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 6. Award: Dell Servers – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Dell servers to Block 5 Technologies for an amount not to exceed \$50,160, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 7. Award: Fortinet Equipment – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Fortinet Equipment to Saitech for an amount not to exceed \$155,496, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

8. Award: Netgear Equipment – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Netgear equipment to SCW for an amount not to exceed \$9,409.02, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

9. Award: TrueNAS Storage Appliance – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for TrueNAS Appliance to Axelliant for an amount not to exceed \$127,578.74, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

10. Award: FY 2026 Uniforms & Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for FY 2026 uniforms & equipment to Neptune Uniforms & Equipment for an amount not to exceed \$43,944, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

11. Award: FY 2026 Concealable/Tactical Body Armor – Sheriff's Office

Commissioner Tombarello moved to award the proposal for FY 2026 concealable/tactical body armor to DCF Investigative Services, LLC for an amount not to exceed \$18,470, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**C. Consent Agenda**

1. July 24, 2025 FY 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 24, 2025 fiscal year 2025 accounts payable list total of \$1,260,324.92. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. July 24, 2025 FY 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 24, 2025 fiscal year 2026 accounts payable list total of \$631,417.67. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**D. Reports**

**1. Commissioners' Office – Kathryn Coyle, Chair**

a. Commissioner updates

Commissioner Tombarello mentioned that it's been a busy week for the Facilities Department and stated Ms. Gates will update us during Department Head Updates.

**2. Human Resources – Alison Kivikoski, Senior Director**

a. Job Description – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the Job Description for Resident Program Specialist, effective August 24, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the Job Description for Resident Program Assistant, effective August 24, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Amended Motion for Wage Adjustment – Department of Corrections (approval)

Commissioner Tombarello moved to amend the wage adjustment approved by the Board of Commissioners on April 24, 2025 for H.B. to reflect the correct percentage increase of 12.36%, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Exception Request 7-11 – Department of Corrections (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-11 Overtime, for Department of Corrections position Investigation and Safety Compliance Coordinator as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**E. Department Head Updates**

Senior Director Gates reported that the team successfully navigated a boil water order, which was lifted late Friday. No contamination was detected in any of the samples. She expressed appreciation for the collective effort and attentiveness shown by all involved.

She also detailed the replacement of a 2,000-amp breaker. The work was completed ahead of schedule, and the power was restored earlier than anticipated. The project required significant coordination, as the breaker was so large that temporary cables had to be removed to maneuver it into place. Ms. Gates emphasized that the outage provided a valuable learning opportunity, allowing the team to better understand the facility's electrical systems and identify areas for improvement.

Ms. Gates' team, and Ms. Dja Konan's team conducted walkthroughs of the building during the outage, documenting which systems were affected. Ms. Gates explained that process revealed a couple of minor issues, such as a return fan and a refrigerator in the Underhill Building that were not connected to emergency circuits. These findings are being addressed, and Ms. Gates noted that some systems may be transitioned to emergency circuits before the next planned outage. She concluded by commending the teamwork and communication across departments, which contributed to the overall success of the project.

Ms. Casey reported that they will be closing out the fiscal year 2025 in Munis tomorrow. As a result, Munis might be inaccessible during that time, and a notification would be sent to all departments with further details. She expressed appreciation to all departments for submitting their encumbrances on time, which helped facilitate a smooth year-end process. She also mentioned that auditors would be arriving on-site during the week of August 4. While their exact plans were not yet known, departments should be prepared for potential questions or site visits. Commissioner Goddu commended the Finance Department for their efficiency in closing the fiscal year so promptly, noting that such timeliness is uncommon in other municipalities.

The High Sheriff acknowledged the ongoing busyness of the summer season and expressed hope that it would ease soon. Most notably, he took the opportunity to commend the entire Board of Commissioners, department heads, and staff for their teamwork and dedication. He emphasized how proud he is to be part of the Rockingham County team, highlighting the collaborative spirit and strong work ethic across departments and noted that the county's unified approach is both unique and commendable.

Senior Director Dja Konan highlighted the successful handling of a PBJ audit related to staff reporting, crediting the finance team for their support in closing gaps and submitting the required report on time. A major milestone she shared was the near completion of uploading all departmental policies into the new document management system (DMS). While the policies are not yet fully updated, they are now centralized and accessible, allowing for easier editing and distribution. Ms. Dja Konan mentioned that the

project is about a month ahead of schedule and expressed excitement about the ability to begin pushing out updated policies soon.

Superintendent Jason Henry reported that operations remained busy, particularly with an increase in the female inmate population. He acknowledged the support of Ms. Gates' Facilities team in addressing recent infrastructure issues, including water-related challenges and a sewer pipe leak, which were resolved quickly.

Senior Director Kivikoski announced that the ice cream truck would be visiting on Wednesday, July 30, serving several departments including Long Term Care, the Board of Commissioners, Facilities, HR, Finance, and Assisted Living. Additionally, she shared that preparations are underway for the annual Years of Service recognition event. Invitations will be sent out soon, as planning is already in progress with the vendor.

#### **F. New Business / Old Business**

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated February 12, 2025, transferring one inmate to Merrimack County effective July 21, 2025, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Kivikoski informed the Board that the Memoranda of Understanding (MOUs) reviewed earlier in the week now need to be forwarded to the respective unions. She requested the Board's authorization to proceed with distributing the documents which was granted.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

Commissioner Goddu moved to enter nonpublic session at 9:00 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:01 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

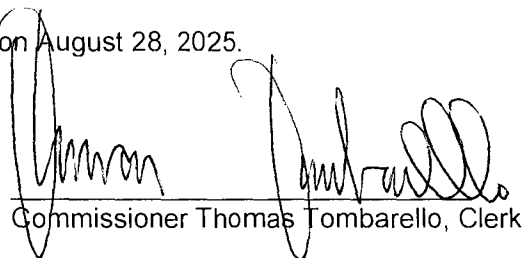
Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted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

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 9:02 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 28, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

Thursday, July 31, 2025 @ 12:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 12:02 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Chief Deputy Sawyer, Sheriff's Office  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Joanne Carmody, member of the public

### B. RFP Openings & Awards

#### 1. Opening: Champion Air Compressor – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Opening: Dodge Durango Pursuit – Sheriff's Office

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 3. Opening: FY 2026 Vehicle Equipment Upfit – Sheriff's Office

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 4. Opening: FY 2026 Motorola Equipment – Sheriff's Office

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 5. Award: Bio #1 Refractory Replacement – Facilities Operations

Commissioner Tombarello moved to award the proposal for Bio #1 Refractory Replacement to INFAB Refractories, Inc. for an amount not to exceed \$15,595, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 6. Award: Dishwashing & Laundry Chemicals – Facilities Operations

Commissioner Tombarello moved to award the proposal for dishwashing and laundry chemicals as recommended by the Senior Director of Facilities, Planning and IT for the period beginning August 1, 2025 through July 31, 2027 as follows.

- To Hillyard for Department of Corrections hand soap for an annual amount not to exceed \$1,105.
- To Imperial Dade for all other Department of Corrections items for an annual amount not to exceed \$9,285.
- To WB Mason for all Environmental Services items for an annual amount not to exceed \$23,985.

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

### **C. Consent Agenda**

#### **1. June 26, 2025 and July 3, 2026 Meeting minutes (approval)**

Commissioner Tombarello moved to approve the June 26, 2025 nonpublic minutes and the July 3, 2025 public and nonpublic minutes. Commissioner Goddu stated that he had not yet reviewed the nonpublic meeting minutes from July 3rd and therefore moved to table their approval. Commissioner Coyle proposed amending the motion to approve the June 26 nonpublic minutes and the July 3 public minutes, while tabling the July 3 nonpublic minutes. Commissioner Goddu seconded the amended motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **2. 2025 Compliance Workplan Update (informational)**

Ms. Dja Konan reported that the 2025 Compliance Work Plan is largely on schedule, with only minor delays due to technical issues. She highlighted that the county fulfilled its annual requirement for two emergency drills—one live and one tabletop—through two real-life events: a water main break and an electrical switch-over. These were well-documented and will count toward compliance, eliminating the need for additional drills this year. She noted the team's strong performance and the valuable lessons learned from the experience.

#### **3. Adult Medical Day Care (AMDC) Payout Report, June 2025 (informational)**

Commissioner Coyle briefly discussed the adult medical day care program. It was noted that approximately \$73,000 was paid out for services over the past year, which is below the \$100,000 budgeted for the program. However, it was emphasized that no eligible individuals were turned away, indicating that the program met the community's needs. Commissioners expressed hope that the program would continue to grow and that additional adult day care providers might open in the future to further support local residents.

#### **4. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Department of Corrections (approval)**

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a 2010 Ford E350 passenger van from the Department of Corrections surplus with the item to be sold through competitive bidding. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a B & C Washer, Model HE-65 from Long Term Care Services surplus with the item to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **6. August 1, 2025 Payroll (approval)**

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,809,409.25 for the period ending July 26, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **D. Reports**

#### **1. Commissioners' Office – Kathryn Coyle, Chair**

##### **a. Commissioner updates**

Commissioner Goddu congratulated the Sheriff's Department for receiving a \$195,000 Granite Shield grant to support their drug task force efforts. He also mentioned an upcoming meeting to address concerns raised by Cathy Stacey regarding the configuration and accessibility of her office space.

Commissioner Tombarello shared positive feedback about the recent employee ice cream social event and thanked the Sheriff's Department and local police for their assistance during a recent incident in the nursing home.

## **2. Department of Corrections – Jason Henry, Superintendent**

- a. Chaplain (discussion)

Superintendent Henry stated that a discussion is no longer necessary.

## **3. Facilities Operations – Jude Gates, Senior Director**

- a. Request to Reject Proposals and Republish RFP – Electric Utility Vehicle (approval)

Commissioner Tombarello moved to reject the proposals received for the Electric Utility Vehicle RFP and authorize republishing the RFP as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Goddu seconded the motion and clarified that the request stemmed from deficiencies in the submitted bids. One lacked the required specifications, while the other failed to include any pricing information.. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Request to Vacate July 17, 2025 Award and Republish RFP – Hay Tedder (approval)

Commissioner Tombarello moved to vacate the awarded proposal to MB Tractor & Equipment for the hay tedder RFP, which was approved on July 17, 2025, and authorize republishing the RFP as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Goddu seconded the motion. Commissioner Tombarello explained that MB Tractor and Equipment was awarded the rfp, but they could not deliver the hay tedder within the required timeframe. The equipment needed to be returned to the factory for modifications, which would have delayed delivery beyond 2025. There is a local vendor who has the equipment in stock and ready for use. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **4. Human Resources – Alison Kivikoski, Senior Director**

- a. Exception Request, Qualifying Event, Benefits Administration – County Attorney's Office (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding qualifying event procedure and benefits administration for a County Attorney employee (P.S.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Exception Request, Accrued Time Cash Out Form Deadline – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding accrued time cash out form deadline for a Long Term Care Services employee (J.N.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle expressed general support for such exceptions within a 30-day limit, emphasizing that future requests beyond 30 days would be less likely to be approved unless there were compelling reasons. Ms. Kivikoski appreciated this guidance, noting it would help set expectations for staff. The discussion highlighted the need to balance flexibility with maintaining clear policies to avoid setting problematic precedents. Mr. Nickerson suggested allowing exceptions within seven days after returning from leave, but the consensus was to evaluate each case individually, with a general reluctance to approve exceptions beyond 30 days. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Years of Service Awards Event Invitation (approval)

Commissioner Tombarello moved to approve the Rockingham County 2025 Years of Service Award Event Invitation option number one. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the utilization of the Board of Commissioners electronic signatures for the invitation selected for the Rockingham County 2025 Years of Service Awards Event. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **5. Long Term Care Services – Chantal Dja Konan, Senior Director**

- a. HealthPRO Heritage Amendment to Therapy Services Agreement (approval)

Commissioner Tombarello moved to approve an amendment to the Therapy Services Agreement with HealthPRO Heritage Rehab & Fitness LLC, 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. Ms. Dja Konan explained that the amendment involves switching to a new fall management device that is more cost-effective and easier to move than the current equipment. The change is expected to provide both financial and operational benefits. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Grant Acceptance and Agreement: 2026-2027 Substance Abuse Reduction Initiative \$195,000 (approval)

Commissioner Tombarello moved to accept the award of the 2026-2027 Substance Abuse Enforcement Program Grant in the amount of \$195,000, 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, Tombarello, and Coyle in favor.

#### **E. Department Head Updates**

The High Sheriff expressed appreciation for the recent grant award, stating that he and his department were honored to have their efforts in addressing the county's drug crisis recognized by the state. He emphasized that the funding would significantly support their ongoing initiatives and enhance their ability to combat substance abuse throughout Rockingham County.

Mr. Zabrowski announced an overnight water main tie-in scheduled to minimize disruption. He noted that a new grounds staff member was hired, and general operations are running smoothly.

Register of Deeds Cathy Stacey reported strong financial performance, with receipts and transfer taxes significantly above last year. She raised concerns about the building's front door being locked, citing public access issues and staff burden.

Senior Director Nickerson mentioned the completion of ARPA SLFRF grant filings and the SLFRF Recovery Plan Performance Report. They are also preparing for the upcoming visit from the auditors next week.

Senior Director Dja Konan provided updates on the dietary services transition, noting that staff and facilities feedback was being compiled into a summary document to be shared soon. She announced the completion of the new policy system's implementation phase, with staff training set to begin the following Monday. She also shared that the new Executive Director for assisted living is transitioning into the role with support from Ms. Mayall. Additionally, she thanked the facilities team for their coordination on the upcoming water main work and announced a September 17 training event covering dementia care, leadership, and mental health, open to staff and potentially families.

Senior Director Kivikoski shared that the ice cream truck made its debut the previous day and was well received by staff. She noted that the scoops were promptly stored for the overnight staff to enjoy as well. Additionally, she shared that the team is still reviewing bids for the electronic management system, with support from IT to ensure a thorough evaluation. She also announced the upcoming retirement of a key Gallagher representative and discussed preparations for the years of service awards.

Superintendent Jason Henry thanked facilities for ongoing renovations and mentioned that federal funding

cuts have created delays in audits but confirmed the department is continuing internal preparations. He also suggested inviting Hillsborough County's new superintendent to discuss potential collaboration on housing female inmates. The Board asked him to get it scheduled for an upcoming agenda.

#### **F. New Business / Old Business**

Senior Director Kivikoski reported on the transition from the previous MotivateMe system to Cigna's updated national platform. She explained that while the new system offers broader access and more features, it has presented some technical challenges, particularly around reward distribution and system limitations that cannot be customized locally. She noted that some issues have been resolved behind the scenes, but others remain, prompting her to prepare recommendations for adjustments to the program.

One proposed change is to allow all new hires access to the platform, regardless of their insurance status, as a way to promote wellness and engagement early on. She also shared data on participation and reward payouts from the previous year, indicating that actual costs were significantly lower than the potential maximums due to incomplete participation.

#### **G. Public Comment**

Joanne Carmody, the mother of a dietary department employee, raised concerns about unpaid earned time (PTO and vacation) for staff previously employed under Whitson's Culinary Group. She explained that employees were unable to use their accrued time due to staffing shortages and were later informed they would not be able to cash out the time they had on the books following the transition to a new vendor, Sodexo. Ms. Carmody emphasized the long-standing service and loyalty of affected employees and urged the Commissioners to intervene or apply pressure on Whitson's to resolve the issue.

The Commissioners expressed sympathy but clarified that the County has no legal authority over private vendors' employment practices. Commissioner Coyle explained that the vendor change followed a formal RFP process and that the County cannot dictate how a private company handles accrued benefits. Commissioner Tombarello noted that he had inquired about the financial impact, which was estimated at over \$100,000, and reiterated that the County has no budget line to cover vendor liabilities. He also offered to help Ms. Carmody connect with contacts from the previous vendor, Glendale.

Commissioner Goddu suggested that Ms. Carmody gather documentation from other affected employees to strengthen a potential claim with the Department of Labor. While the Commissioners acknowledged the unfairness of the situation, they emphasized that the appropriate course of action would be through legal or regulatory channels, not County intervention.

#### **H. Commissioners' Nonpublic Session**

1. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel
2. Long Term Care Services – Chantal Dja Konan, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel, (j) internal practices

Commissioner Tombarello moved to enter nonpublic session at 1:02 pm pursuant to NH RSA 91-A:3, II (a), personnel and (j) internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic Session at 2:08 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

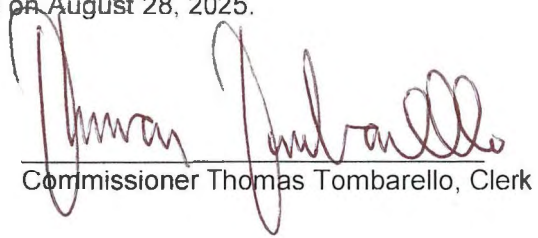
Commissioner Tombarello stated there were ten nonpublic sessions and moved to seal the nonpublic minutes of all ten indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu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

## I. Adjourn

Commissioner Coyle moved to adjourn at 2:09 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 28, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, August 7, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:01 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Jude Gates, Sr. Director, Fac. Op.

Robin Bernier, IT Director  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

Pat Conway, County Attorney  
Cathy Stacy, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Rehabilitation and Nursing Center Driscoll II Painting – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

Commissioner Tombarello moved to take last week's motion for approval of the July 3, 2025 nonpublic minutes from the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the July 3, 2025 SEIU Step II Grievance Hearing nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 1. July 3, 2025 Nonpublic Minutes (approval)

Commissioner Tombarello moved to approve the July 3, 2025 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Agency Nursing Staff Report (informational)

Commissioner Coyle shared her enthusiasm about a recent surge in employee interest, attributed to newly signed contract rates. Ms. Hoyt reported that five or six new nursing staff were set to start in the next orientation, with seven more in the pipeline. Ms. Dja Konan added that interviews were underway for LNAs, including nursing students, and that agency supervisors were transitioning into permanent roles. The facility had already exceeded its annual hiring goal of 17 LNAs, reaching 26 hires with more in process. She also noted that recent orientations had included more house staff than agency workers, and feedback from new employees was overwhelmingly positive.

#### 3. August 7, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the August 7, 2025 Accounts Payable list total of \$1,092,418.77. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu shared that he visited the Registry of Deeds to file a quit claim deed and praised the staff for their professionalism and kindness. He also highlighted a tour of the new county building, particularly the Registry of Deeds area. He expressed how impressed he is in the building's design and functionality, crediting the work of Jude Gates, her team, Harvey Construction, and Warrenstreet.

The discussion shifted to the date of the ribbon cutting ceremony and the time capsule. Commissioner Coyle suggested reaching out to schools as the academic year begins. Commissioner Goddu proposed involving fifth or sixth graders and possibly holding a contest for submissions. The group agreed to place a notice in local newspapers and on the county website to invite student participation. Commissioner Coyle offered to draft the outreach materials that week, aiming for a submission deadline around September 15. The winning students might be invited to the ribbon-cutting and given the honor of using the ceremonial scissors.

Commissioner Tombarello reported that he met with the Superintendent earlier, and Human Resources. He then shared memories of the early planning stages of the new municipal building and expressed amazement at the advanced technology, including fire safety curtains that deploy automatically.

Commissioner Coyle highlighted the thoughtful design of the county attorney's office, particularly its accommodations for victims and children. She praised the building as a forward-thinking investment designed to meet the county's needs for the next 50 years. Coyle commended Jude Gates and her team for their exceptional work and acknowledged Commissioner Tombarello's involvement since the project's inception in 2017. Ms. Gates credited Warren Street Architects and Harvey Construction for their collaborative and effective execution.

a. Amazon Business Account (discussion)

Mr. Nickerson explained the benefits of joining the Amazon Business program through the National Association of Counties, including free Prime accounts, discounted pricing, and potential cash rebates. The Commissioners supported the initiative.

b. WIPFLI Medicaid and Medicare Cost Reports Engagement Letters (approval)

Commissioner Tombarello moved to approve the WIPFLI Medicaid and Medicare Cost Report Engagement letters for the period ending June 30, 2025, 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, Tombarello, and Coyle in favor.

## **2. Human Resources – Alison Kivikoski, Senior Director**

a. Cigna WellBeing Solution Program Amendment (approval)

Commissioner Tombarello moved to allow for all employees and their covered spouses to be eligible for Wellness rewards regardless of start date on the plan with no exclusions. Further, change to the "Wellness Cash option" for employees under the Cigna WellBeing Solution effective August 15, 2025, and authorize the Senior Director of Human Resources to sign any necessary documents to make this change, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Exception Request 7-3, New Appointment Rate – County Attorney's Office (approval)

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

c. Exception Request 7-11, Overtime – Department of Corrections (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-11; Overtime for a Department of Corrections employee (C.M.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Repurpose/Downgrade Position – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a repurpose/downgrade of one (1) full time Licensed Care Partner position to one (1) full time Personal Care Partner position effective August 10, 2025 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Bid Waiver Request, Mobility Works (approval)

Commissioner Tombarello moved to approve the Mobility Works Proposal & Bid Waiver Request in the amount of \$85,478 for the purchase of a wheelchair van to replace “Car 9”, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request, Clean O Rama (approval)

Commissioner Tombarello moved to approve the Clean O Rama Proposal & Bid Waiver Request in the amount of \$16,240 for the purchase of a Tomcat Rival Stand Up floor scrubber and accessories, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Cornerstone VNA Hospice Agreement (approval)

Commissioner Tombarello moved to approve the Cornerstone VNA Hospice Agreement for a term of one (1) year, with 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, Tombarello, and Coyle in favor.

d. IntelyCare Agreement Addendum (approval)

Commissioner Tombarello moved to approve the IntelyCare Agreement Addendum allowing the Assisted Living facility to be included in per diem staffing services, 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, Tombarello, and Coyle in favor.

e. Eugeria Care Inc., Tovertafel Subscription Renewal (approval)

Commissioner Tombarello moved to approve the Eugeria Care Inc., Tovertafel Lifetime Subscription, and additional year of warranty, for a total of \$6,650, 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, Tombarello, and Coyle in favor.

**E. Department Head Updates**

Ms. Hoyt reported on the second visit from the “Ice Cream Emergency” truck, which was a big hit among staff. This time, a couple of dogs joined the event, delighting everyone. She also announced that invitations for the upcoming Years of Service recognition event had been ordered, with RSVPs due by September 26.

Superintendent Jason Henry shared several updates, starting with the success of the facility’s therapy dog, Meatball, who had recently attended his first in-house STAR program session with inmates. The dog’s presence was a morale booster for both inmates and staff, who enjoyed greeting him daily. He also reported on recent renovations, including new flooring in the staff dining and locker room areas, and extensive painting throughout the administrative and inmate units. He noted that the jail population had recently peaked at 165 inmates, but had since dropped to 151.

Henry provided a staffing update with two new hires that had just started, and more in the pipeline. The department also implemented a new \$25 psychological screening tool, suggested by Hillsborough County, to better assess candidates and identify areas for development, especially among new supervisors. Promotions were also highlighted: several corporals and sergeants had been appointed, including two

individuals originally from Brazil, now serving in supervisory roles. A formal pinning and swearing-in ceremony was planned to recognize these achievements.

Senior Director Dja Konan shared that two RNs were among the six individuals starting orientation the following week, a significant win for staffing. She noted that the PBJ audit had been completed successfully, thanks to the finance team's efforts. The department was also navigating a dietary services transition and preparing for an anticipated state survey, expected soon based on the timing of last year's visit. Facility renovations were progressing, with plans to shift operations from D2 to B1 once final work on D1 was complete. She also announced a September 17 training event at the Hilton, open to staff and families, covering dementia, mental illness, and leadership topics. Additionally, she and HR were planning a job fair to capitalize on increased job-seeking activity as schools resumed.

County Attorney Conway announced that Deputy County Attorney Kristen Vartanian was leaving for a private law firm. John Mara, a long-serving lead attorney in the office, would be promoted to Deputy. Conway praised Mara's experience and character, expressing confidence in his leadership. She also mentioned two strong candidates recently interviewed for open positions, including one from Carroll County and another from the Plymouth area. The office was still short one legal assistant, with interviews ongoing.

Register of Deeds Cathy Stacey kept her update brief but heartfelt, thanking the commissioners for the ice cream event, which she said significantly boosted staff morale and made employees feel appreciated.

Senior Director Nickerson reported that auditors from Vachon Clukay & Company were on-site, a change from the remote audits of recent years. He also thanked the Board for approving the Medicaid and Medicare cost report engagement letters and shared that he had selected a candidate for the accounting analyst position. He then discussed the Purdue Pharma opioid settlement, which could bring the county an estimated \$800,000. However, he noted that participation required sign-off from multiple municipalities and subrecipients. Superintendent Henry added that the state was working to secure those approvals.

Ms. Bernier thanked the board for attending recent cybersecurity training and shared that a recording would be available for departments to use with new hires. She reported progress on IT setup for the new building, including coordination with FirstLight for internet and phone services. She also resolved an issue with resident phone billing, ensuring no long-distance charges would be passed on. A major equipment delivery had just arrived, and system changes were scheduled for early the following Wednesday to relocate key infrastructure to a more secure location.

Senior Director Gates delivered a comprehensive update on the new building. The elevators passed inspection, and furniture deliveries were underway. She proudly shared that the building scored 0.24 on a blower door test, well below the 0.4 standard, making it nearly LEED Platinum in energy efficiency. She also reported that lightning protection had been recertified for the nursing home and would soon be addressed at the jail. The county was seeing increased fees for dam inspections, and although state vehicle inspections were no longer mandatory, the county would maintain its high safety standards. She assured the Board that all vehicles would continue to be inspected and documented internally.

## **F. New Business / Old Business**

1. Walk-In, Finance Office – Charles Nickerson, Senior Director
  - a. Purdue Direct Settlement (approval)

Commissioner Tombarello moved to approve the County's participation in the Purdue Direct Settlement, 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, Tombarello, and Coyle 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) personnel
- 2. Department of Corrections – Superintendent Jason Henry
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel
- 3. Long Term Care Services – Chantal Dja Konan, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (j) internal practices

Commissioner Tombarello moved to enter nonpublic session at 2:19 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (j) internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:33 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

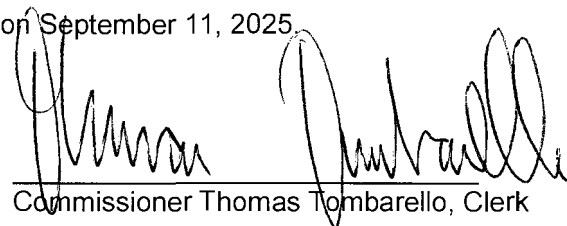
Commissioner Coyle announced there were eight nonpublic sessions and moved to seal the minutes of nonpublic sessions one, two, three, four, five, and seven indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and they don't have an end date for resolution. She then moved to seal the minutes of nonpublic sessions six and eight 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 Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 3:35 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on September 11, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, August 14, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:05 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Jude Gates, Sr. Director, Fac. Op.  
Alison Kivikoski, Sr. Director, HR  
Kendra Mayall, Asst. Director, LTC

Katie Casey, Asst. Director, Finance  
Jason Henry, Superintendent, DOC  
Joe Castanzo, Superintendent, DOC  
Hillsborough County

#### Remote Attendance:

Pat Conway, County Attorney

### B. RFP Openings & Awards

#### 1. Opening: Asbestos Abatement/Ceiling – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Opening: Atrium Re-Coat of Exterior Panels – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 3. Opening: Electric Utility Vehicle – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 4. Opening: Hay Tedder-Supply Only – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 5. Opening: FY 2026 Motorola Equipment – Sheriff's Office

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 6. Award: Champion Air Compressor – Facilities Operations

Commissioner Tombarello moved to award the proposal for Champion air compressor to Liftnow Automotive Equipment Corp. for an amount not to exceed \$9,559.40 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 7. Award: RCRNC Driscoll II Painting – Facilities Operations

Commissioner Tombarello moved to award the proposal for Driscoll II painting to Integrated Facilities Construction Corp. for an amount not to exceed \$14,700 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## 8. Award: RCRNC Flooring – Facilities Operations

Commissioner Tombarello moved to award the proposal for flooring to two vendors; Cadieux's Flooring for the work to be done in the training room and on Driscoll II for an amount not to exceed \$113,524, and to Northeast Flooring Solutions for the work to be done in the Family Room for an amount not to exceed \$10,555 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## C. Consent Agenda

### 1. July 3, 2025 Grievance Hearing minutes and July 17, 2025 Minutes (approval)

Commissioner Tombarello moved to approve the July 3, 2025 public and nonpublic grievance hearing minutes, and the July 17, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

### 3. August 15, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,606,388.79 for the period ending August 9, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## D. Reports

### 1. Commissioners' Office – Kathryn Coyle, Chair

#### a. Commissioner updates

There were no updates from the Commissioners.

#### b. Right-to-Know Request Form Update (discussion)

The Board agreed to approve the revised form, with the condition that the line requesting an email address be removed. Commissioner Goddu moved to adopt the revised Right-to-Know request form, as edited by Attorney Bedard, to serve as the official policy for Rockingham County. He further moved that the form be approved as presented, with the sole exception that an email address shall not be requested as part of the submission process. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### 2. Department of Corrections – Jason Henry, Superintendent

#### a. Hillsborough County Female Housing Contract Discussion with Superintendent Joe Costanzo

The Commissioners and Superintendents discussed the improved conditions and services at Hillsborough County, the benefits of resuming the housing arrangement for female inmates, and agreed on the need for a site visit before moving forward with a new agreement.

### 3. Human Resources – Alison Kivikoski, Senior Director

#### a. Repurpose/Downgrade – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a repurpose/downgrade for Long Term Care Services, repurposing one full time LNA to one full time Personal Care Parter effective August 24, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### 4. Long Term Care Services – Chantal Dja Konan, Senior Director

#### a. Adult Medical Day Care (AMDC) Request – Easterseals (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated August 4, 2025 to Easterseals for an additional client (D.S.) at an amount of \$80 per day for 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, Tombarello, and Coyle in favor.

b. Adult Medical Day Care (AMDC) Request – Easterseals (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated June 27, 2025 to Easterseals for a current client (D.C.) for an additional day at \$80 per day, bringing the client up to 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, Tombarello, and Coyle in favor.

c. HealthPRO Heritage, LLC Employee Buyout and Release (approval)

Commissioner Tombarello moved to approve the HealthPRO Heritage, LLC employee buyout and release for M.G. 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, Tombarello, and Coyle in favor.

d. Travel & Training Request, NHAC Conference (approval)

Commissioner Coyle moved to approve a travel & training request for a Long Term Care Services employee (J.G.), to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Monday, November 10, 2025 through Tuesday, November 11, 2025, at an estimated total cost of \$1,184.18, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Travel & Training Request, FSA Conference (approval)

Commissioner Tombarello moved to approve a travel & training request for a Long Term Care Services employee (K.M.), to attend the 12th Annual FSA Compliance Collaborative Conference to be held October 6-8, 2025 in Philadelphia, PA, at an estimated total cost of \$2,724 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Commissioner Coyle acknowledged that there were a significant number of walk-in items to address during the meeting. The Board decided to move through them as they go through Department Head Updates.

County Attorney Conway reported that the legal department recently conducted two jury trials, both handled by junior attorneys who performed exceptionally well and secured guilty verdicts, a result that made her very proud of their efforts. She also provided a brief staffing update and addressed concerns raised by legal assistants regarding security and workspace in the new county building, particularly issues related to access, cubicle arrangements, and privacy. To help alleviate concerns, she plans to share photos of the new cubicle setup once available.

Commissioner Coyle suggested that, given the range of perspectives and the importance of the issue, the board should schedule a separate roundtable meeting specifically to discuss security options and access policies for the new municipal building. She felt that addressing these concerns in a dedicated session, potentially including a walkthrough of the new space, would allow all relevant parties to share their input and help the Board reach a well-informed decision, rather than trying to resolve the matter during a regular Commissioners' meeting.

### **1. Walk-In Exception Request 7-3, New Appointment Rate – County Attorney's Office (approval)**

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

Superintendent Henry noted that the academy had started that week with 15 recruits. He also mentioned upcoming Lieutenant affiliate and certification Board meetings, as well as hosting a work jail event.

Commissioner Coyle expressed concern that the county lacked a clear strategy for the use of opioid abatement settlement funds and emphasized the importance of succession planning as these funds are finite. Superintendent Henry explained that a significant portion of the original opioid settlement, \$2.2 million, had already been allocated to the jail for opioid-related initiatives, including the expansion of Prime Care services.

He noted that while some of the funds have been used for ongoing expenses, there is a need to eventually transition these costs back into the regular budget to extend the life of the settlement money.

Commissioner Goddu voiced concerns about relying on one-time funds for recurring expenses, and both he and Commissioner Coyle agreed on the necessity of developing a comprehensive, long-term strategy for managing the opioid settlement resources and planning for future budget impacts.

Ms. Mayall provided a census update and reported no current outbreaks, which was a positive sign given high community rates. She noted that the facility was in a survey window and fully prepared for an upcoming inspection. Ms. Mayall also detailed the planned move of residents from one unit to another, highlighting the extensive coordination among staff to ensure a smooth transition. She recognized the hard work of several team members involved in the process and mentioned a pet contest taking place in the facility. Finally, she informed the group that she would be available while Ms. Dja Konan was on vacation.

## **2. Walk-In Stipends Continuation Request (approval)**

Commissioner Tombarello moved to pay a \$200 weekly stipend, prorated for part time and for employees that have had their rate adjusted to the new minimum rate, effective June 29, 2025 to benefits eligible probationary LNA, MNA, LPN or RN employees hired June 29, 2025 or earlier. Further, eligible employees must have hours worked in the workweek in order to receive the weekly stipend payments and the end date of the stipend for each employee will be the date prior to their end of probation date. Commissioner Goddu seconded the motion.

Commissioner Coyle explained that the stipend was to address an oversight that occurred after a new union contract, which unintentionally resulted in some probationary employees losing money. The stipend is to ensure these employees do not experience a reduction in pay, supporting both retention and recruitment efforts. She emphasized that this adjustment aligns with the Board's original intent and will help maintain morale among new staff members. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **3. Walk-In Application for Certificate of Title (approval)**

Commissioner Tombarello moved to authorize the Chair to sign the application for certificate of title and all related documents for the newly purchased Toyota Sienna minivan as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **4. Walk-in Extension of Paid Administrative Leave (approval)**

Commissioner Tombarello moved to approve a paid administrative leave effective August 13, 2025 for a Long Term Care Services employee (S.B.) as recommended by the Senior Director of Long Term Care Services, and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Casey reported that the auditors completed their on-site work for the FY24 audit and are now finalizing the remaining items at their office. She also noted that they are in the process of finalizing and submitting Medicaid cost reports, and that payroll operations had gone smoothly.

## **5. Walk-In A/P Warrant – Eversource (approval)**

Commissioner Tombarello moved to approve the August 14, 2025 Accounts Payable warrant T260130 payable to Eversource in the amount of \$74,235.66 as recommended by the Senior Director of Facilities,

Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **6. Walk-In Participation Package for the National Opioid Settlement with Perdue (approval)**

Commissioner Tombarello moved to accept the participation package for the national opioid settlements with Perdue and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Senior Director Gates reported that the team is preparing for the transition of residents to Driscoll One from Driscoll Two and provided an update on the HVAC projects for the Driscoll wing. Modifications to the nurse's station were in progress to enhance safety for residents. She noted that furniture was being delivered and set up in the new building, and that the RFP for moving services was about to be released, with a mandatory site visit included for bidders. She also mentioned that the final certificate of occupancy was pending a few remaining electrical inspections, which would take place after the dispatch equipment was installed. Based on current progress, she anticipated that the building would be ready for occupancy well into October but assured that this would not delay the planned ribbon cutting or time capsule events, as furnishings would be in place by then.

Senior Director Kivikoski reported that they were preparing for a large upcoming orientation, with fourteen new hires expected, most of whom would be joining long term care, along with two facilities staff. She anticipated another orientation session in two weeks due to continued hiring. Ms. Kivikoski also announced plans for a county-wide job fair to be held in the Hilton auditorium on September 24, inviting all division directors and elected officials to participate if they had open positions. She shared that preparations for the NHAC 50th anniversary conference were progressing well, with most sponsorships filled and a robust schedule of educational sessions planned. Additionally, she described coordination for the annual scarecrow contest, and plans for a quarterly newsletter that would include contributions from all the elected officials and division directors to be placed in the time capsule.

Ms. Mattila reminded everyone that annual reports are due at the end of the month.

#### **F. New Business / Old Business**

Commissioner Coyle mentioned requests from the public to get a tour of the new building when it opens. Ms. Gates stated she gets a lot of inquiries too but believes the Sheriff's department won't want their space included in the tour. They agreed to set up a date to take groups of the public through every 15 minutes for a two-hour block of time.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

1. Commissioners' Office – Kathryn Coyle, Chair
  - a. Nonpublic session NH RSA 91-A:3, II (c) reputation
2. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a) personnel

Commissioner Tombarello moved to enter nonpublic session at 2:29 pm pursuant to NH RSA 91-A:3, II (c), reputation and (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:59 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were seven nonpublic sessions. Commissioner Tombarello moved to seal the minutes of all the nonpublic sessions 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.

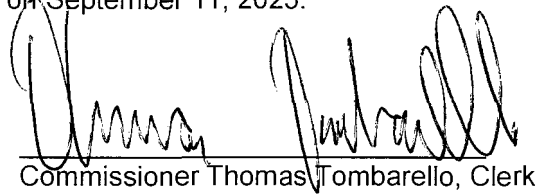
Commissioner Coyle added that they move to seal them indefinitely because there's no timeline on when the reputational impact will expire. Commissioner Tombarello stated that he adds that to his motion. Commissioner Goddu seconded the motion as amended. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Goddu moved to adjourn at 3:00 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on September 11, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, August 28, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 12:59 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Katie Kenyon, Records Management, HR  
Jude Gates, Sr. Director, Fac. Op.  
Robin Bernier, IT Director  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC  
Jill Taylor-Senter, member of the public

Charlton Swazey, member of the public  
**Remote Attendance:**  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Christine Bobek, AMDC Grant Coordinator  
John Desharnais, member of the public  
Mike Giampietro, member of the public  
Eric Beniot, member of the public  
"Samsung", member of the public  
"Richard's iPhone", member of the public  
"Justin.Lavino", member of the public

Commissioner Coyle moved to suspend the agenda and bring public comment to the front. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### Public Comment Brought Forward (Item G.)

Jill Taylor-Senter, a member of the public, recounted how, back in June she had sent a letter requesting recognition for the Taylor family. There had been confusion about whether the Taylor family home was taken by eminent domain for a county building addition. To support her claim, Ms. Taylor-Senter brought along Charlton Swayze, an attorney who had been involved at the time, but before he became an attorney. Mr. Swayze, recalling events from decades ago, explained that the Taylor family had received a notice of intent for eminent domain. He had advised them on their options, but ultimately, the family negotiated directly with the county, avoiding court proceedings. This, he said, was why there was no official record of eminent domain. Commissioner Coyle and Commissioner Goddu probed further, asserting extensive research had been done at the Registry of Deeds, and they questioned the absence of a deed and the specifics of the negotiation. Ms. Taylor-Senter and Mr. Swayze alleged that a deed was signed in the early 1970s, but the details were lost to time. Ms. Taylor-Senter's main request was for some form of recognition for the Taylor family's contributions, perhaps a plaque or a room named in their honor. The Commissioners thanked Ms. Taylor-Senter and Mr. Swayze for their input and promised to discuss the matter further.

### B. RFP Openings & Awards

#### 1. Opening: Historical Book Restoration – Register of Deeds

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

#### 2. Opening: RCRNC Fernald Chiller/Condenser Replacement – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 3. Opening: Motor Services Table-Top Tire Changer & Balancer – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

4. Award: Asbestos Abatement – Facilities Operations

Commissioner Tombarello moved to award the proposal for asbestos abatement to All State Abatement Professionals, Inc. for an amount not to exceed \$7,550, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Award: Electric Utility Vehicle – Facilities Operations

Commissioner Tombarello moved to award the proposal for electric utility vehicle to C2 Vehicles for an amount not to exceed \$36,193 with financing to be determined by the Senior Director of Finance, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

6. Award: Hay Tedder – Facilities Operations

Commissioner Tombarello moved to award the proposal for hay tedder to United Ag & Turf for an amount not to exceed \$12,850 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

7. Award: Document Management System – Human Resources

Commissioner Tombarello moved to award the proposal for document management system to SymQuest for a three-year period, with an annual subscription fee of \$29,400 as well as a \$12,250 implementation cost in year one, and a 3% increase for the three-year period following the initial three-year agreement, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle raised concerns about committing to a three-year agreement with a new vendor, questioning whether the county would be able to exit the contract if the system did not meet expectations. Further discussion ensued. Commissioner Tombarello moved to table the award until the contract could be reviewed in detail, especially regarding liability and exit terms. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

8. Award: FY26 Dodge Durango Pursuit – Sheriff's Office

Commissioner Tombarello moved to award the proposal for Dodge Durango Pursuit to Central Auto Team of Raynham, MA for an amount not to exceed \$179,968 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

9. Award: FY26 Vehicle Upfit Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for FY26 vehicle upfit equipment to Adamson Industries of Haverhill, MA for an amount not to exceed \$46,980 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

10. Award: FY26 Motorola Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for Motorola equipment to 2-Way Communications Service, Inc. / Motorola Solutions for an amount not to exceed \$57,704.76, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle asked Ms. Bobek to speak regarding the NH Pilot Program Grant and provide her update.

### **NH Pilot Program Grant Update Brought Forward (Item D. 5. a.)**

Christine Bobek provided an update on the pilot grant program, explaining that since December, 35 people had enrolled, with 26 currently active participants. She described the demographics, noting the age range and the fact that most participants came from Salem. Christine emphasized the value of transportation services funded by the grant, which had been especially helpful for families with working adult children. Commissioner Coyle highlighted the broader issue of public transportation in New Hampshire and suggested that the program's findings could inform future county initiatives, particularly regarding the use of adult medical day program funds to help transition or support participants after the grant's conclusion.

Commissioner Goddu asked what would happen to the 26 participants still in the program when the grant ends in December. Christine responded that the program directors were aware that funding would cease and that families would be notified accordingly. She expressed hope that some participants could transition to other resources but acknowledged the challenge.

Mr. Nickerson pointed out that individuals already certified for Medicaid could remain in the program, but transportation would remain a barrier. He suggested that the Commissioners allocate some of the county's adult medical day program funds specifically for transportation. Commissioner Goddu further inquired about the specific services participants were receiving and how these differed from existing county programs.

Christine and Ms. Dja Konan explained that the pilot program covered a range of needs, including transportation and day program costs, and that each family's situation was unique. Ms. Dja Konan clarified that the pilot program supported those who were Medicaid-pending or not yet certified, while the county's regular budget typically covered only the copay for those already on Medicaid.

Commissioner Coyle concluded that the county needed to proactively gather detailed information on each of the 26 participants, such as their Medicaid status and specific needs in order to plan for their continued support after the grant ends. The group agreed on the urgency of this task and the importance of addressing both transportation and funding gaps for vulnerable families.

### **C. Consent Agenda**

#### **1. July 24, 2025, July 31, 2025 Meeting minutes (approval)**

Commissioner Tombarello moved to approve the July 24, 2025 and the July 31, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Commissioner Goddu asked to table the July 31<sup>st</sup> nonpublic minutes as he had not had a chance to review them. Commissioner Tombarello revised his motion to approve the July 24, 2025 public and nonpublic minutes and the July 31, 2025 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **2. Primex CAP Agreement Ending (informational)**

Ms. Kivikoski informed the Board that the Primex CAP (Capital Agreement Program) was ending, and Primex would no longer be offering the program after the current three-year contract expires. She noted that the county had not yet received information about future rates. Commissioner Coyle acknowledged the situation, stating that there was nothing the county could do but wait to see what the new rates would be.

#### **3. HR Recruitment Report (informational)**

Ms. Kivikoski reported positive progress on recruitment, noting that the county was already a third of the way toward its annual goal for hiring Licensed Nursing Assistants (LNAs) and that most facilities positions were nearly filled. Commissioner Goddu expressed appreciation for the new HR recruitment report format, highlighting its clear presentation of agency staffing percentages and total numbers, which allowed the commissioners to easily track progress and trends in staffing.

#### **4. August 28, 2025 Accounts Payable List (approval)**

Commissioner Tombarello moved to approve the August 28, 2025 Accounts Payable list total of \$1,942,757.73. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. August 29, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,604,734.33 for the period ending August 23, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**D. Reports**

**1. Commissioners' Office – Kathryn Coyle, Chair**

a. Commissioner updates

Commissioner Goddu provided an overview of his latest tour of the new building.

Commissioner Coyle congratulated Long Term Care and Facilities Maintenance for the completion of the State survey.

**2. Facilities Operations – Jude Gates, Senior Director**

a. Change Order Request – Nobis Group, \$17,800 (approval)

Commissioner Tombarello moved to approve a change order request for Nobis Group for an amount not to exceed \$17,800 for daily civil engineering oversight of the North Road driveway improvements as required by the NHDOT, 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, Tombarello, and Coyle in favor.

b. Change Order Request – Warrenstreet Architects, Inc., \$36,800 (approval)

Commissioner Tombarello moved to approve a change order request for Warrenstreet Architects, Inc. for an amount not to exceed \$36,800 to extend construction administration services until the completion of the new building project, anticipated for the end of October 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, Tombarello, and Coyle in favor.

c. Comcast Enterprise Services Master Services Agreement (MSA) (approval)

Commissioner Tombarello moved to approve the Comcast Enterprise Services Master Services Agreement for a term of thirty seven (37) months beginning August 28, 2025, for communications services at the new building for a monthly amount of \$1074.95 plus a one-time installation fee of \$299, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Finance Office – Charles Nickerson, Senior Director**

a. American Express Rewards Points Use (discussion)

Mr. Nickerson asked to strike this from the agenda, and he will submit the agenda support when it is complete.

b. Calculation of the Allowance for Uncollectible Accounts as of 06/30/2025 (approval)

Commissioner Tombarello moved to approve an increase in the Long Term Care Allowance for Uncollectible Accounts to \$1,652,887.28 for June 30, 2025, as recommended by the Senior Director of Finance and the Senior Director of Long Term Care Services. This is an increase of \$12,636.60 compared to the June 30, 2024 balance of \$1,640,250.67. Commissioner Goddu seconded the motion. Mr. Nickerson and Ms. Dja Konan provided a detailed explanation. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Harvey Construction Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the August 28, 2025 Accounts Payable warrant T260269 payable to Harvey Construction Corporation in the amount of \$3,527,291.01 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. TD Equipment Finance Inc. Capital Lease Proposal (approval)

Commissioner Tombarello moved to approve the TD Equipment Finance, Inc. capital lease proposal 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, Tombarello, and Coyle in favor.

e. Lease Reimbursement Resolution (approval)

Commissioner Coyle read the resolution aloud.

RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF LEASE FINANCING FOR CERTAIN EQUIPMENT

The Board of Commissioners for the County of Rockingham, New Hampshire (the "County") has determined that it may be necessary or desirable to advance money to pay the costs of acquiring one (1) 2025 Toyota Sienna AWD van (collectively, the "Equipment").

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

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$85,420. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Ride-Away Inc, d/b/a MobilityWorks (\$85,420 total).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on August 28, 2025. Commissioner Coyle moved to approve the resolution. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. Human Resources – Alison Kivikoski, Senior Director**

a. Draft Teamsters Local 633 MOU and Authorization to Present to Union (approval)

Commissioner Coyle explained that the draft Memorandum of Understanding (MOU) with Teamsters Local 633 was designed to allow supervisors at the Department of Corrections to take overtime shifts. She emphasized that the MOU would help avoid mandatory overtime for staff, making it a beneficial arrangement for both management and employees. The Board supported sending the draft to the union for signatures.

b. Exception Request 7-3, New Appointment Rate – Finance Office (approval)

This item was struck from the agenda.

c. Fall Wellness Activity – Scarecrow Contest (approval)

Commissioner Tombarello moved to utilize approximately \$800.00 from the County's wellness fund to purchase prizes and supplies for the Fall Wellness Activity - Scarecrow Contest in October. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. FY 2026 Per Diem Wage Schedule Revisions (approval)

Commissioner Tombarello moved to amend the FY 2026 Per Diem Wage Schedule effective August 28, 2025 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. General Leave Request – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (H.D.) with County portion of all benefits to continue for the period August 25, 2025 through October 2, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

f. Independent Medical Examination Services Agreement (approval)

Commissioner Tombarello moved to approve the draft Professional Agreement for Dr. Albert Rielly for Independent Medical Examination services and if accepted, 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, Tombarello, and Coyle in favor.

g. NHAC Conference Raffle Gift Basket (approval)

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to purchase items for the County gift basket entry in the NHAC raffle up to the approximate total amount of \$250. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

h. Travel & Training Request – Leading Age (approval)

Commissioner Tombarello moved to approve a travel & training request for a Human Resources employee (A.K.), to attend the Leading Age annual meeting in Boston, Massachusetts to be held November 2-5, 2025, at an estimated total cost of \$2,815, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**5. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. NH Pilot Program Grant Update (informational)

This presentation and discussion occurred after RFP openings and awards.

b. Regroup Mass Notification Subscription Agreement (approval)

Commissioner Tombarello moved to approve the Regroup Mass Notification Subscription Agreement for a term of one (1) year beginning August 28, 2025 at a cost of \$3,000, 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, Tombarello, and Coyle in favor.

c. Travel & Training Request – Leading Age (approval)

Commissioner Tombarello moved to approve a travel & training request for two Long Term Care Services employees (C.D.K. and K.D.), to attend the Leading Age annual meeting in Boston, Massachusetts to be held November 2-5, 2025, at an estimated total cost of \$2,815, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Travel & Training Request – Leading Age (approval)

Commissioner Tombarello moved to approve a travel & training request for two Assisted Living employees (J.C. and L.H.), to attend the Leading Age annual meeting in Boston, Massachusetts to be held November 2-5, 2025, at an estimated total cost of \$5,333.85, as recommended by the Senior Director of Long Term

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

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

### **a. Equitable Sharing Agreement and Certification (approval)**

Commissioner Tombarello moved to approve the Fiscal Year 2026 Equitable Sharing Agreement and Certification, 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, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Superintendent Jason Henry provided a census for the jail.

Senior Director Kivikoski announced she will be on vacation for the next two weeks.

Senior Director Dja Konan provided a census for Long Term Care and Assisted Living. She shared that a recent state survey had concluded, with surveyors offering high praise for the facility's cleanliness and the kindness and professionalism of the staff. Additionally, Ms. Dja Konan announced that two staff members, one from assisted living and one from the nursing home, had won New Hampshire Healthcare Association scholarships to advance their careers, and that a total of five staff members had received such recognition.

Senior Director Nickerson reported that audit work was ongoing, including financial statements and the completion of the MS-45 report for the Department of Revenue Administration. He noted that the county was projected to be \$446,000 under budget in its allocation for categorical assistance, attributing this to conservative budgeting and favorable claims experience. Mr. Nickerson also mentioned that another opioid abatement settlement involving secondary manufacturers was forthcoming, and he expected to bring details to the board for a vote in the near future.

Senior Director Gates reported that she had a walkthrough of the new building with the county attorney, her Deputy and Office Administrator, who were all pleased with the progress. She described preparations for the upcoming move, including evaluating which items would be relocated and which surplus items might be stored or disposed of. Ms. Gates highlighted ongoing challenges with water main issues, noting that unexpected lines and valves continued to be discovered, requiring careful coordination and short-term water shutdowns. She emphasized that all new findings were being thoroughly documented with GPS and drone photographs to aid future maintenance.

Ms. Gates also discussed the timeline for opening the new building, explaining that a certificate of occupancy may not be issued until ADA-compliant signage is installed and the electrical inspection is completed. She suggested that it might be more practical to move the opening date to November 1<sup>st</sup>. Commissioner Coyle agreed with the proposed adjustment, and they decided to tentatively plan for a November 1<sup>st</sup> opening, with a final decision to be made the following week.

## **F. New Business / Old Business**

There were no items of new or old business presented or discussed.

## **G. Public Comment**

There were no further public comments.

## **H. Commissioners' Nonpublic Session**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Nonpublic session NH RSA 91-A:3, II (c) reputation**

### **2. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 2:28 pm pursuant to NH RSA 91-A:3, II (c) reputation, and (a) personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:03 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello stated there were 6 nonpublic sessions and he moved to seal the minutes of nonpublic sessions 1, 3, 4, and 6 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.

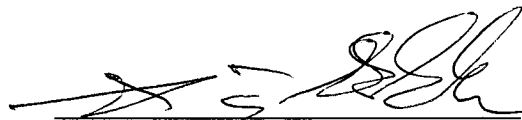
Commissioner Coyle stated sessions 1, 3, 4, and 6 are being sealed indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective, and sessions 2, and 5 are being sealed indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Tombarello said he would use what Commissioner Coyle said as his motion. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 3:05 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on September 25, 2025.



Commissioner Steven Goddu, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, September 4, 2025 @ 2:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 2:02 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Jude Gates, Sr. Director, Fac. Op.

Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

Damien, Preferred Movers  
John Desharnais, member of the public  
Phone # ending in 7677

### B. RFP Openings & Awards

#### 1. Opening: Floor Restoration, Delegation – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Opening: Laundry Equipment Preventative Maintenance/Service Contract – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 3. Opening: Moving RFP-Deeds/County Attorney/Sheriff's Department – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 4. Opening: Sheriff Dispatch Computers – Facilities Operations/IT Services

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. July 31, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the July 31, 2025 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

#### 3. September 4, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the September 4, 2025 Accounts Payable list total of \$3,632,036.70. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **D. Reports**

##### **1. Commissioners' Office – Kathryn Coyle, Chair**

###### **a. Commissioner updates**

Commissioner Coyle summarized a recent meeting about entry points for the new building, expressing appreciation for the work done by Ms. Gates and Ms. Bernier on the building's infrastructure, which made decision-making easier.

There were no other updates provided by the Commissioners.

#### **E. Department Head Updates**

Ms. Hoyt reported that preparations are currently underway for the upcoming county-wide job fair scheduled for September 24. She also noted that RSVPs for the Years of Service event are due by September 26. Additionally, scarecrow frames have been distributed to all departments, with the exception of the courthouse, which is scheduled to receive its delivery the following day. All completed frames are to be returned to Human Resources by October 3.

Superintendent Jason Henry provided a census update and reported that the Opioid Abatement Committee is scheduled to convene on Monday to review a request submitted by County Administrator Derek Ferland concerning the allocation of funds for medication-assisted treatment (MAT). The Superintendent also announced an upcoming academy graduation which he will serve as the master of ceremonies.

Commissioner Tombarello raised inquiries received from state representatives and requested an update on the U.S. Immigration and Customs Enforcement (ICE) agreement. Superintendent Henry reported that they (ICE) requested both a quality control plan and a staffing plan for medical services. The medical department is currently preparing the staffing plan, while Officer Warden, the Compliance and Risk Manager, is developing the quality control plan. He anticipates submitting the response to ICE the following week. He noted that defining a quality control plan has been challenging due to the absence of a consistent standard across correctional facilities. However, he emphasized that the process has been beneficial in helping the County document and audit existing procedures. Officer Warden has begun this effort by reviewing the County's use-of-force policies.

Senior Director Dja Konan announced a staff training on dementia scheduled for September 17, with three sessions covering dementia care, mental illness management, and leadership. The training would be available virtually and recorded for staff unable to attend. Ms. Dja Konan also mentioned preparations for Assisted Living Week, receipt of a 2567 form, and ongoing Alzheimer's fundraising initiatives, including a raffle and a "pie in the face" event. She shared a positive story about a resident with short recall excelling in a "Name That Tune" competition as part of the Senior Olympics.

Senior Director Nickerson reported that New Hampshire Association of Counties (NHAC) meetings would resume soon, with both an officers' meeting and an executive committee meeting scheduled. Legislative committee meetings are set to begin the following week. He provided an update on the opioid settlements. The County had received \$2 million in grants and nearly \$2.2 million in settlement funds designated for medication-assisted treatment (MAT). Superintendent Henry added that the County has submitted applications for reimbursement grants related to MAT expenses dating back to 2020. Mr. Nickerson concluded by noting that the next item under consideration would be the secondary manufacturer settlement, which he plans to present for approval and signature the following week.

Senior Director Gates discussed ongoing efforts to resolve radio communication problems for the fire department in the new building. Engineers were evaluating solutions, and options would be considered based on practicality and cost. Commissioner Tombarello suggested purchasing radios, but Ms. Gates explained that equipping all vehicles and departments would be more expensive than addressing the building's infrastructure. Ms. Gates added that it was too late to apply for a grant for this issue, but the team

was working with experts to find a solution. Ms. Gates also noted that a flooring RFP had been awarded, with work scheduled to start on September 22. She requested permission to reissue the painting RFP, which was granted.

#### **F. New Business / Old Business**

There was no old or new business brought forward for discussion.

#### **G. Public Comment**

A question was raised about the HVAC RFP for the Fernald Building. Ms. Gates explained that three quotes had been received, but a recommendation had not yet been made due to discrepancies in the proposals.

#### **H. Commissioners' Nonpublic Session**

Commissioner Tombarello moved to enter nonpublic session at 2:28 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 2:41 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

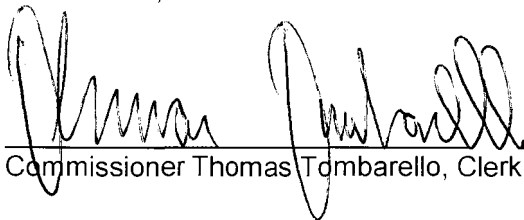
Commissioner Tombarello announced there were two nonpublic sessions and moved to seal the minutes for both sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu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

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 2:42 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 9, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, September 11, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:02 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC

Jason Henry, Superintendent, DOC

#### Remote Attendance:

Cathy Stacey, Register of Deeds  
Jessica Lee, member of the public  
John Desharnais, member of the public  
"Charlie SMith", member of the public  
Anthony Henderson, member of the public

Commissioner Coyle requested a moment of silence in recognition of the anniversary of September 11, as well as a recent national tragedy, and a loss within the Rockingham County community. She expressed heartfelt sympathies to families affected by these events.

### B. RFP Openings & Awards

#### 1. Award: Historical Book Restoration – Registry of Deeds

Commissioner Tombarello moved to award the proposal for Historical Book Restoration to Kofile Technologies, Inc. for an amount not to exceed \$96,291.50, and authorize the Chair to sign all necessary documents as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. August 7, 2025 and August 14, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the August 7, 2025 public and nonpublic minutes, and the August 14, 2025 public minutes. Commissioner Goddu seconded the motion and pointed out two typos for correction before posting. Voted 3-0 to approve the minutes with the noted corrections, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Agency Nursing Staff Report (informational)

Commissioner Coyle reviewed the encouraging news that the use of agency nursing staff is decreasing in direct proportion to successful hiring efforts. Ms. Dja Konan credited successful recruitment and orientation efforts, noting that recent orientation groups have been large and that more agency staff are choosing to join as permanent employees, especially following a new union agreement. Commissioner Coyle praised the strategy of offering buyouts to agency staff, which has helped retain experienced personnel and maintain continuity of care for residents.

#### 3. Long Term Care Services Quarterly Compliance Committee Minutes (informational)

The Board reviewed the quarterly compliance committee minutes. Commissioner Goddu commended the thoroughness of the report, and Commissioner Coyle raised a question about some quality measures and requested a separate discussion with Ms. Dja Konan on the topic.

#### 4. Surplus Equipment Request Pursuant to NH RSA 28:8-A: IT Department (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a list of miscellaneous broken computer equipment from the IT Department surplus with the item to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## 5. September 12, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,632,634.39 for the period ending September 6, 2025. Commissioner Goddu seconded the motion. The Commissioners noted that this figure is in line with current tracking, though it is slightly higher than usual. Mr. Nickerson explained that the increase is due to a rise in the number of employees, which had been anticipated and is considered a positive development. Commissioner Coyle added that the increase is not substantial but is being monitored for trends and requested a breakdown of expenditures for agency staff versus in-house staff, with plans to conduct an internal quarter review at the beginning of October to analyze these trends further. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## D. Reports

### 1. Commissioners' Office – Kathryn Coyle, Chair

#### a. Commissioner updates

Commissioner Tombarello shared feedback from a recent community meeting, noting strong public interest and enthusiasm about the new county building. Community members were impressed by features such as the solar installation and the overall scale of the project.

Commissioner Coyle echoed the excitement, highlighting key aspects of the facility, including expanded dispatch capabilities, improved community corrections spaces, and dedicated areas for the county attorney's office and victim support services. She emphasized the building's long-term value to the county and credited the project team for their effort and attention to detail.

### 2. Department of Corrections – Jason Henry, Superintendent

#### a. Chaplain Liability Insurance Quote (discussion)

Superintendent Henry requested approval to use budgeted funds to cover liability insurance for a new bilingual chaplain. He explained that the outgoing chaplain would assist with training the new hire. The insurance, which protects both the chaplain and the county, was quoted at \$1,200. Commissioners agreed on the importance of chaplain services in the correctional setting and supported the request. Commissioner Coyle noted that the contract should include a provision for insurance coverage and be brought back for formal approval.

### 3. Facilities Operations – Jude Gates, Senior Director

#### a. Bid Waiver Request, Optima Communications Systems, Inc. (approval)

Commissioner Tombarello moved to approve the Optima Communications Systems, Inc. Proposal & Bid Waiver Request in the amount of \$89,381.24 for communications in the new municipal building, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning, and IT, and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### 4. Finance Office – Charles Nickerson, Senior Director

#### a. Bid Waiver Request, Amazon (approval)

Commissioner Tombarello moved to approve the Amazon Bid Waiver Request in the amount of \$18,815 for the purchase of 67 televisions for the new building and authorize the Senior Director of Finance to utilize all of the County American Express points to cover approximately \$12,300 of the requested Bid Waiver amount, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### b. Secondary Manufacturers Settlements Package (approval)

Commissioner Tombarello moved to approve the County's participation in the Secondary Manufacturers Settlement for opioid abatement funds and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion and requested a report on how funds have been spent emphasizing the importance of using the money for one-

time expenses rather than ongoing costs. Superintendent Henry and Mr. Nickerson confirmed that a report is in progress and strategic planning is underway for future use of the funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **5. Human Resources – Alison Kivikoski, Senior Director**

### **a. 2026 Amwins Renewal (approval)**

Commissioner Tombarello moved to Approve AmWins continue as the Product Administrator for the Express Scripts Prescription Drug plans offered to Medicare-Eligible retirees at an approximate 5.6% increase to the rates and authorize the Chair to sign the AmWins renewal form. These plans are 100% retiree paid. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **b. Exception Request 7-3, New Appointment Rate – Finance Office (approval)**

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Finance Office employee (E.S.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **c. Exception Request New Hire Bonus Payment Policy – Department of Corrections (approval)**

Commissioner Tombarello moved to approve an exception request to the New Hire Bonus Payment Policy, for a Human Resources employee (E.V.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **d. Exception Request Referral Bonus Payment Policy – Human Resources (approval)**

Commissioner Tombarello moved to approve an exception request to the Referral Bonus Payment Policy, for a Department of Corrections employee (N.L.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **e. Exception Request Referral Bonus Payment Policy – Long Term Care Services (approval)**

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

### **f. General Leave Request – Department of Corrections (approval)**

Commissioner Coyle moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period September 7, 2025 through October 11, 2025 as recommended by the Superintendent and the HR Manager. Commissioner Goddu seconded the motion. Commissioner Tombarello asked for further discussion in nonpublic session and moved to table the request. Commissioner Goddu seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **g. Staffing Agency Acquisition Acknowledgement & Acceptance (approval)**

Commissioner Tombarello moved to acknowledge and agree to the assignment of ShiftMed, LLC. who acquired a current vendor, CareerStaff Unlimited, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Ms. Hoyt reported a relatively quiet week in the Human Resources department but noted significant upcoming activity. She shared that 16 new hires are scheduled to begin on September 22, necessitating a large orientation session to be held at the Hilton Auditorium. She also mentioned that she and another HR

employee have been working on reviewing the document management system agreement and following up on vendor references.

Superintendent Jason Henry reported an increase in female intakes, which is being managed through transfers and medical assessments. He highlighted ongoing recruitment efforts, crediting Dave Consentino for his proactive outreach and cold-calling approach that has led to successful hires. Officer Evans has been leading community work projects in various towns, including roofing, painting, and general maintenance. Superintendent Henry also mentioned a lighthearted donation from the Town of Raymond—a pallet of freeze pops—which will be distributed to departments for staff enjoyment. He announced an upcoming promotion ceremony on September 24 at 8:00 AM, where nine individuals will be honored, and the Commissioners were invited to attend.

On the opioid front, Henry shared that a recent meeting with a grant partner went well. The State Opioid Abatement Committee has allocated \$5 million to a partner organization to distribute small grants (up to \$75,000) more efficiently than the county could manage directly. The first round of grants, up to \$15,000, is expected to roll out by the end of October. The goal is to expedite the use of opioid abatement funds through partnerships with agencies like the Housing Authority.

Senior Director Dja Konan reported that Assisted Living Week was being celebrated with themed activities. A 9/11 remembrance ceremony was held outside the building that morning. She noted that the facility was finalizing a plan of correction which is due the next day and was preparing for the county job fair on September 24, which will be held in the evening to increase accessibility.

Ms. Dja Konan also shared updates on the Alzheimer's fundraiser. Over 30 staff members have volunteered to be "pied" as part of a lighthearted fundraising event. Residents will be the ones throwing the pies, turning it into a fun and engaging activity. The Commissioners acknowledged the seriousness of Alzheimer's and the importance of supporting the cause.

Senior Director Nickerson reported that the county had received its tax apportionment from the Department of Revenue Administration (DRA), and shared that the financial statement and Medicaid cost report audits were progressing well. Nickerson praised the success of the NHAC 50th Anniversary Conference sponsorship efforts, which exceeded the budgeted goal by \$40,000. Superintendent Henry credited their IT support liaison for compiling a comprehensive sponsorship spreadsheet and reaching out to nearly 100 potential sponsors. He also acknowledged Ms. Kivikoski and others for their contributions, noting that Rockingham County led the effort among all ten counties.

Mr. Nickerson mentioned that the solar array insurance policies would need to be renewed by the end of September and expected the cost to remain around \$12,000–\$13,000 annually. He then announced that a long-time payroll practitioner would be leaving for a private sector role. Commissioners expressed their appreciation for her service and wished her well.

Senior Director Gates reported steady progress on the new county building. Paving had been completed, and a new sidewalk was installed outside the facilities building. The team was working closely with the fire department to finalize antenna system requirements and determine whether a temporary certificate of occupancy could be issued. She expected proposals with time and cost implications to be available within a couple of weeks. She noted that the situation looked more promising than it had earlier in the week. Commissioner Coyle reminded everyone that \$800,000 remained in contingency funds, which could be used if needed. Gates praised the proactive work of Harvey Construction and the team in coordinating with the State Fire Marshal's Office.

## **F. New Business / Old Business**

The Commissioners discussed potential dates for the ribbon cutting ceremony for the new building, tentatively targeting November 5–7. They agreed to wait for confirmation of a temporary certificate of occupancy before finalizing the date and inviting dignitaries.

Commissioner Coyle requested permission to use the new auditorium on December 5 for a police officer training event. She offered to follow the same facility use agreement as other groups and cover any

associated costs. The Commissioners supported the request and agreed to revisit policies regarding food service, cleaning, and facility use.

#### **G. Public Comment**

Jessica Lee, who had been disconnected due to a Zoom disruption, was called back by phone and allowed to speak. She expressed concerns about the handling of her sister's Involuntary Emergency Admission (IEA) at the county jail. The Commissioners thanked her for sharing her experience and acknowledged the seriousness of her concerns.

#### **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 2:22 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:09 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to bring the General Leave Request for the Department of Corrections off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period September 7, 2025 through October 11, 2025 as recommended by the Superintendent of the Department of Corrections and the HR Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

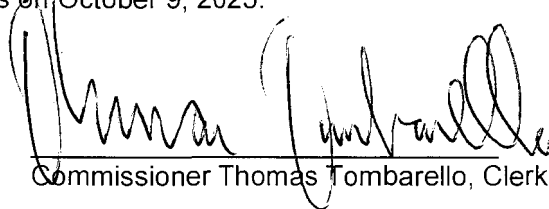
Commissioner Coyle stated there were 6 nonpublic sessions and moved to seal the minutes of nonpublic sessions 1 through 4 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and sessions 5 and 6 will not be sealed. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 9, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, September 18, 2025 @ 11:00 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 11:02 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager  
Jude Gates, Sr. Director, Fac. Op.  
Robin Bernier, IT Director

Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC

#### Remote Attendance:

Commissioner Tom Tombarello  
Cathy Stacey, Register of Deeds  
Genai Lewis, member of the public

### B. RFP Openings & Awards

#### 1. Opening: Institutional Products/Linens – Facilities Operations

Commissioner Goddu moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 2. Opening: Desktops/Laptops – Facilities Operations/IT Services

Commissioner Goddu moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 3. Award: Atrium Re-Coat of Exterior Panels – Facilities Operations

Commissioner Goddu moved to award the proposal for atrium re-coat of exterior panels to Structures Unlimited for an amount not to exceed \$44,670, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 4. Award: Chiller-Condenser Replacement, Fernald Building – Facilities Operations

Commissioner Goddu moved to award the proposal for chiller-condenser replacement, Fernald Building to KPMB Enterprises, LLC for an amount not to exceed \$44,800, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 5. Award: Floor Restoration, Delegation – Facilities Operations

Commissioner Goddu moved to award the proposal for floor restoration, Delegation to Madison Flooring, LLC for an amount not to exceed \$3,140, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 6. Award: Laundry Equipment Preventative Maintenance and Service Contract – Facilities Operations

Commissioner Goddu moved to award the proposal for laundry equipment preventative maintenance and service contract to Tri-State Laundry Systems for the period of two Years beginning October 1, 2025 for \$125 per hour for service calls, \$170 per hour on holidays, and an annual amount of \$11,400 for the Rehabilitation and Nursing Center, and \$7,800 for the Department of Corrections, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 7. Award: Sheriff Dispatch Computers – Facilities Operations/IT Services

Commissioner Goddu moved to award the proposal for Sheriff dispatch computers to Connection for an amount not to exceed \$10,100, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Coyle seconded the motion. Commissioner Tombarello joined via telephone after the motion was made and was provided with the necessary context. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 8. Award: Table-Top Tire Changer & Balancer – Facilities Operations

Commissioner Goddu moved to award the proposal for table-top tire changer and balancer to Liftnow automotive Equipment Corp. for an amount not to exceed \$23,644, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. August 14, 2025 and August 28, 2025 Meeting minutes (approval)

Commissioner Goddu requested to exclude the August 28 non-public meeting minutes as he hadn't yet had time to read them and moved to approve the August 14, 2025 nonpublic minutes. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, July 2025 (informational)

Commissioner Coyle noted that \$5,700 had been spent in the first month. Commissioner Goddu encouraged more applications and hopes for additional facilities.

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

Commissioner Goddu moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 34 air mattresses from Long Term Care Services surplus with the items to be properly disposed of. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 4. September 18, 2025 Accounts Payable List (approval)

Commissioner Goddu moved to approve the September 18, 2025 Accounts Payable list total of \$1,989,269.63. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Tombarello shared highlights of his trip abroad.

#### 2. Department of Corrections – Jason Henry, Superintendent

##### a. Chaplain Services Contract (approval)

Commissioner Goddu moved to approve the Chaplain Services contract, for a period of one year beginning October 1, 2025 with the option of a two year extension for an annual amount of \$37,000 and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Commissioner Coyle confirmed that her requested language change regarding "material breach" had been incorporated. Superintendent Henry affirmed the update. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. Finance Office – Charles Nickerson, Senior Director

##### a. Harvey Construction Warrant (approval)

Commissioner Goddu moved to approve the September 18, 2025 Accounts Payable warrant T260276 payable to Harvey Construction Corporation in the amount of \$1,328,930.14 as recommended by the

Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Tombarello seconded the motion. Mr. Nickerson explained that while the project was nearing completion, some necessary change orders had pushed costs over budget. However, he noted that the county remained under budget within the original Guaranteed Maximum Price (GMP) for the new building and that the overages were due to legitimate change orders. Commissioner Coyle praised the team's ability to secure alternative funding sources, such as grants, to cover some of these costs. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Operating Transfer to Capital Fund (approval)

Commissioner Goddu moved to approve an operating transfer from the opioid abatement fund to the capital fund for 50% of the access cost over the approved ARPA projects as recommended by the Senior Director of Finance. Commissioner Tombarello seconded the motion. Mr. Nickerson provided a detailed financial history, explaining that the original ARPA allocation was \$4.45 million, while the final project cost approached \$8 million. He emphasized that the opioid abatement funds were an appropriate and permissible source for this type of capital expenditure. Commissioners reiterated that the overages were tied to infrastructure improvements and not operational mismanagement of the new building. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. Human Resources – Alison Kivikoski, Senior Director**

a. Amwins Renewal Letters (approval)

Commissioner Goddu moved to approve the two Amwins Renewal letters and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Exception Request 9-5 Bereavement Leave - Deeds (approval)

Commissioner Goddu moved to approve an exception request to Personnel Policy 9-5 Bereavement Leave, for a Registry of Deeds employee (J.G.). Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**E. Department Head Updates**

Ms. Hoyt reminded staff to RSVP for the upcoming Years of Service event and shared that 108 interviews were scheduled for the upcoming job fair.

Superintendent Jason Henry noted that legislative meetings had resumed. He also introduced Compliance Manager Jimmy Warden, who had begun auditing policies, starting with use-of-force procedures.

Senior Director Dja Konan provided a census update and highlighted recent staff training sessions on dementia and mental health, scholarship awards, and the expansion of the Alzheimer's fundraiser into a county-wide initiative. Environmental Services Week was recognized, and she announced a large orientation group of 14 new hires. She also mentioned new clinical partnerships in development.

Senior Director Nickerson reported receiving a draft Medicaid cost report and noted preparations for upcoming audits and grant filings. He praised HR's efforts in organizing the job fair and shared that candidates had already been identified for key roles in his department. He also discussed upcoming budget planning for the New Hampshire Association of Counties.

Ms. Bernier shared that her team was reviewing numerous job applications and preparing for Central Square Pro Suite training, which would replace the current jail management system.

Senior Director Gates reported that the new building was nearly complete, with artwork being installed and final touches underway.

Register of Deeds Cathy Stacey reported strong revenue from transfer tax stamps.

**F. New Business / Old Business**

**1. Human Resources – Alison Kivikoski, Senior Director**

a. Walk-In Staffing Agency Contract Buyout (approval)

Commissioner Goddu moved to approve the Fusion Medical Staffing LLC contract buyout for (L.A.) a full time, second shift Nursing Supervisor to be hired as Nursing Manager and authorize the Senior Director of Human Resources to sign the Fusion Medical Staffing LLC invoice. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**G. Public Comment**

Genai Lewis, a Portsmouth resident, spoke against the proposed expansion of ICE detention beds in the Rockingham County jail.

**H. Commissioners' Nonpublic Session**

Commissioner Goddu moved to enter nonpublic session at 11:48 am pursuant to NH RSA 91-A:3, II (g), security. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 12:04 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Coyle stated there was one nonpublic session. Commissioner Goddu moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Coyle clarified that the appropriate reason was that it pertains to preparation or carrying out of actions regarding terrorism. Commissioner Goddu amended his motion accordingly. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

**I. Adjourn**

Commissioner Goddu moved to adjourn at 12:05 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 23, 2025.



Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, September 25, 2025 @ 11:00 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 11:02 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Chantal Dja Konan, Sr. Director, LTC  
James Warden, DOC

Many members of the public

#### Remote Attendance:

Jason Henry, Superintendent, DOC  
Jude Gates, Sr. Director, Fac. Op.  
Cathy Stacey, Register of Deeds  
Several members of the public

### B. RFP Openings & Awards

#### 1. Opening: RCRNC Driscoll II Painting – 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 2-0, Commissioners Goddu and Coyle in favor.

### C. Consent Agenda

#### 1. August 28, 2025 Meeting minutes (approval)

Commissioner Coyle moved to approve the August 28, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, August 2025 (informational)

Commissioner Coyle noted that the county had spent nearly \$11,000 of its \$100,000 annual budget, indicating room to support more community members. Commissioner Goddu emphasized the county's willingness to support new adult daycare facilities.

#### 3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Finance Office (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 21 Kronos InTouch 9000 Series timeclocks surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 4. September 26, 2025 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,631,382.15 for the period ending September 20, 2025. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

There were no updates provided by the Commissioners.

#### 2. Human Resources – Alison Kivikoski, Senior Director

##### a. Exception Requests (two) 7-4, Wage Increase – Finance Office (approval)

Commissioner Coyle moved to approve two exception requests to Personnel Policy 7-4, wage increase for Finance Office employees (L.L. and A.T.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

### **3. Long Term Care Services – Chantal Dja Konan, Senior Director**

#### **a. Adult Medical Day Care (AMDC) Request – Easterseals (approval)**

Commissioner Coyle moved to approve an Adult Medical Day Care request dated September 18, 2025 to Easterseals for an additional client (W.(J)M.) at an amount of \$80 per day, two days per week as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### **b. Ernest P. Barka Health Care License Update Application (approval)**

Commissioner Coyle moved to approve the Ernest P. Barka Assisted Living updated license application and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services and the Executive Director of Assisted Living. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### **c. Line Item Transfer (approval)**

Commissioner Coyle moved to approve a line item transfer request in the amount of \$7,499, dated September 19, 2025, transferring from non-expendable equipment to expendable equipment and office supplies as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

### **E. Department Head Updates**

Senior Director Nickerson mentioned ongoing financial audits, including the Medicare cost report, which required some adjustments related to fixed assets. He also shared positive news about their new accounting analyst who had started that week and was acclimating well to the county's financial ERP system. Additionally, Nickerson mentioned a delay in receiving lease documents from TD Equipment Finance for the Long Term Care Services van, but confirmed they had arrived that morning and he has them ready for approval.

Senior Director Dja Konan reported ongoing preparations for the skills fair, she provided updates on the recent job fair, which had a strong turnout despite a highway incident that delayed some attendees. Five candidates applied for environmental services roles, and there were promising applicants for nursing, assisted living, and life enrichment positions. Ms. Dja Konan also provided an update on the pie-throwing fundraiser to support the Alzheimer's Walk. Over 30 staff and all the Commissioners were participating, and the top three fundraisers would be "pied" by residents—unless they matched the donation amount to opt out.

Senior Director Kivikoski echoed the success of the job fair and emphasized that many attendees were exploring new career paths or entering the workforce directly from high school. Ms. Dja Konan added that the setup allowed applicants to complete applications on-site, which helped streamline the process. Ms. Kivikoski mentioned that seven job offers had already been extended that morning, with five or six more pending. She also reminded everyone about some upcoming events; the annual Years of Service celebration at Zorvino's on October 22, the scarecrow contest, with entries due by October 3, and the 50th Anniversary Conference of the New Hampshire Association of Counties, which has over 215 award recipients that will be attending, and they are nearly finalized in terms of educational sessions.

Senior Director Gates praised the job fair's effectiveness in attracting tradespeople. She provided an update on the new building, noting that while progress continued daily, they were still waiting on final pricing for the fire department's antenna system. Ms. Gates clarified that departments could not yet move items into the new building because they lacked a certificate of occupancy. The building had been locked down after unauthorized individuals entered, and insurance and safety protocols were still being finalized. She estimated the building would be ready by the end of October. She also mentioned that the time

capsule would be ready the following week. Flooring replacement was underway on Driscoll 2 and once complete, the next phase would involve installing new toilets, handrails, and painting.

Superintendent Jason Henry shared that PrimeCare's New York regional team was visiting to tour Rockingham County's Medicated Assisted Treatment (MAT) program. Rockingham was the second county in the U.S. to operate its own opioid treatment program (OTP) within a jail, including methadone administration and a 90-day in-house treatment program. Rockingham County's program had become a national model. He thanked HR for their support during the job fair. Additionally, the department had celebrated nine staff promotions the previous day, with families in attendance to witness promotions to corporal, sergeant, and lieutenant.

Register of Deeds Cathy Stacey reported that the Registry of Deeds was having a strong month in terms of revenue and consistent activity. She also mentioned that the legislative committee of the New Hampshire Association of Counties (NHAC) had begun reviewing bills, many of which could impact long-term care. She assured the Commissioners that updates would be provided as the legislative session progressed.

## **F. New Business / Old Business**

### **1. Human Resources – Alison Kivikoski, Senior Director**

- a. Walk-In Exception Request 7-4, Wage Increase – Department of Corrections (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4, wage increase for a Department of Corrections employee (J.W.). Commissioner Goddu raised concerns about the policy on banked hours and suggested a review. Ms. Kivikoski clarified the policy changes made in 2005 and 2007. The Commissioners decided to wait until next week when Commissioner Tombarello returns. Commissioner Goddu moved to table the motion. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor of tabling the Exception Request.

### **2. 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 pursuant to NH RSA 30-B:21 dated September 24, 2025 transferring one inmate to Carroll County, as recommended by the Superintendent.

Commissioner Goddu raised concerns about departments not budgeting for paper and cleaning supplies in the new building. Commissioner Coyle suggested departments use their office supplies line and track usage to make accurate future budget. Ms. Gates confirmed a new supply contract would begin November 1, and departments would be able to order directly from the vendor.

### **3. Finance Office – Charles Nickerson, Senior Director**

- a. Walk-In TD Equipment Finance Lease Agreement (approval)

Commissioner Coyle moved to approve a 3-year capital lease with TD Equipment Finance, Inc. with payments totaling \$88,957.44 commencing September 30, 2025 and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

Before opening the floor to public comment, Commissioner Coyle initiated a conversation by acknowledging the significant public interest in the potential contract between Rockingham County and U.S. Immigration and Customs Enforcement (ICE) to house detainees at the county jail. She noted that many attendees were present specifically because of the ICE contract. She proposed that, should the contract come before the board, the commissioners should first hold a public hearing. Her rationale was to provide a formal and inclusive forum where community members could express their views before any decision was made. Commissioner Goddu said he was in favor of holding a public hearing.

Commissioner Coyle moved to schedule a special Commissioners' meeting that would include a public hearing and a subsequent vote, if and when the ICE contract is formally presented to the Board. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

## **G. Public Comment**

There were many members of the public in attendance, both in person and via Zoom that were opposed to the County signing an agreement with ICE to house detainees. Each were given the opportunity to speak, and those that did were: Peg Aronian of Exeter, Kathleen Slover of Portsmouth, Klem Dickens of North Hampton, Linda Haskins of Exeter, Hannah Sorrow of Portsmouth, Brenda Berkal of Newmarket, June Fabre of Exeter, Eileen Lockheart of Exeter, Katie of Exeter, Sally of Lee, Sarah of Lee, Valerie Fagan of Rockingham County, John Cartie of Seabrook, Victoria Nypress of Dover, Laura Courier of Seabrook, Maura Fay of Exeter, Stephanie Marshall of Exeter, Judy Lamphere of Exeter, Bob Moore of East Kingston, Kirsten Hunter of Portsmouth, Catherine O'Kaisen of Portsmouth, Jo Jordan of Dover, Jimmy Pesto of Rockingham County, Nicole Ray of Portsmouth, Sarah Cornell of Portsmouth, David Holt of Somersworth, and Terry Ellen Carter of Strafford County.

Commissioner Coyle thanked the attendees and confirmed that a public hearing would be scheduled if the ICE contract came before the Board.

## **H. Commissioners' Nonpublic Session**

Commissioner Coyle moved to enter nonpublic session at 12:40 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 1:13 pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Coyle stated there were 7 nonpublic sessions and moved to seal the minutes of all sessions indefinitely, with nonpublic session 1 because it relates to HIPPA, sessions 2, 3, and 5 because it is determined that divulgence of this information likely would render a proposed action ineffective, sessions 4, and 6 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 session 7 because it pertains to preparation or carrying out of actions regarding terrorism. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

## **I. Adjourn**

Commissioner Goddu moved to adjourn at 1:15 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 23, 2025.



Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

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

Thursday, October 2, 2025 @ 11:00 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 11:01 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Jason Henry, Superintendent, DOC  
Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

High Sheriff Massahos  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. Consent Agenda

#### 1. September 4, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the September 4, 2025 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. October 2, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the October 2, 2025 Accounts Payable list total of \$4,270,530.70. Commissioner Goddu seconded the motion. Mr. Nickerson reviewed the large invoices with the Board. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu reported on a meeting with Chief Knutsen regarding the ALS service that is replacing services previously provided by Exeter Hospital. He explained the challenges of funding and sustainability, noting the Chief's interest in philanthropic support and potential county assistance. Commissioner Tombarello highlighted the Chief's request for approximately 1% of the county's budget and emphasized the need for a formal presentation.

Commissioner Tombarello expressed strong concerns about the recent public demonstration at the county building, particularly regarding inappropriate attire worn by a protester. He opposed the idea of a public hearing on the ICE contract, arguing it would only escalate tensions and create unnecessary spectacle. He emphasized that the commissioners are responsible for making decisions and that a public hearing would not change that.

Commissioner Coyle responded by defending the public hearing, stating it was important to hear from constituents, especially those unable to attend weekday meetings. She emphasized the need for transparency and community engagement. Commissioner Goddu supported public input but suggested setting clear time limits and structure to maintain decorum.

The commissioners agreed that a public hearing should only be scheduled once a formal ICE contract is available for review. They discussed the possibility of holding a special meeting for this purpose, separate from regular sessions.

##### b. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel and training request for the Board of Commissioners to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025 at an

estimated total cost of \$4,332.29. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Urban County Status – Entitlement to CDBG Funding (defer)

Commissioner Tombarello moved to defer entitlement for Urban County status under the Community Development Block Grant Program for Fiscal Year 2026 and authorize the Chair to sign the response letter addressed to the Office of Community Planning and Development. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Exception Request 7-4, Wage Increase – Department of Corrections (approval)

Commissioner Tombarello moved to bring the exception request 7-4 for the Department of Corrections off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-4, wage increase for a Department of Corrections employee (J.W.). Commissioner Goddu seconded the motion and added that he initially objected to the high vacation payout but ultimately supported the exception due to the employee's long service and the rules in place. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**2. Department of Corrections – Jason Henry, Superintendent**

a. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel and training request for two Department of Corrections employees (J.H. and S.N.) to attend the Legal & Liability Risk Management Institute Conference to be held in Las Vegas, NV from Tuesday, December 2, 2025 through Thursday, December 4, 2025 at an estimated total cost of \$5,712.72, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Commissioner Coyle noted discrepancies in the departure date and estimated airfare and requested accurate numbers before approval. Commissioner Goddu moved to table the request until next week. Commissioner Tombarello seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Facilities Operations – Jude Gates, Senior Director**

a. Bid Waiver Request, KPMB Enterprises, LLC (approval)

Commissioner Tombarello moved to approve the KPMG Enterprises, LLC Proposal & Bid Waiver Request in the amount of \$109,483 for the HVAC upgrades project in progress, for the addition of 68 replacement thermostats, wiring, programming and graphics in the Driscoll Building, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Ms. Gates explained that KPMG was already involved in the project, making a bid waiver appropriate. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. Finance Office – Charles Nickerson, Senior Director**

a. FY 2026 Intergovernmental Transfer Agreement (IGT) \$18,057,796 (approval)

Commissioner Tombarello moved to approve the Fiscal Year 2026 Intergovernmental Transfer Agreement (IGT) with NH DHHS for a net obligation of \$18,057,796 in accordance with RSA 167:18-a and Exhibit A of the agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson clarified that this agreement enables the county to receive federal reimbursements and pro-share funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**5. Human Resources – Alison Kivikoski, Senior Director**

a. Proposed Revision to Sign-On Bonus Form (approval)

Commissioner Tombarello moved to approve a revision to the Sign-On Bonus forms for the positions of Laundry Aide, Housekeeper, LNA, LPN, RN, Shift Tech, Resident Care Supervisor, Personal Care Partner,

Licensed Care Partner and Chief Operator as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained the need for explicit language to avoid confusion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. University of New Hampshire Tuition Discount Partnership (discussion/informational)

Ms. Kivikoski introduced a UNH partnership offering a 20% tuition discount for employees and their families on online courses. The Commissioners expressed support, and Ms. Kivikoski will submit the agreement for next week's meeting.

**6. Long Term Care Services – Chantal Dja Konan, Senior Director**

e. FY 2026 Nurses' Salary Line Budget Review (informational)

Ms. Dja Konan reported that the nursing budget is slightly over due to orientation costs, but agency spending is down. Commissioner Coyle suggested a first-quarter review at the end of October. The team discussed progress in reducing overtime and improving staffing efficiency.

**D. Department Head Updates**

Register of Deeds Cathy Stacey reported a positive trend in revenue, noting increased activity in real estate closings. She expressed appreciation to Ms. Jude Gates for accommodating an impromptu visit from representatives of Fiddler, a vendor from Iowa. The visitors were given a tour of the new facility and were highly impressed by the infrastructure and layout. Ms. Stacey emphasized that the visit was unplanned but successful, and she thanked Ms. Gates for her flexibility and support.

Senior Director Nickerson noted that October is a particularly busy month due to the end of the fiscal quarter. He confirmed that the Medicaid cost report was submitted without issue. He also highlighted the positive impact of having a new accounting analyst on board who is adapting quickly and contributing effectively. Regarding staffing, Mr. Nickerson shared that interviews for a grant writer position, some of which stemmed from the recent job fair, were progressing well, with additional interviews scheduled for the following week.

Senior Director Gates reported that the job fair yielded strong candidates, including one for a grounds position and another for a shift tech role. Training is ongoing for building systems in the new facility, including HVAC, electrical systems, access control, and security cameras. Keys have been distributed, with most staff using fobs for access. The operations and maintenance contract for the solar array is under review by Primex, and insurance coverage has been confirmed, including an unusual clause for terrorism coverage. The AV network installation is scheduled to begin the following Monday. Ms. Gates also mentioned that she would deliver the empty time capsule next week for staff to begin filling. Regarding the move to the new building, she estimated it would begin the first week of November. Departments moving include the Registry of Deeds, County Attorney, and Sheriff's Office, each with unique logistical needs. The Driscoll 2 painting project is also progressing, with bids received and references being finalized. Additionally, she provided an update on the antenna installation, which will require two-hour fire-rated protection throughout the building. The cost is expected to be around \$47,000, less than initially feared.

Senior Director Kivikoski noted that the scarecrow contest entries were being collected and would be displayed the following Monday. The Years of Service event is scheduled for October 22, and outreach is ongoing to ensure all eligible employees are included. A special edition newsletter is being prepared for inclusion in the time capsule, featuring department highlights and limited to eight pages. Ms. Kivikoski reported that six new employees are scheduled for orientation on October 6, including an electrician, telecom technician, dispatcher, LPN, and RN. An additional 12 are expected on October 20, mostly from nursing and maintenance, plus four from the Department of Corrections. Many of these hires stemmed from the recent job fair, including LNAs, housekeepers, and maintenance staff. She emphasized the importance of per diem staff and the positive momentum in recruitment.

Senior Director Dja Konan provided a census and COVID-19 update with no residents being affected. She noted that while her department is slightly over budget due to orientation costs for new hires, agency staffing costs are down compared to the previous year. She highlighted success in converting agency staff to in-house roles and noted that large orientation groups are becoming more common. The annual skills

fair is underway with a theme of “Around the World,” focusing on cultural competency in care. Staff are receiving training on cultural differences in patient care, with creative displays and educational materials. She also promoted the Alzheimer’s fundraiser, including a pie-throwing contest that has generated excitement and donations. The top three vote-getters will be “pied” in a fun, community-building event.

Superintendent Jason Henry reported that the department is onboarding three correctional officers and a case manager. The new chaplain has started and is currently cross-training. She brings prior corrections experience and is integrating well. The facility currently houses 22 females, a notable increase. This trend is being monitored as it affects housing and staffing needs. Superintendent Henry praised the job fair for attracting candidates who explored multiple departments before choosing corrections, demonstrating the value of cross-departmental exposure.

## **E. New Business / Old Business**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Years of Service Event Second Shift Request (approval)**

Commissioner Tombarello moved to approve the second shift employees that choose to attend the Years of Service Event on October 22, 2025 to pay for their scheduled shift missed without having to utilize their accrued time as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **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 Tombarello moved to enter nonpublic session at 12:14 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit nonpublic session at 2:07 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

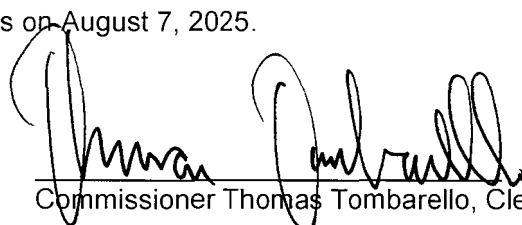
Commissioner Coyle stated there were 5 nonpublic sessions and moved to seal the minutes of nonpublic sessions 1, 3, 4, and 5 indefinitely because it is determined that divulgence of this information likely would adversely affect the reputation of an individual other than a member of this Board and they don’t have any conclusion. She then 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 and they don’t have a firm date for resolution of the issue. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

## **H. Adjourn**

Commissioner Tombarello moved to adjourn at 2:08 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 7, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, October 9, 2025 @ 11:00 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 11:04 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Jason Henry, Superintendent, DOC  
Kendra Mayall, Asst. Director, LTC  
Chief Knutsen, Plaistow Fire Dept.

#### Remote Attendance:

Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Christopher Roosevelt of Newfields

### B. RFP Openings & Awards

#### 1. Opening: Commissary Services/Inmate Accounting System – Department of Corrections

Commissioner Tombarello moved to authorize the Superintendent of the Department of Corrections to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Award: RCRNC Driscoll II Painting – Facilities Operations

Commissioner Tombarello moved to award the proposal for RCRNC Driscoll II Painting to Arch Painting, Inc. for an amount not to exceed \$13,860, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. Award: Moving Services-Deeds, County Attorney, Sheriff's Department – Facilities Operations

Commissioner Tombarello moved to award the proposal for Moving Services for the Registry of Deeds, County Attorney's Office and the Sheriff's Department to Preferred Movers, LLC for an amount not to exceed \$25,000, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. September 4, 2025, and September 11, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the September 4, 2025 public minutes and nonpublic minutes pertaining to security, and the September 11, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Agency Nursing Staff Report, September 2025 (informational)

Ms. Kivikoski reported 16 new hires starting next week, mostly nurses, with some staff for the Department of Corrections. She hopes to continue the event biannually. Commissioner Coyle praised the success of the recent job fair and supported a biannual job fair.

#### 3. October 10, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,701,846.67 for the period ending October 4, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu shared his enthusiasm for the progress at the new building, noting its cleanliness and readiness for the upcoming ribbon cutting.

Commissioner Tombarello noted he assisted with scarecrow making and was impressed by the significant time and effort other departments invested.

b. Regional Paramedic Intercept Program (discussion)

Chief Knutson presented a comprehensive update on the regional paramedic intercept program. He explained the program was created in response to Beth Israel Hospital's decision to sunset the Exeter Paramedic Program, which had served 13 communities. The Seacoast Fire Chiefs collaborated to develop a sustainable solution, ultimately selecting a municipal model due to its cost-effectiveness and non-profit nature.

The program launched with support from Beth Israel and the Donner Foundation, expanding immediately to serve 18 communities, a 38% increase. The program provides advanced life support (ALS) services, including rapid sequence intubation, medication administration, and high-acuity interventions. In its first six months, the program responded to over 1,400 calls, administered 1,300+ medications, and performed 3,400+ interventions. It achieved return of spontaneous circulation in 11 of 16 cardiac arrest cases.

Chief Knutson emphasized the program's role in providing high-level clinical education, delivering over 4,200 student contact hours. He noted the program is not free but charges modest ALS fees (\$115 for ALS1, \$327 for ALS2) to offset costs. However, these fees only cover about 11% of the total budget, with the majority of costs stemming from maintaining readiness and staffing.

Commissioners discussed the funding challenges, particularly the difficulty of securing multi-year commitments from towns due to RSA limitations. Commissioner Coyle raised concerns about asking towns not using the service to contribute financially. Chief Knutson responded that the service benefits all residents and travelers in the region, and future initiatives such as mass casualty response and prehospital blood delivery would expand its value.

Commissioner Goddu strongly supported town participation and suggested the county consider partial funding to stabilize the program. Commissioner Tombarello and others echoed concerns about sustainability and the need for a hybrid funding model. Chief Knutson requested \$1.8 million for FY2026 to add a third paramedic vehicle and \$2.6 million for FY2027 to fully fund the program.

Christopher Roosevelt, representing the William H. Donner Foundation and a resident of Newfields, spoke in strong support of the regional paramedic intercept program. He emphasized that advanced life support (ALS) is an essential service that should be available to all Rockingham County residents, not just those in towns currently participating. Roosevelt argued that the County, not just individual towns should help fund the program, particularly the "readiness" component, which ensures paramedics are available 24/7.

He warned that relying solely on town-by-town funding creates instability, as local budgets and leadership change frequently. Roosevelt noted that if the County does not step in, the program could collapse, forcing towns to rely on private or nonprofit providers, which has proven unsustainable in other regions. He estimated that County-wide funding would cost about \$9 per resident annually and urged the Commissioners to consider this modest investment to ensure long-term access to life-saving services.

c. Use of Facility Policy and License Agreement for Amphitheater (discussion)

The Commissioners discussed updating the County's Facilities Use Agreement in preparation for the opening of the new County building. Commissioner Goddu noted that the existing agreement, originally drafted with the anticipation of the new facility, now needed revisions to reflect the availability of multiple venues. He suggested possibly removing the Hilton from public use due to its proximity to the nursing home.

Commissioner Tombarello raised concerns about after-hours access, prompting a broader conversation about staffing and security. Commissioner Coyle proposed adding a fee for events held outside regular business hours to cover the cost of personnel needed to unlock, monitor, and secure the building.

The Board also debated the policy on firearms. While the current agreement prohibits them, Commissioner Goddu questioned whether this was appropriate given New Hampshire's constitutional carry laws. Ms. Stacey strongly opposed allowing firearms, citing safety concerns and the lack of security infrastructure.

Liability insurance requirements were also reviewed. While the agreement currently requires a \$1 million certificate of insurance, the Board discussed offering alternatives such as waivers or indemnification clauses for smaller groups that may not carry such coverage.

Finally, Ms. Mattila was designated as the primary point of contact for scheduling the new building's auditorium and the Lobby Conference Room.

## **2. Department of Corrections – Jason Henry, Superintendent**

### **a. Travel & Training Request, Updated (approval)**

Commissioner Goddu stepped out of the conference room briefly. Commissioner Tombarello moved to bring the Travel & Training Request for the Department of Corrections off the table. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a travel and training request for two Department of Corrections employees (J.H. and S.N.) to attend the Legal & Liability Risk Management Institute Conference to be held in Las Vegas, NV from Tuesday, December 2, 2025 through Thursday, December 4, 2025 at an estimated total cost of \$4,275.04, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **3. Finance Office – Charles Nickerson, Senior Director**

### **a. Line Item Transfers - 2 (approval)**

Commissioner Tombarello moved to approve a line item transfer request dated October 6, 2025, in the amount of \$446,000, transferring from Intermediate Nursing Care/NF to Capital Improvements as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request dated October 6, 2025, in the amount of \$16,435, transferring from Legal to Courthouse Lease Payments as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **4. Human Resources – Alison Kivikoski, Senior Director**

### **a. General Leave Request – Long Term Care Services (approval)**

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (H.D.) with County portion of all benefits to continue for the period October 3, 2025 through November 3, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **b. University of New Hampshire Tuition Discount Partnership Program and MOU (approval)**

Commissioner Tombarello moved to approve the Partnership Program with the University of New Hampshire and authorize the chair to sign the Memorandum of Understanding, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Register of Deeds Cathy Stacey thanked staff for flu shot coordination, and she also thanked Ms. Kivikoski for addressing concerns about the gym in the new building, which initially appeared to be outfitted primarily for male users with heavy weight equipment. She reported on a recent legislative session regarding a retained bill and shared that a special joint facilities committee at the State House was meeting in non-public sessions to address growing security concerns. She also mentioned a proposed bill that would

restructure school administration statewide by eliminating SAUs and creating a county-level superintendent system. She voiced strong opposition to this idea, citing the administrative burden and inefficiency it would create. Regarding her department's move to the new building, Ms. Stacey stated that she was targeting the week of November 16 for relocation. She also requested that any conference rooms on her floor in the new building be scheduled through her office to ensure proper oversight and cleanliness, as her staff would not be responsible for post-use cleanup.

Assistant Director, Ms. Mayall provided a census and COVID-19 update.

Senior Director Kivikoski confirmed that the scarecrow displays were up and that voting would be conducted via QR code. Assisted living residents and long-term care staff would also participate in the voting process. Regarding the gym in the new building, the current setup was based on recommendations from the Sheriff's Office. She acknowledged the need for more inclusive equipment and planned to relocate some machines from the existing gym. She also proposed surveying staff to determine what additional equipment might be useful. Additionally, she reported progress on the document management system project with vendor Square 9 and also confirmed that preparations for the upcoming Years of Service celebration were underway and on schedule.

Senior Director Gates reported that her team was actively preparing for the heating season by cycling heat pumps and performing preventive maintenance. Regarding the new building, she stated that they were aiming to apply for a temporary certificate of occupancy for November 1. She confirmed that the final change order for the fire alarm system was approximately \$108,000, which would extend Harvey's presence on-site but included some cost-saving contributions from the contractor. Ms. Gates also mentioned that training for her staff on building automation and card access systems was ongoing. She was coordinating with the moving company to stagger departmental relocations over several weeks, with the Sheriff's Department scheduled last. Finally, she shared that Brentwood Fire Chief Joe Bird, a long-time supporter of the County, was retiring and would be honored with a ceremonial ride past the nursing home on October 30. She encouraged staff and residents to come out and wave goodbye.

Superintendent Jason Henry provided an update on the transition to the Central Square jail management system. Staff training was underway, with full implementation expected before December. Henry also announced that retired Chief Goldstein, a nationally recognized expert in mental health for first responders, would be speaking at the next divisional meeting. The presentation would focus on mental health awareness and training for law enforcement personnel. He praised the recent installation of new security cameras and guard tour systems, which have improved oversight and reduced reliance on paper logs. He thanked Jude Gates and Robin for their support in implementing these upgrades and noted that additional improvements, including door replacements and fire suppression systems, were forthcoming.

Senior Director Nickerson reported that his department was engaged in extensive quarterly reporting, including budget reviews and updates on internal service funds, capital projects, and grant expenditures. Nickerson also attended the kickoff meeting for the state's Granite Shield initiative, now funded through the opioid abatement trust. He noted that departments participating in the program would need to track drug-related expenditures more closely. He confirmed that the County was preparing to close out the ERA2 (Emergency Rental Assistance) program, with some unspent funds being returned due to voided or unclaimed checks. He expressed relief at the program's conclusion and noted that most of the allocated funds had been successfully distributed.

## **F. New Business / Old Business**

### **1. Long Term Care Services – Chantal Dja Konan, Senior Director**

#### **a. Walk-in Long Term Care Services License Renewal Application (approval)**

Commissioner Coyle moved to approve the application for the renewal of the Residential Health Care and Special Health Care Services license for Rockingham County, commencing January 1, 2026, expiring on December 31, 2025 with Chantal Dja Konan as the Administrator and Dr. Christine as the Medical Director, as recommended by the Administrator of Long Term Care Services.

Commissioner Goddu clarified that the expiration should be 2026. Commissioner Coyle amended the motion for December 31, 2026 expiration, and to authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **G. Public Comment**

There were no public comments.

#### **H. Commissioners' Nonpublic Session**

##### **1. Commissioners' Office – Kathryn Coyle, Chair**

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

##### **2. Human Resources – Alison Kivikoski, Senior Director**

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

##### **3. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 1:04 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (j), internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:15 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were 3 nonpublic sessions. Commissioner Tombarello 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, and sessions 1 and 3 would render a proposed action ineffective.

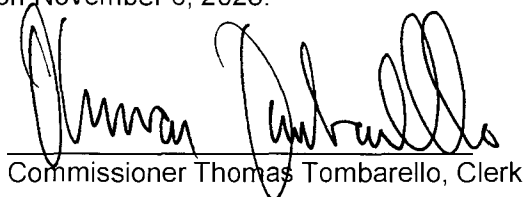
Commissioner Coyle clarified that session 1 is sealed indefinitely because it could render a proposed action ineffective and they don't have a timeline for that action. Session 2 is sealed indefinitely because it would affect adversely the reputation of any person other than a member of this Board and the impact is ongoing. Session 3 will not be sealed. Commissioner Goddu seconded the motion as clarified. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Goddu moved to adjourn at 2:17 pm. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on November 6, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, October 15, 2025 @ 11:15 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 11:33 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu

Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance

### B. Consent Agenda

#### 1. October 16, 2025 Accounts Payable List (approval)

Commissioner Goddu moved to approve the October 16, 2025 Accounts Payable list total of \$2,605,829.16. Commissioner Coyle seconded the motion. Mr. Nickerson provided a breakdown of the major costs including \$525,000 for the first Sodexo invoice for FY 2026, \$276,000 for the NFQA (bed tax), \$125,000 contingent grant for wastewater treatment upgrades, \$370,000 contingent grant for a new system, Central Square, at the Sheriff's Office, and nearly \$200,000 for Prime Care contracted medical services. Sodexo invoices were noted to be significantly lower than previous Glendale invoices, with \$105,000 attributed to one-time emergency stock and opening inventory. Voted 2-0, Commissioners Goddu, and Coyle in favor.

### C. Reports

#### 1. Finance Office – Charles Nickerson, Senior Director

##### a. Harvey Construction A/P Warrant (approval)

Commissioner Goddu moved to approve the October 16, 2025 Accounts Payable warrant T260430 payable to Harvey Construction Corporation in the amount of \$847,085.30 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Coyle seconded the motion. Mr. Nickerson noted that decreasing invoice amounts indicate the project is nearing completion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

##### b. Line Item Transfer, Long Term Care Services (approval)

Commissioner Goddu moved to approve a line item transfer request dated October 6, 2025 transferring \$15,185 from 11701000-53501 dietary expendable to 11701000-53522 dietary expendable, \$1,316 from 11702000-53501 nursing expendable to 11702000-53522 nursing expendable, and \$19,000 from 11706000-53501 environmental expendable to 11706000-53522 environmental expendable, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Mr. Nickerson explained that this adjustment was necessary due to a change with new FY26 budget codes for Medicaid reporting. Voted 2-0, Commissioners Goddu, and Coyle in favor.

### D. Public Comment

No public comments were received.

### Adjourn

Commissioner Goddu moved to adjourn at 11:41 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 4, 2025.

A handwritten signature in blue ink, appearing to read "Steven 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, October 23, 2025 @ 11:00 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC  
Katie Casey, Asst. Director, Finance

Sodexo Management, two members

#### Remote Attendance:

Pat Conway, County Attorney  
Cathy Stacey, Register of Deeds  
Becky Burns, Asst. Register of Deeds  
Mike Cochi, member of the public  
Zoom user, resident of Exeter  
Annette Mackail, member of the public  
Samsung SM-S92..., member of the public

### B. RFP Openings & Awards

#### 1. Opening: Fire Alarm Testing – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Opening: Convection Oven, Gas – Long Term Care Services

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

#### 3. Award: Institutional Products/Linens – Facilities Operations

Commissioner Tombarello moved to award the proposals for institutional products and linens to the following vendors for a two-year term ending September 30, 2027 as recommended by the Senior Director of Facilities, Planning and IT. Standard Textile for Environmental Services supplies, for an amount not to exceed \$25,165 annually. Bob Barker for Department of Corrections supplies, for an amount not to exceed \$14,500 annually. Victory Supply for Department of Corrections supplies, for an amount not to exceed \$5,000 annually. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 4. Award & Contract Approval: Document Management System – Human Resources

Commissioner Tombarello moved to award the proposal for document management system to Square 9 Softworks and SymQuest Group, Inc. for a three-year term, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the contract with Square 9 Softworks and SymQuest Group, Inc. for a three-year term that includes an annual subscription fee of \$29,400, a one-time implementation cost of \$12,250 in the first year, and a 3% annual increase starting at year four, 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. September 18, 2025 and September 25, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the September 18, 2025 and the September 25, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Rock Rimmon Coop Water Infrastructure Community Development Block Grant Time Extension Request (approval)

Commissioner Tombarello moved to approve a time extension request to the Community Development Block Grant, Rock Rimmon Coop Water Infrastructure with a new completion date of August 1, 2026, as requested by CSA Environmental Consultants, LLC, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. October 24, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,655,351.26 for the period ending October 18, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **D. Reports**

**1. Commissioners' Office – Kathryn Coyle, Chair**

a. Commissioner updates

Commissioner Goddu shared highlights from the recent Years of Service Awards Event, which honored employees with 5 to 35 years of service. Commissioner Coyle echoed the sentiment, noting the event's success and the dedication of long-serving staff. The Commissioners expressed appreciation to Human Resources for organizing the event.

b. Sodexo Food Services (discussion)

The Board engaged in a detailed discussion with Sodexo representatives regarding catering services for meetings and events hosted at the county complex. Topics included cost allocation by department, approval workflows, internal vs. external pricing, and menu standardization. The Commissioners agreed that internal events should be billed at cost, while external events should include a markup to cover labor and overhead costs. The Board also discussed logistics for food delivery to the new building and the use of existing resources like the food van. Sodexo committed to developing a proposal and menu options for review.

**2. Department of Corrections – Jason Henry, Superintendent**

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated October 20, 2025, transferring one inmate to Coos County, and receiving one inmate from Hillsborough County as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Finance Office – Charles Nickerson, Senior Director**

a. Sodexo Off-Cycle A/P Warrants (approval)

Commissioner Tombarello moved to approve the October 24, 2025 Accounts Payable warrant T260460 payable to Sodexo for a total amount of \$48,804.17 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Courthouse Lease Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the October 24, 2025 Accounts Payable warrant T260007 payable to the State of NH Department of Administrative Services for the month of November leased space in the County Courthouse, in the amount of \$16,194.09 as recommended by the Senior Director of

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

#### **4. Human Resources – Alison Kivikoski, Senior Director**

##### **a. Exception Request 7-3, New Appointment Rate – Facilities Operations (approval)**

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

##### **b. General Leave Request – Department of Corrections (approval)**

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period of October 14, 2025 through November 8, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **c. General Leave Request – Facilities Operations (struck from the agenda)**

#### **5. Long Term Care Services – Chantal Dja Konan, Senior Director**

##### **a. Harmony Health Care Institute Nursing Education Clinical Affiliation Agreement (approval)**

Commissioner Tombarello moved to approve the Harmony Health Care Institute Nursing Education Clinical Affiliation Agreement effective on the day of execution of the agreement with automatic annual 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, Tombarello, and Coyle in favor.

### **E. Department Head Updates**

County Attorney Conway reported a surge in criminal cases due to rising countywide crime. She recently visited Kingston and Derry Police Departments to assist with child exploitation investigations. Two major jury trials are underway: one involving a mother convicted of giving drugs to her son, and another, a high-profile negligent homicide case in Portsmouth where a young man died after a parking garage fall. Three assistant attorneys and a victim advocate are assigned to the latter, expected to last a couple of weeks. Ms. Conway also met with Facilities and IT to finalize office plans for the upcoming move and thanked Ms. Gates and Ms. Bernier for their support. A workspace diagram will be shared with her staff soon.

Register of Deeds Cathy Stacey reported a busy period, highlighted by a major airport property sale generating over \$500,000 in transfer tax revenue. Her team, including Becky and Bonnie, worked with Facilities and IT to finalize office setup and plan key Registry spaces in the new building. Ms. Stacey expressed enthusiasm for the move and appreciation for the Facilities team's support.

Senior Director Gates shared several key updates. She announced Fire Chief Bird's retirement, with a reception Monday and a ceremonial "drive home" Thursday. Preparations for the new building move are progressing, with staff feeling both excited and anxious. Ms. Bernier was praised for coordinating logistics. The temporary certificate of occupancy inspection is set for October 30, pending ADA signage and bi-directional antenna system (BDA) installation, which is underway at a cost of \$108,000.

Ms. Gates also noted the solar maintenance contract is nearly finalized, and will include the ability to monitor performance on the County website. She shared that the Building Oversight Committee had recently toured the new building and was impressed by the progress and quality of the facility. The jail chiller is being replaced, and HVAC work in the Driscoll and Mitchell buildings is ongoing. As far as delivery of Sodexo catering, Ms. Gates confirmed that the new building lacked a loading dock, but the Department of Corrections food van has a lift gate that could be used for deliveries through the County Attorney's entrance. Superintendent Henry offered to coordinate deliveries as needed.

Assistant Director Katie Casey reported that tax bills had been successfully mailed earlier in the week. She noted that payroll had been processed without issue. Ms. Casey described operations as “business as usual” and had no additional items to report.

Senior Director Dja Konan provided a detailed report on census, events, and regulatory matters. There were no active outbreaks to report. She shared that the facility was in the midst of its annual skills fair, themed “Around the World,” with each table representing a different country. Ms. Dja Konan also mentioned a raffle was underway with prizes donated by local businesses, noting that Commissioner Coyle’s parking spot was the most popular prize. Winners would be announced the following Monday. Due to the federal shutdown, CMS documents were faxed instead of submitted online, possibly delaying Medicaid/Medicare payments. Review of the assisted living survey is also on hold. Finally, Ms. Dja Konan reminded everyone of the upcoming Alzheimer’s Walk at Pierce Island.

Superintendent Henry provided updates on the department’s transition to the Central Square jail management system, upcoming mental health and CIT (Crisis Intervention Team) training, and the launch of a new supervisor training academy in partnership with Primex.

Senior Director Kivikoski reminded attendees that the Halloween scarecrow contest ends October 30, with winners announced on Halloween. She thanked the Board for their support. As NHAC conference co-chair, she’s coordinating key events and will assist with setup Sunday. A mental health workshop, prioritized by the HR affiliate group, will be held at the conference. She also reminded department heads to submit bios and photos for the time capsule.

## **F. New Business / Old Business**

### **1. Finance Office – Charles Nickerson, Senior Director**

#### **a. Walk-In – Chubb Commercial Insurance Off-Cycle A/P Warrants (approval)**

Commissioner Tombarello moved to approve the October 24, 2025 Accounts Payable warrant T260484 payable to Chubb for a total amount of \$8,575 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

The Commissioners finalized plans for the ribbon cutting ceremony for the new building, scheduled for November 7, 2025, at 11:00 AM. PrimeCare offered to cater the event at no cost. Invitations will be sent to the Delegation, certain former state representatives, representatives from Harvey Construction and Warrenstreet Architects. The event will be open to the public and posted on the County website. The Board discussed logistics, including limiting tours to the front vestibule and auditorium due to ongoing move-in activities.

Commissioner Goddu expressed a desire to encourage more in-person attendance at Board of Commissioners meetings once they transition to the new building, and proposed implementing a pre-registration process for Zoom access. It would help manage attendance and enhance Zoom security. The Board agreed to move forward with the suggested Zoom enhance security measures for future meetings in the new Municipal Building.

Commissioner Goddu introduced a funding request from Silverthorne Adult Day Center in the amount of \$44,400 to support the continuation of transportation services through the end of the current fiscal year. He explained that Silverthorne had proposed a cost-sharing model in which participants would contribute a nominal fee, typically between \$10 and \$15 per ride while the County would subsidize the remaining cost. He highlighted the efficiency of this model, noting that Easter Seals serves fewer individuals, with the per-person cost to the County being significantly higher. Silverthorne’s approach enables broader service delivery at a lower cost per participant, making it a more fiscally responsible use of taxpayer dollars.

Commissioner Goddu noted that Silverthorne will request \$88,800 in the next fiscal year and expressed interest in exploring how such funding could be incorporated into the County’s budget. One possibility he suggested was reallocating funds from other charitable or non-county special appropriations. He encouraged the Board to consider prioritizing elder care and adult day services in future budget planning.

Commissioner Tombarello expressed cautious support for the Silverthorne funding request but raised concerns about the potential for long term financial obligations. Drawing on past experiences, such as the County's initial investment in the Drug Court program, which expanded significantly over time, he stressed the importance of proceeding carefully and maintaining control over future budget impacts.

Commissioner Coyle agreed that the proposal deserved serious consideration but emphasized the need for detailed data before making a decision. She recommended reviewing utilization rates, cost projections, and budget capacity. Commissioner Goddu added that Silverthorne hoped for a decision before December 1 to provide timely notice to participants if services were affected. The Board ultimately agreed to postpone any decision until the necessary financial and programmatic data can be reviewed, with a follow-up discussion scheduled for a future meeting.

### **G. Public Comment**

No public comments were received.

### **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 – Chantal Dja Konan, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a, c, e)

Commissioner Tombarello moved to enter nonpublic session at 12:33 pm pursuant to NH RSA 91-A:3, II (a), personnel, (c) reputation, and (e) pending claim. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 1:04 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of all 5 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 Coyle clarified that there is no end date. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

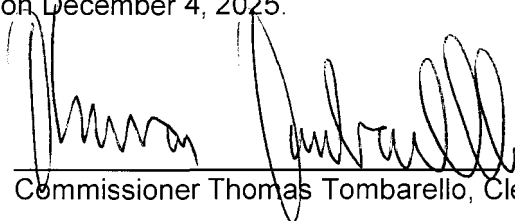
Commissioner Tombarello moved to approve a Paid Administrative Leave effective October 24, 2025 for a Long Term Care employee (P.D.) as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 1:06 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 4, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, October 30 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:09 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Jason Henry, Superintendent, DOC  
Chantal Dja Konan, Sr. Director, LTC  
Pam Strong, County Attorney's Office

#### Remote Attendance:

Pat Conway, County Attorney  
Erin Coker, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Jail Sprinkler Head Replacement – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. October 2, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 2, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, September 2025 (informational)

Commissioner Goddu requested that future reports include the total budgeted dollar amount for the line item for context, to better understand year-to-date expenditures. Commissioner Coyle noted that only 14% of the budget had been expended in Q1, suggesting potential flexibility in reallocating funds to support related services such as transportation for adult day care participants.

#### 3. HR Recruitment Report (informational)

Commissioner Coyle highlighted positive trends in reducing agency staffing, with agency use among LNA and MNA staff dropping from 55% in June to 41% in September. Commissioner Goddu expressed a preference for a simplified version of the report showing monthly staffing trends.

#### 4. Primex CY 2026 Property & Liability Program Renewal (informational)

The Board discussed the 36% increase in premiums and the budgetary impact. Mr. Nickerson explained that the increase was due to the end of a capped rate program and broader liability trends across the state. The County may need to transfer approximately \$30,000 to cover the shortfall. The Commissioners expressed concern but acknowledged limited alternatives.

#### 5. October 30, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the October 30, 2025 Accounts Payable list total of \$3,290,697.65. Commissioner Goddu seconded the motion. Mr. Nickerson noted that a significant portion of the expenses were related to state bill. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

Commissioner Goddu suggested updating signage in the new building to clearly identify the Commissioners' wing, as current signage could be misinterpreted. Ms. Gates confirmed this would be addressed. The Board also discussed the status of keys, fobs, and cleaning in preparation for the move-in. Ms. Gates reported that the State Fire Marshal was conducting inspections and that keys would be distributed the following week. Cleaning crews were finalizing construction cleanup, and an RFP for ongoing cleaning services was in progress.

Commissioner Coyle shared reflections on the recent Walk to End Alzheimer's event, noting strong participation and fundraising success. Ms. Dja Konan noted that plans to improve logistics and outreach for next year are underway.

#### **b. Community Development Finance Authority Rock Rimmon Grant Amendment #3 (approval)**

Commissioner Tombarello moved to approve the amendment to the Community Development Finance Authority / Community Development Block Grant Program Agreement for the Rock Rimmon Coop. Water Infrastructure project, extending the completion date from December 31, 2025 to June 30, 2026 and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **c. Pilot Program Grant & Silverthorne Proposal (discussion)**

The Board held an in-depth discussion regarding a \$44,000 funding request from Silverthorne to continue the transportation component of the Adult Medical Day Care (AMDC) pilot program grant through June 2026. Commissioner Goddu explained that the grant was set to expire at the end of December. The requested funds would cover the cost of two drivers, and Silverthorne proposed introducing a \$10–\$15 per ride fee to help offset operational costs. While the Commissioners expressed strong support for the program's goals, concerns were raised about the financial burden such fees might place on low-income seniors.

Ms. Dja Konan emphasized that many participants already struggle with basic expenses, including medications, and that even modest transportation fees could prevent them from accessing services. Commissioner Coyle noted that only 14% of the AMDC budget had been expended in the first quarter, suggesting that up to \$40,000 could potentially be reallocated to support the transportation program. However, she cautioned that doing so could limit the County's ability to respond to increased demand later in the fiscal year. The Commissioners agreed that while the program offers a strong return on investment by delaying or preventing costly long-term care admissions, more information was needed to ensure the funding approach is both sustainable and equitable.

The Board concluded that representatives from Silverthorne should be invited to the next meeting to provide additional details, including how the proposed ride fees would be implemented, whether alternative funding sources had been explored, and how the program would support participants with pending or uncertain Medicaid status.

### **2. Facilities Operations – Jude Gates, Senior Director**

#### **a. Change Order Request – Toshiba (approval)**

Commissioner Tombarello moved to approve a change order request for Toshiba for an amount not to exceed \$4,290, as recommended by the IT Director, and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. Fidium Master Services Agreement and Service Order (approval)**

Commissioner Tombarello moved to approve the Fidium Master Services Agreement and Service Order for the period of twelve months beginning on the date the service order is fully executed, and authorize the

Chair to sign all necessary documents, as recommended by the the IT Director, and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **3. Human Resources – Alison Kivikoski, Senior Director**

- a. Exception Request, Multiple Employees Filling a Single Position – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy in relation to multiple employees filling a single position, for a Long Term Care employee (D.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained that it's overlap with the current employee retiring in December, training a replacement before their retirement date. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Exception Request, Qualifying Event Procedure, Benefit Administration – County Attorney's Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy in relation to qualifying event procedure with benefit administration, for a County Attorney's employee (P.S.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Internal Only Job Posting Request (approval)

Commissioner Tombarello moved to approve an internal only job posting under Chapter 10-3 Recruitment, Selection, and Appointment of Employees / Recruitment Procedures / Internal Only postings, for a Nursing Manager position as requested by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- d. County Wellness Fund Expenditure Request (approval)

Commissioner Tombarello moved to approve the purchase of replacement batteries for an elliptical in the staff fitness center utilizing the County Wellness Funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- e. Revised Job Description – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the revised Job Descriptions for the Central Supply Technician, and the Senior Director of Long Term Care Services positions effective October 30, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- f. Title Change and Revised Job Description – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the title change from Equipment & Central Supply Technician to Central Supply Lead Technician and job description revisions effective November 30, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **E. Department Head Updates**

Senior Director Dja Konan provided a census and a COVID-19 update. She highlighted the success of the staff raffle and the ongoing skills fair, which featured international themes and cultural education. The pumpkin decorating contest was underway, and the Secret Santa Giving Tree was on display, with gifts due by December 5. Ms. Dja Konan also announced her upcoming attendance at the LeadingAge conference, focusing on AI and recruitment innovations.

Senior Director Nickerson shared updates on budget planning with the DuPont Group, including strategies to manage conference expenses. He noted that all quarterly filings were complete and that the RFP for cleaning services was being tailored to department-specific needs. He also reported ongoing challenges in

filling the Payroll Practitioner position and expressed hope for progress on hiring a Grant Writer. He also mentioned a tax analysis comparing county tax rates across Rockingham's 37 towns, which would be useful for public outreach during budget season.

Ms. Gates reported that preparations for the new building move-in were nearly complete. She thanked the Commissioners for attending a recognition event for a local fire chief, noting the chief was visibly moved. The County Attorney's Office will begin relocating on Tuesday, following a final walkthrough with the moving company on Monday. IT staff will work through the weekend to finalize phone and network setup, which is already 99% complete. The State Fire Marshal was conducting inspections, and the certificate of occupancy is expected by Tuesday, allowing key and fob distribution to begin. Badge access will be used until fobs arrive. Ms. Gates addressed Commissioner Goddu's concerns about cleanliness, assuring the building will be move-in ready. She offered to walk through the building with any Commissioner to review the punch list.

County Attorney Conway reported that staff were actively packing, with boxes filling the office. She and her office manager planned to pack shared spaces on Sunday, followed by a final walkthrough and placement of welcome signs at workstations on Monday. While the move is a major effort, staff are excited about the new space. Ms. Conway also shared a legal victory in *State v. Panetta*, a high-profile negligent homicide case resulting in convictions for negligent homicide, second-degree assault, and multiple counts of simple assault. She praised her team—three attorneys and one advocate—for their dedication, noting the victim's family attended the trial and expressed gratitude. She concluded by noting the office is preparing for a busy three-week trial block starting mid-November, with legal operations continuing at full capacity during the move.

Alison Kivikoski, Senior Director of Human Resources, provided several HR-related updates. She reported that the Halloween scare crow staff engagement event was concluding that day and winners would be announced the following day. She noted that HR was assisting other counties with final tasks related to the NHAC's 50th anniversary celebration, including deliverables Rockingham had committed to. Ms. Kivikoski confirmed that HR would provide plates, napkins, and other supplies for the ribbon-cutting and relayed that Eileen had offered to take photos at the event, which the Board gratefully accepted. She also announced that she would attend the LeadingAge conference, while Ms. Hoyt from HR and Mr. Wing from Finance would attend the UKG conference.

Superintendent Jason Henry announced that Rockingham County received DEA and state approval to launch New Hampshire's first methadone take-home program for inmates. The initiative allows a two-week supply to accompany transferred inmates, reducing transport needs, enhancing safety, and improving care continuity. Initially serving Carroll County, the program may expand. He credited PrimeCare and Mary Beth for their roles in securing approval. PrimeCare will sponsor the ribbon-cutting event, contributing up to \$1,500. Henry also noted that legislative calls continue weekly, with Rockingham County leading advocacy efforts.

Ms. Mattila shared administrative updates, noting the County's Use of Facility Policy now includes the Norman Majors Amphitheater. She contacted local legislators about the ribbon-cutting ceremony; Senator Birdsell declined, while responses from Senators Gannon and Abbas are pending, and ceremonial scissors have been secured for the event.

## **F. New Business / Old Business**

### **1. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Walk-In Cloud Subscription Enrollment (approval)**

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to sign the Square 9 Softworks Cloud Subscription Enrollment Form. Commissioner Goddu seconded the motion.

Commissioner Goddu provided an amendment to authorize the Chair to sign the enrollment form.

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

Commissioner Tombarello proposed that Jude Gates be honored with the ceremonial ribbon-cutting at the new facility, recognizing her leadership and contributions. The Board agreed to discuss the event logistics in a nonpublic session.

#### **G. Public Comment**

No public comments were received.

#### **H. Commissioners' Nonpublic Session**

Commissioner Goddu moved to enter nonpublic session at 2:23 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:28 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.


Commissioner Tombarello announced there were eight (8) nonpublic sessions and moved to seal the minutes of nonpublic session 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. The remaining seven (7) sessions will not be sealed. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 3:29 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 11, 2025.

A handwritten signature in black ink, appearing to read 'Tombarello', is written over a horizontal line.

Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, November 6, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:10 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Jude Gates, Sr. Director, Fac. Op.  
Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC  
Chantal Dja Konan, Sr. Director, LTC  
Katie Casey, Asst. Director, Finance  
Jessica Szweda, Silverthorne Adult Medical  
Day Center

Kathleen Slover, member of the public  
Kline Dickens, member of the public

#### Remote Attendance:

Pat Conway, County Attorney  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office

Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. Consent Agenda

#### 1. October 9, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 9, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. November 7, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,701,234.18 for the period ending November 1, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu shared that Service Credit Union is offering Rockingham County employees membership benefits at no cost. The initiative is pending further presentation by the credit union representative.

Commissioner Coyle noted that the County Attorney's Office started moving into the new building yesterday. She also highlighted the upcoming ribbon-cutting ceremony for the new facility and praised staff efforts in preparing the space.

##### b. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman Majors Amphitheater and waive the facility fee for Coyle Law, PLLC and Iworsky Law, PLLC to host a training session on Friday, December 5, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### c. Silverthorne Adult Medical Day Care (AMDC) (discussion)

Ms. Szweda from Silverthorne AMDC presented concerns about the end of a state pilot program that had funded transportation for clients, particularly those who are Medicaid-pending or slightly above eligibility thresholds. The Commissioners discussed funding options to sustain transportation services from January

through June 2026. Commissioner Goddu emphasized flexibility in funding allocation between Silverthorne and Easter Seals based on service impact. Commissioner Coyle proposed allocating \$25,000 from the existing adult medical daycare budget line, noting underutilization in Q1. The Board agreed to a monthly invoicing structure to manage payments and monitor usage. Ms. Szveda confirmed that no client would be denied transportation due to inability to pay the proposed \$10–\$15 fee.

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

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

Commissioner Tombarello moved to approve hiring an Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **b. Use of Facility Request (approval)**

Commissioner Tombarello moved to approve the request for use of the Norman Majors Amphitheater and waive the facility fee for the Rockingham County Attorney's Office to host a Sexual Assault Resource Team (SART) meeting on Monday, November 17, 2025, contingent upon final approval from Facilities Maintenance and the IT Department by Monday, November 10, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **3. Department of Corrections – Jason Henry, Superintendent**

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated October 31, 2025, transferring one inmate to Carroll County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **4. Finance Office – Charles Nickerson, Senior Director**

### **a. Bid Waiver Request, Tyler Technologies (approval)**

Commissioner Tombarello moved to approve the Tyler Technologies Proposal & Bid Waiver Request in the amount of \$37,340 for the implementation of the Enterprise Asset Maintenance module (EAM), and an annual service contract fee of \$9,679, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **5. Human Resources – Alison Kivikoski, Senior Director**

### **a. Per Diem Wage Schedule Amendment (approval)**

Commissioner Tombarello moved to amend the FY 2026 Per Diem Wage Schedule effective November 6, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **b. Revised Job Descriptions (3) – Long Term Care Services (approval)**

Commissioner Tombarello moved to approve the revised job descriptions for the Staff Scheduler, Office Administrator, and Nursing Manager positions effective November 6, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

### **a. Use of Facility Request (approval)**

Commissioner Tombarello moved to approve the request for use of the Norman Majors Amphitheater and waive the facility fee for the Rockingham County Sheriff's Office to host the New Hampshire Chief's of

Police Meeting on Thursday, December 11, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **D. Department Head Updates**

Major Bashaw presented a walk-in change order request tied to the dispatch console installation project, which had previously received \$750,000 in funding. During a recent inspection by Motorola and Two-Way Communications, it was discovered that the new console models required specialized programming and installation certifications that the county's chief radio engineer did not possess. Without these certifications, the consoles would not be warrantied, posing a risk to the project's integrity. To address this, the Sheriff's Office collaborated with Motorola and Two Way to develop a solution, resulting in a proposed change order of \$26,000. Fortunately, the department is scheduled to receive a credit of just over \$30,000 from its contracted services line due to the transition from IMC to Pro Suite software, which had been budgeted for the full year. This credit will fully cover the change order without requiring a line item transfer.

Commissioner Coyle moved to approve a change order request in the amount of \$26,000 for Tw0-Way Communications/Motorola Solutions to cover unanticipated costs related to the installation of the Dispatch Consoles, as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

County Attorney Conway shared her excitement about the new office space, describing it as a dramatic improvement over their previous location. She expressed deep appreciation for Ms. Gates making sure everything was ready, the IT staff, particularly Ms. Bernier who worked late into the evening earlier in the week to ensure the office was properly set up, and the movers who had gone above and beyond. Conway noted that the transition had gone smoothly and praised the responsiveness and professionalism of the support teams.

Ms. Casey reported that payroll processing had gone smoothly, attributing the accomplishment to departments accurately updating their timesheets. She provided a scheduling update for Accounts Payable (AP) in light of the upcoming Thanksgiving holiday.

Senior Director Kivikoski shared that she recently attended the LeadingAge conference in Boston alongside colleagues from the nursing home, describing the experience as both informative and valuable. She noted that employee Christmas cards are currently being finalized for Board approval, and that a holiday gift initiative has been submitted to Cigna for processing. In addition, Ms. Kivikoski is actively exploring wellness funding opportunities to support seasonal programming and may present a request for further assistance. Due to high demand, she is securing event dates early with Zorvino's to prevent scheduling conflicts for next year. She also announced her upcoming participation in the New Hampshire Association of Counties (NHAC) conference beginning Sunday and expressed appreciation to the jail staff for their help in packing and transporting materials for the event.

Senior Director Dja Konan echoed Ms. Kivikoski's positive feedback about the LeadingAge conference. She has introduced two initiatives aimed at boosting morale and engagement. The first was a pumpkin decorating contest, the second was the launch of the "Rock Star" employee recognition program, a play on the County's name. The program allows staff, residents, and families to nominate individuals for outstanding contributions. Weekly winners receive a small treat, such as a muffin and coffee, and quarterly and annual recognitions are planned. The program has been well received, with nominations posted in offices and common areas, and emphasized its positive impact on staff morale.

Superintendent Jason Henry highlighted the success of recent promotions and classification changes. These changes have improved operational efficiency and inmate satisfaction, allowing for more timely assessments and better one-on-one engagement. Henry noted that inmates have responded positively to the new classification system, which has enhanced their experience and the facility's overall functionality.

Senior Director Gates reported that the move into the new facility is progressing well, with staff expressing satisfaction and excitement. A condensate leak was discovered in the biomass plant, and the Mitchell air handling unit was taken offline for replacement as part of the \$4 million HVAC project. Ms. Gates also addressed signage issues, noting that the word "Commissioner" does not fit in the designated sidelight

space. Alternatives are being considered to ensure proper identification. Regarding access control, she explained that new fobs are delayed by four weeks. In the interim, staff IDs are being modified to allow access to necessary areas. She also reported that mailbox keys may possibly be retained by the mail carrier, and she has initiated a request to meet with the carrier.

Ms. Mattila reminded attendees that the next meeting is scheduled for 8:30 AM due to scheduling conflicts. She is updating the RFP invitation template to reflect the new address and will distribute it via email and post it on the county website. She also reported that preparations for the ribbon-cutting ceremony are nearly complete, with significant support from HR, and she thanked everyone involved for their contributions.

#### **E. New Business / Old Business**

No items were presented for discussion.

#### **F. Public Comment**

Two members of the public, Kathleen Slover and Kline Dickens expressed opposition to a potential ICE contract at the county jail.

#### **G. Commissioners' Nonpublic Session**

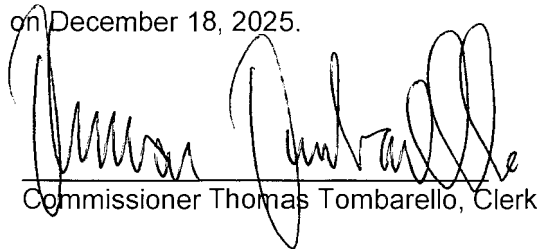
No nonpublic sessions were requested or held.

#### **H. Adjourn**

Commissioner Tombarello moved to adjourn at 2:07 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 18, 2025.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Omni Mount Washington Resort  
310 Mount Washington Hotel Rd, Bretton Woods, NH 03575  
Wednesday, November 12, 2025 @ 9:00 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 9:05 am.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Goddu  
Commissioner Tom Tombarello

#### Remote Attendance:

Commissioner Kathryn Coyle  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance

### B. Consent Agenda

#### 1. November 13, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the November 13, 2025 Accounts Payable list total of \$1,405,263.50. Commissioner Coyle seconded the motion. Mr. Nickerson provided some details on the larger warrants. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Goddu asked for a discussion regarding the need for cleaning services at the new Municipal Building. One department had already moved in and the Registry of Deeds was scheduled to move in within a week.

The Commissioners considered arranging temporary cleaning services with C&M, a certified cleaning company already familiar with some County Departments. Commissioner Tombarello reported that C&M's owner was in contact with Ms. Gates to obtain an insurance certificate and provide a rough price estimate.

A draft Request for Proposal (RFP) for long-term cleaning services was reportedly in progress. This draft was said to incorporate feedback from various departments and address specific concerns. The Sheriff's Department is currently cleaned by inmates during the day, which would potentially increase costs and strain the budget. Additionally, it was noted that the courthouse would require a full cleaning before being returned to the State.

In conclusion, the commissioners reached a consensus to await Ms. Gates' proposal and reconvene as needed to finalize temporary cleaning arrangements. They emphasized the importance of obtaining a clear cost estimate and ensuring that service levels meet the needs of the newly occupied building while addressing the Sheriff's operational concerns.

### C. Public Comment

There were no public comments.

Ms. Leila Mattila briefly mentioned that the Zoom meeting link had been changed for security purposes. She noted that the new link is unpublished, and that pre-registration is now required for anyone who is not a regular attendee of the meetings.

### D. Adjourn

Commissioner Tombarello moved to adjourn at 9:18 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 18, 2025.

A handwritten signature in blue ink, appearing to read "Tom Tombarello".  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

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

Thursday, November 20, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 12:59 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jason Henry, Superintendent, DOC  
Chantal Dja Konan, Sr. Director, LTC  
Plaistow Fire Chief Knutsen

Christopher Roosevelt  
Many members of the public  
**Remote Attendance:**  
Jude Gates, Sr. Director, Fac. Op.  
Robin Bernier, IT Manager  
High Sheriff Massahos  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: Janitorial Supplies – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

#### 2. Award: Fire Alarm Testing – Facilities Operations

Commissioner Tombarello moved to award the proposal for fire alarm testing to Impact Fire for an amount not to exceed \$19,200, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. November 21, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,673,882.68 for the period ending November 15, 2025, clarified by Commissioner Coyle from a misread reference to the 16<sup>th</sup>. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Goddu began by sharing insights from a recent conference, emphasizing the value of attending such events for generating innovative ideas. He described a conversation with the Assistant Attorney General overseeing opioid programs, who noted that approximately seven percent of individuals prescribed opioids become addicted. This prompted Commissioner Goddu to explore the possibility of sponsoring a medical study aimed at identifying predictive markers for opioid addiction, which could help physicians make safer prescribing decisions in the future. He has already contacted Dartmouth Medical School's research department and connected with a physician specializing in behavioral health and corrections, who expressed interest in the concept. While still in its early stages, the initiative could involve voluntary participation from inmates with addiction histories. Additionally, Commissioner Goddu raised the issue of affordable housing for County staff, noting the scarcity of nearby options and the potential to

leverage community development grants for a feasibility study on using County-owned land for workforce housing. He acknowledged that he is not a developer but sees this as an opportunity to improve employee retention and quality of life.

Chair Commissioner Coyle followed by reflecting on a managed care session she attended at the same conference, calling it an eye-opening experience. She explained that the discussion provided a foundational understanding of managed care's benefits and challenges, which will inform later conversations about long-term care contracts. Commissioner Coyle stressed the importance of further research but viewed the session as a valuable starting point for addressing future healthcare needs within the County.

Commissioner Tombarello concluded the updates by reporting on the successful move into the new County building. He noted that during his walkthrough of the second and third floors, staff appeared happy and engaged, which he attributed to the improved work environment. Chair Coyle added her appreciation for the IT and facilities teams, particularly Robin and her staff, for their tireless efforts in setting up computers, phones, and internet services. She emphasized that their behind-the-scenes work ensured a smooth transition and allowed employees to remain productive during the relocation.

Commissioner Coyle then introduced Plaistow Fire Chief Knutsen who would like to present a revised proposal for ALS services for the County. Chief Knutsen opened the presentation by explaining the background of the Advanced Life Support (ALS) program. He noted that Exeter Hospital, which previously provided ALS services at little or no cost to much of Rockingham County, abruptly ceased operations in March 2025. In response, his team sustained the program through temporary funding and is now seeking a more stable, long-term funding model. Chief Knutsen emphasized that the program does not provide ambulance transport but delivers high-level paramedic care to supplement municipal EMS services. He detailed several advanced capabilities, including administering medications for rapid sequence intubation—chemically paralyzing and sedating critically ill or injured patients to take over respiratory function—a procedure performed approximately 18 to 20 times since November. He also highlighted efforts to secure approval for point-of-care ultrasound in the field, pre-hospital antibiotic administration for severe injuries, and a future initiative to provide pre-hospital blood transfusions, which could significantly improve survival rates for trauma patients.

Chief Knutsen then outlined the proposed funding structure. The full-year county contribution would be \$781,000, but if implemented mid-year to align with the County's fiscal cycle, the initial ask would be approximately \$390,000. He explained that municipalities without 24/7 paramedic coverage would pay a readiness fee, while those already staffed would be exempt. Towns opting out would still receive ALS services in emergencies but would face higher per-call fees, potentially \$800 to \$1,000, compared to the current \$130 per call. He stressed that the program covers all towns in Rockingham County, not just the 18 municipalities currently using it, and that the model anticipates gradually shifting costs to municipalities over five years while leveraging state and federal grants.

Commissioner Coyle thanked Chief Knutsen for revising the funding model to include municipal contributions rather than relying solely on the County. However, she voiced two significant concerns. First, she worried that what is presented as a temporary "phase-out" model for County funding could become a permanent obligation if municipalities fail to assume their share over time. Second, she noted that the proposal asks the County for substantial funding without offering any County oversight of the program, unlike analogous services such as dispatch, which operates under County governance. She emphasized that this lack of oversight could be a major issue for the Delegation and Executive Committee when considering whether to support the initiative.

Commissioner Tombarello raised concerns about affordability for smaller towns, citing Sandown's estimated \$44,000 municipal fee amid recent default budgets. He questioned what would happen if some towns refused to participate, noting that costs could increase for others. Chief Knutsen responded that non-participating towns would still receive service but at higher per-call rates, and that the County's contribution would help stabilize costs during the transition.

Commissioner Goddu expressed reservations about the County entering rescue operations, which have traditionally been a municipal responsibility. He suggested exploring warrant articles in individual towns and

questioned whether raising per-call fees might be a simpler solution. Chief Knutsen explained that sudden large increases would likely fail at town meetings and could jeopardize the program entirely, advocating for a phased approach. Chair Coyle reiterated that the proposal requires significant stakeholder engagement and governance considerations, including oversight mechanisms, and suggested reaching out to Cheryl Hurley to secure a spot on the Executive Committee's agenda.

Linda Haskins, a State Representative from Exeter spoke from the audience, agreeing that warrant articles would likely fail and urged the County to find a way to fund the program to ensure equitable access to lifesaving services for smaller communities. The Board concluded by thanking Chief Knutsen for his efforts and acknowledging the need for further discussion with the Delegation before any decision is made.

b. Change Order Request – C & M Cleaning

Commissioner Tombarello moved to approve a change order request for C & M Cleaning for an amount not to exceed \$3,000. Commissioner Goddu seconded the motion. The Board clarified that a motion made earlier in the week to cover cleaning services in the new Municipal Building through December 3, not December 2, to account for the day after Thanksgiving being a holiday. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Silverthorne Adult Medical Day Care (AMDC) (discussion)

Commissioner Goddu initiated the discussion by expressing his support for continued funding for Silverthorne Adult Medical Day Care, emphasizing the importance of maintaining transportation services for clients who rely on the program. He proposed allocating \$44,000 to cover the next six months, noting that this amount would ensure continuity while the County monitors usage and budget impact. He asked whether the funds could come directly from the existing Adult Day Care budget line, which was designed for this purpose.

Commissioner Coyle responded by confirming that based on current expenditure patterns, the County should have sufficient funds in the budget to support this allocation. She explained that the first quarter's spending suggests that if trends remain consistent, the County will not exceed its annual budget for adult day care services. However, she agreed with Commissioner Tombarello's earlier point that payments should be structured as monthly invoices rather than a lump sum. This approach would allow the County to adjust if circumstances change, such as new grant funding becoming available or shifts in program participation.

Ms. Dja Konan shared that she and Mr. Nickerson had recently met with Wendy from the Department of Health and Human Services (DHHS) to discuss potential pilot grant opportunities. While these grants are unlikely to materialize immediately, DHHS is aware of Silverthorne's needs and may consider additional funding options in the future. Ms. Dja Konan assured the Commissioners that she would provide updates if any new funding sources become available, reinforcing the value of monthly invoicing for flexibility.

Commissioner Tombarello agreed, noting that the worst-case scenario would be that Silverthorne does not receive the full \$44,000 if funds run out, but he expressed confidence that the County had budgeted appropriately. Commissioner Goddu then explained that Silverthorne is seeking a firm commitment from the County because the center plans to begin charging clients a nominal transportation fee and needs to provide 30 days' notice to participants. He stressed that the County's commitment would allow Silverthorne to move forward confidently without creating barriers for clients.

Commissioner Coyle acknowledged this concern but reiterated her reservations about transportation fees potentially becoming a barrier for attendance. She asked whether Silverthorne had strategies to mitigate this risk. Commissioner Goddu responded that the center intends to keep fees minimal and will work to ensure they do not deter participation.

Commissioner Goddu moved to allocate \$44,000 payable to Silverthorne Adult Medical Day Care Center through monthly invoicing utilizing the designated Adult Day Care budget line, for the purpose of providing transportation services to program participants. Commissioner Tombarello seconded the motion. Commissioner Goddu shared a positive observation from a recent visit to Silverthorne, describing the

facility as vibrant and welcoming, with a new porch and a ribbon-cutting event that showcased its commitment to client well-being. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Discussion on monthly payout reporting included a recommendation to itemize billed transportation costs separately, a suggestion made by Ms. Dja Konan and accepted by the Board. Commissioner Coyle added an amendment to the motion as suggested by Superintendent Henry, specifying that the allocation is “not to exceed \$44,000 and contingent upon available funds.” Commissioner Goddu seconded the amendment. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Service Credit Union Membership (discussion)

Commissioners discussed inviting Service Credit Union to present their no-cost employee financial services offering during a future Board meeting. The Chair supported adding the presenter Danielle Marshall to an upcoming agenda, likely in two weeks, balancing schedules around the Thanksgiving holiday.

**2. County Attorney’s Office – Patricia Conway, County Attorney**

a. State of NH, Rockingham County Superior Courthouse Agreement (approval)

Commissioner Tombarello moved to approve the agreement for use of premises with the State of New Hampshire to rent four closing rooms in the Superior Courthouse for a period of three years beginning January 1, 2026 for a total amount of \$9,891 for the length of the agreement. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Finance Office – Charles Nickerson, Senior Director**

a. Harvey Construction Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the November 17, 2025 accounts payable warrant T260583 payable to Harvey Construction Corporation in the amount of \$542,742.73 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for a Finance Office employee (R.M.), to attend the Tyler Connect 2026 Conference in Las Vegas, Nevada for Munis training, to be held April 7-10, 2026, at an estimated total cost of \$3,819.93, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Request to Rescind Previously Approved Exception Request (approval)

Commissioner Tombarello moved to approve the request to rescind the previously approved overtime exception requests allowing overtime eligibility for hours worked in excess of eight (8) in a workday for the Department of Corrections positions of Investigations and Safety Compliance Coordinator and Corrections IT Support Coordinator, which were approved on July 24, 2025, and August 7, 2025, as recommended by the Senior Directors of Finance, Human Resources, and the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**4. Human Resources – Alison Kivikoski, Senior Director**

a. 2025 Holiday Card Selection (discussion/approval)

Commissioner Tombarello moved to approve attachment one (1) as the Rockingham County 2025 holiday card. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to authorize the purchase of approximately 500 holiday cards utilizing the Human Resources budget line 11500000-53408, Employee Retention, at an estimated cost of \$300, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to allow the use of the Commissioners electronic signatures for the 2025 holiday card. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. 2026 Holiday Schedule (approval)

After discussion regarding work schedules, Commissioner Tombarello moved to approve the Rockingham County Holiday Schedule for the 2026 calendar year, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. 2026 Years of Service Event Date (discussion/approval)

Commissioner Tombarello moved to select September 23, 2026 as the date for the Rockingham County 2026 Years of Service Awards Event. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. General Leave Request – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (H.D.) with County portion of all benefits to continue for the period November 4, 2025 through November 23, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. General Leave Request – Department of Corrections (approval)

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period November 11, 2025 through November 22, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

f. Winter Discount Ticket Program (approval)

Commissioner Tombarello moved to approve employee discount ticket agreements to Pat's Peak and Gunstock Mountain Resort at no charge to the county for the 2025/2026 season and authorize Alison Kivikoski, Senior Director of Human Resources to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

g. Winter Wellness Gifts (approval)

Commissioner Tombarello moved to authorize the purchase of cookbooks and spatulas as a winter wellness gift, utilizing Cigna Wellness Dollars for an amount not to exceed \$5,500, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**5. Long Term Care Services – Chantal Dja Konan, Senior Director**

a. Managed Care Services (discussion)

Ms. Dja Konan raised the need to renegotiate managed care contracts that haven't been updated in 9+ years, noting current rates often do not cover daily care costs, creating negative margins for the County when caring for managed care (Medicare Advantage) residents. She proposed engaging specialized contract negotiation firms and indicated project pricing might be ~\$9,000 per contract (for about four contracts), potentially necessitating an RFP due to aggregate costs. She explained how firms can simplify complex agreements and help adjust resident "level of care" assignments mid-stay to ensure reimbursement aligns with actual clinical needs.

The Commissioners, referencing recent managed care education, supported moving forward with an RFP, both to clarify deliverables and to potentially negotiate project-based pricing suited to a taxpayer-funded entity. The discussion noted market trends in NH showing an increase in managed care penetration, with a cited estimate of ~60% growth over coming years, and a gap between current managed care per-diems in

the \$200s and Medicare equivalents often \$400–\$500 daily, underlining urgency to reset rates to break-even or better.

b. Northeast Mobile Dental Services, PLLC Renewal Agreement (approval)

Commissioner Tombarello moved to approve the Northeast Mobile Dental Services, PLLC renewal agreement for the period beginning January 1, 2026 for a term of two (2) years, 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, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Superintendent Jason Henry provided a brief update, noting that the facility is preparing for its annual Thanksgiving tradition, which includes a special turkey dinner for one of the shifts. He emphasized the positive morale this event brings to staff during the holiday season.

Senior Director Nickerson confirmed that the preliminary desk review for the Medicaid ProShare program is underway, as required during the fifth-year audit cycle. Additionally, the Medicare cost report filing was successfully completed. Mr. Nickerson also highlighted a significant policy discussion occurring at the state level: a proposal to move long-term supports and services (LTSS) into Medicaid managed care. He cautioned that if this transition occurs under current federal regulations, the County could lose ProShare and Uncompensated Care revenues—approximately \$10 million annually, which represents nearly one-third of the nursing home's revenue. He noted that this issue will be addressed at a special County-State Commission meeting on December 1, where the Association of Counties will be represented, and stressed the importance of monitoring developments closely.

Senior Director Dja Konan provided a census and infection update. She also flagged a potential budgetary concern: preliminary Medicaid rate reports indicate reimbursement levels may be lower than anticipated due to funding constraints. Two separate reports show differing negative impacts, and she committed to providing clarification once final figures are available.

Senior Director Kivikoski shared that commemorative cups celebrating the opening of the new County building are being distributed to all employees and extended holiday wishes to all staff.

Assistant County Attorney John Marra reported that the team has successfully moved into the new building and is settling in well. Staff feedback has been positive, and operations are running smoothly.

The High Sheriff expressed appreciation for the support received during the move and noted that historical materials uncovered during the transition will be preserved for future display. The office is fully prepared to open at 8:00 a.m. on Monday.

Register of Deeds Cathy Stacey noted the relocation process is progressing as planned. Ms. Gates and Ms. Bernier, along with their teams, have provided outstanding support throughout the transition. They are on track to have all operations fully established in the new building by Monday. She extended her appreciation to everyone involved and wished everyone a safe and happy Thanksgiving.

Senior Director Gates reported that the relocation is progressing as planned, with some unique challenges being addressed. Ms. Bernier's team has provided exceptional support, working diligently behind the scenes to ensure all systems are operational. In addition to the move, facilities staff are resolving a condensate leak at the jail, expected to be completed by day's end, and addressing a fire alarm issue at the nursing home, which has been under precautionary fire watch since Saturday and is anticipated to be resolved tomorrow.

Ms. Bernier mentioned she had a walk-in for approval. Commissioner Coyle stated they would take that up under New Business.

## **A. New Business / Old Business**

### **1. Facilities Operations – Jude Gates, Senior Director of Facilities, Planning, and IT**

a. Walk-In Award – Desktops/Laptops

Commissioner Coyle moved to award the proposal for desktops/laptops to RTI for an amount not to exceed \$75,780.00 for desktop computers, and Millaird Tech for an amount not to exceed \$41,850.00 for laptops as recommended by the Director of IT and the Senior Director of Facilities, Planning, and IT. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **2. Human Resources – Alison Kivikoski, Senior Director**

- a. General Leave Request – Department of Corrections (approval)

Discussion to be held in nonpublic session before a vote.

## **B. Public Comment**

Several members of the public arrived after the meeting began to participate in public comment, where they expressed strong opposition to the Board of Commissioners' consideration of a potential contract with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE).

Each member of the public in attendance took a turn to voice their concerns and opinions: Joyce Jordan, Deb Merrick, Bonnie Christian, Hazel Spires of Portsmouth, Rebecca Hutchins, Kevin Flemming of Exeter, Brenda Burkhal, Linda Haskins of Exeter, Nancy Fisk, Maureen Quinn of Deerfield, Elizabeth Wolff of Portsmouth, John Mayor of Portsmouth, Cathleen Slover of Portsmouth, Bob Moore of E. Kingston, and Reverend Cheryl Stompsky.

Jim Hajjar of Brentwood commented that he was there for the ALS discussion.

Commissioner Coyle moved to enter into non-meeting at 2:33 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **C. Commissioners' Nonpublic Session**

1. Department of Corrections – Jason Henry, Superintendent
  - a. Nonpublic session NH RSA 91-A:3, II (a)
2. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a)
3. Long Term Care Services – Chantal Dja Konan, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (j)

Commissioner Coyle moved to exit non-meeting and enter nonpublic session at 2:51 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (j) internal procedures. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 4:46 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were nine (9) nonpublic sessions and moved to seal the minutes of sessions 1, 7, 8, and 9 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 the issues are ongoing. She further moved to seal the minutes of sessions 2 and 3 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and there isn't an end date on those items. Commissioner Tombarello seconded the motion. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve defense and indemnification for Jason Henry, Superintendent of the Department of Corrections and any individual employees that may be named later under "John and Jane Does", pursuant to NH RSA 29-A:2 in legal matters relating to civil action No. 218-2025-CV-1270. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to approve paying benefit eligible county employees, a one-time discretionary bonus in the gross amount of \$125 less applicable withholdings pending MOU approvals and acknowledgement that these are going to be in the form of a gift card in which employees will have to acknowledge tax implications. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

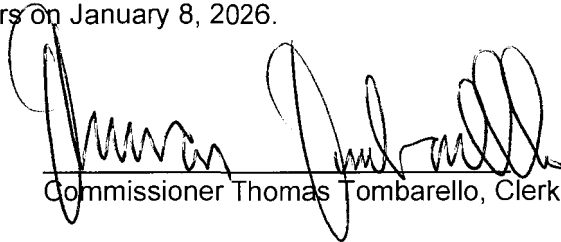
Commissioner Coyle moved to approve a general leave request extension for a Department of Corrections employee (J.K.) with county portion of all benefits to continue for the period of November 22, 2025 through December 13, 2025, as recommended by the Superintendent of the Department of Corrections and Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**D. Adjourn**

Commissioner Tombarello moved to adjourn at 4:49 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 8, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Wednesday, November 26, 2025 @ 11:00 am

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:01 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office

Charles Nickerson, Sr. Director, Finance  
**Remote Attendance:**  
Commissioner Kathryn Coyle

### B. Consent Agenda

#### 1. November 26, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the November 26, 2025 Accounts Payable list total of \$2,170,214.24. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Public Comment

No public comments were received.

Commissioner Tombarello moved to enter nonpublic session at 11:04 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 11:19 am. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

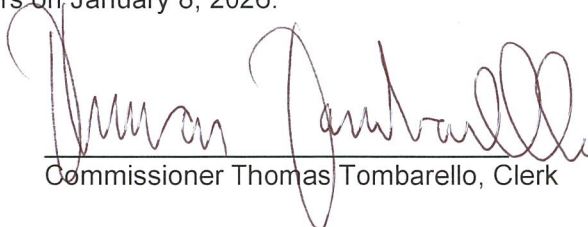
Commissioner Tombarello stated there were 2 nonpublic sessions and moved to seal the minutes of both nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner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

### D. Adjourn

Commissioner Tombarello moved to adjourn at 11:20 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 8, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH  
Thursday, December 4, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:05 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Jude Gates, Sr. Director, Fac. Op.  
Julie Hoyt, HR Manager  
Chantal Dja Konan, Sr. Director, LTC  
Danielle Marshall, Service Credit Union

Matthew Pukel, and Brian Carlson of  
Arthur J. Gallagher & Co.

#### Remote Attendance:

Alison Kivikoski, Sr. Director, HR  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Jeanne Menard, member of the public

### B. RFP Openings & Awards

#### 1. Opening: Jail Glycol Refurbishment for the Heating System – Facilities Operations

Commissioner Tombarello 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, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. October 9, 2025, October 15, 2025 and October 23, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 9, 2025 nonpublic minutes, the October 15, 2025 public minutes, and the October 23, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a list of computers from the County Attorney's Office surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. HR Recruitment Report (informational)

Commissioner Coyle observed that agency usage had remained "stagnant" over three months, and Commissioner Goddu noted agency staffing remained at roughly 40–43% among nurses, a concern but part of an improving six-month trend. Ms. Dja Konan added that over the last year, agency reliance fell from "the 70s to the 40s," crediting HR's work, noting the County had no full-time RN positions open due to recent hires.

Ms. Kivikoski explained historical rebalancing of full-time vs. part-time slots and past conversions of RN slots to LPN slots; she recommended quickly reassessing the actual need to potentially restore RN positions, citing competitive RN wages and market shifts. She noted that she would submit something quickly for the Board's approval, so it can be added to the Executive Committee Agenda for approval in January.

#### 4. December 5, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,885,132.94 for the period ending November 29, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

Commissioner Goddu noted delayed snow removal at the front steps of the new building. Ms. Gates explained plowing priorities, with nursing home and Department of Corrections entrances at 6:00 AM, and acknowledged the steps were addressed later that morning. She outlined ongoing training and scheduling to improve plowing of the tricky parking lot layout and committed to continued improvements.

Commissioner Goddu also asked about some master keys requested by the Register of Deeds, with Ms. Gates noting that they had been ordered.

Commissioner Tombarello cautioned that the new building could reveal “hidden costs”, from cleaning needs, previously supplemented by inmates, staffing, and heating, noting underground propane tanks, potentially driving budget increases over the next six months to two years. Commissioner Coyle agreed this had been anticipated, emphasizing the building’s regional training benefits with use of the auditorium, and public accessibility enhancements, which would help justify operating costs with the Delegation.

#### **b. Service Credit Union Presentation (informational)**

Ms. Marshall, Relationship Development Officer, outlined the Select Employer Group partnership, noting financial wellness programming, benefits fair participation, and County employees would gain eligibility for membership. The Board agreed that Ms. Kivikoski should spearhead the setup, and Ms. Marshall committed to coordinating next steps.

### **2. Facilities Operations – Jude Gates, Senior Director**

#### **a. Change Order Request – Warrenstreet Architects, Inc. (approval)**

Commissioner Tombarello moved to approve a change order request for Warrenstreet Architects, Inc. for continued construction administration services through January 3, 2026 and for post-warranty services through September 7, 2026 for an amount not to exceed \$32,698, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. NH State Library Moose Plate Grant Agreement (approval)**

Commissioner Tombarello moved to approve the NH State Library Moose Plate Grant Agreement for the preservation, conservation, and digitizing of three historical documents: House of Corrections (1941-49), Inmates Register (1869-81), and Inmates Register (1947-56) for an amount of \$9,960.80, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **c. ReVision Energy Operation and Maintenance Service Agreement (approval)**

Commissioner Tombarello moved to approve the ReVision Energy Operation and Maintenance Service Agreement commencing January 1, 2026 for an initial term of one (1) year, with provisions for automatic renewal in successive one (1) year increments, each subject to an annual increase of four percent (4%), 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.

Commissioner Tombarello voiced concern about an indefinite automatic annual 4% increase and favored a defined term (e.g., five years). Commissioner Goddu suggested tying increases to Northeast CPI. Commissioner Coyle agreed; Commissioner Goddu sought clarity on preventive maintenance scope. Ms. Gates described preventative field work, performance verification, daily readings to Eversource, and

integrating the County's dashboard to the website, all services beyond the free five-year reactive warranty. Ms. Gates offered to renegotiate the renewal terms, and the Board agreed. Commissioner Coyle moved to table the motion. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor to table.

### **3. Human Resources – Alison Kivikoski, Senior Director**

#### **a. Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)**

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

#### **b. Exception Requests (two) 7-4, Wage Increase – Finance Office (approval)**

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

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

### **4. Sheriff's Office – Charles Massahos, High Sheriff**

#### **a. 2025 Homeland Security Grant Program Agreement (approval)**

Commissioner Tombarello moved to approve the 2025 Homeland Security Grant Agreement in the amount of \$7,824 for the purpose of local first responders statewide for executing anti-terrorism linked eligible training, exercises and procuring eligible equipment, 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, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Senior Director Kivikoski reported a busy two weeks, highlighting that MOUs for holiday gift cards were signed and executed; employees received cards over two days, and SEIU cards were ordered with tracking expected in 3–5 days to distribute quickly (targeting Friday). The Commissioners' Christmas cards and Amazon gift cards were included in packets. She outlined a wellness initiative slated for Wednesday distribution to all departments.

Senior Director Dja Konan provided an updated census and COVID-19 update. Ms. Dja Konan described significant developments with physician coverage: two providers, from Core Practice Groups including the Medical Director, are leaving service in 60 days, with current contracts running through March. She has begun exploring replacement options. She also shared that the chaplain, a bilingual leader who expanded support groups and tripled service participation will pursue a different path after the holidays. Out of respect for families and seasonal stress, formal notice to residents will occur post-holiday. On a brighter note, a local church delivered its annual sponsorship gifts, filling Life Enrichment with donations that Ms. Dja Konan described as "overwhelming" and "humbling." In staffing, she reiterated the RN/LPN slot challenge discussed earlier.

Senior Director Nickerson reviewed new IRS guidance on the "qualified overtime deduction", explaining that staff are preparing spreadsheets for eligible employees. Veritas audit work continues and the preliminary desk review for the 2025 Cost Report is nearing completion, followed by a DHHS audit as part of the five-year Medicaid Passport cycle. He also announced that a new payroll practitioner started earlier in the week.

Senior Director Gates noted the snow removal learning curve and ongoing training for systems at the jail, including safety training. She reported completion of a major condensate line repair at the jail allowing them

to run its boiler for a few days without issue, and additional work for springtime remains. She detailed persistent troubleshooting of a fire alarm issue at the nursing home. Multiple panels were replaced and the team narrowed the problem to a suspected main panel in a complex network where panels intermittently “stop talking” to each other. Technicians are working daily and “closing in on it.” Ms. Gates is coordinating with Sarah Lineberry with the state to review leftover furniture at the courthouse. HR is taking some desks, and Facilities has reclaimed some tables and cabinets. She acknowledged the movers’ debacle during the Registry of Deeds relocation but expected the final pickup the next day. Ms. Lineberry was gracious about the timeline, and Commissioners asked that a thank-you note be sent.

The High Sheriff said the move is going well, despite hiccups, praising Ms. Gates for key distribution and fixing “little bugs.” He shared that morale is high, and he complimented plowing of the complex’s challenging parking lot design. Dispatch would move soon, and evidence was already relocated. He praised the new building’s public accessibility, particularly for civil process with accessible doors and service windows, eliminating prior reliance on secured jail areas for public access and improving handicap accommodations. Lastly, he mentioned that they’ve found historic photos during the move and are planning a display case.

## **F. New Business / Old Business**

### **1. Human Resources – Alison Kivikoski, Senior Director**

- a. Arthur J. Gallagher & Co. Presentation (informational)

The Arthur J. Gallagher & Co. presentation was moved to after public comment. It began at 2:07 pm and ended at 2:51 pm.

- b. Walk-In Weather Emergency PPP 8-4; Friday, January 7, 2024 (approval)

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, starting at 3:00 pm or the start of second shift as defined by the department, on Tuesday, December 2, 2025 through 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, Tombarello, and Coyle in favor.

### **2. Finance Office – Charles Nickerson, Senior Director**

- a. Walk-In Residential Substance Abuse Treatment (RSAT) Grant Application (approval)

Commissioner Tombarello moved to authorize the Finance Office to apply for grant funding on behalf of Rockingham County, from the 2025 Residential Substance Abuse Treatment (RSAT) Grant for an amount not to exceed \$163,772.05 with a 27% required match as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **G. Public Comment**

No public comments were received.

After the Arthur J. Gallagher & Co. presentation, Commissioner Tombarello moved to approve a change order request for C&M Cleaning for an amount not to exceed \$8,550.00, for cleaning services on the new building for the period of December 4, 2025 through December 31, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **H. Commissioners’ Nonpublic Session**

### **1. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 2:52 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 3:33 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello stated there were two nonpublic sessions and he moved to seal the minutes of both nonpublic sessions indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and it 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.

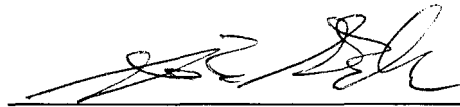
Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 3:34 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 15, 2026.

A handwritten signature in black ink, appearing to read 'Steven Goddu', is 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, December 11, 2025 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:04 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Jason Henry, Superintendent, DOC

Chantal Dja Konan, Sr. Director, LTC

#### Remote Attendance:

High Sheriff Massahos  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Ellen Tafoya, Jameka Spencer, and Caleb  
Labee of American Facilities Professionals,  
LLC

### B. RFP Openings & Awards

#### 1. Opening: Janitorial & Housekeeping Services – Finance Office

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

#### 2. Award: Jail Glycol Refurbishment for the Heating System – Facilities Operations

Commissioner Goddu moved to award the proposal for jail glycol refurbishment for the heating system to KPMB Enterprises, LLC for an amount not to exceed \$36,000, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. Award: Janitorial Supplies – Facilities Operations

Commissioner Tombarello moved to award the proposal for janitorial supplies as follows:

- For the Department of Corrections; Pyramid School Products for an amount not to exceed \$1,747 annually, and WB Mason for an amount not to exceed \$8,358.33 annually.
- For the Rehabilitation and Nursing Center; Staples for an amount not to exceed \$2,600.81 annually, WB Mason for an amount not to exceed \$3,944.98 annually, and Clean-O-Rama for an amount not to exceed \$13,049.52 annually.

These awards are made in accordance with the recommendations of the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. October 30, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 30, 2025 public minutes, nonpublic minutes and grievance hearing minutes. Commissioner Goddu seconded the motion and stated he would like to table the grievance hearing minutes, as he hadn't had the time to read them. Commissioner Coyle moved to approve the public and nonpublic minutes, and table the grievance hearing minutes. Commissioner Tombarello seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Register of Deeds (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare various items of office equipment and furniture from the Registry of Deeds surplus with the items to be properly disposed of, or retained in storage. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Adult Medical Day Care (AMDC) Payout Report, December 2024 (informational)

Commissioner Coyle noted the program is tracking on budget and that allocated funds, such as those related to Silverthorne transportation, are holding steady as monthly figures come in consistently.

4. December 11, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the December 11, 2025 Accounts Payable list total of \$3,688,641.12. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners' Office – Kathryn Coyle, Chair**

#### **a. Commissioner updates**

Commissioner Tombarello reported that he had toured the new building with four different chiefs, all of whom were "completely amazed" by the facility and speaking very positively about it in other settings, including at a state-level Christmas event. He also mentioned an email from the Register of Deeds about a major water incident at the State House, observing that it was good timing for the county to be out of that environment.

Commissioner Coyle described a collaborative police training session she hosted in the new auditorium, praising logistics, participation by deputies, and overall community benefit.

### **2. Department of Corrections – Jason Henry, Superintendent**

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated December 5, 2025, transferring one inmate to Carrol County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Superintendent Henry clarified that the inmate had been received from Carroll County; the submitted documentation simply listed the transfer details in reverse order. Commissioner Coyle amended the motion as one inmate from Carrol County to Rockingham County. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor of the motion as amended.

#### **b. Scheduling of Semi-Annual Facility Inspection (discussion)**

Superintendent Henry confirmed he has scheduled the semi-annual facility inspection for December 18, 2025 at 8:30 a.m. Commissioner Tombarello agreed to the date and time.

### **3. Register of Deeds – Cathy Stacey, Register**

#### **a. Line Item Transfer (approval)**

Commissioner Tombarello moved to approve a line item transfer request dated December 2, 2025 in the amount of \$3,000, transferring from expendable equipment to supplies, as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

The High Sheriff affirmed the new auditorium's effectiveness and the strong impression the facility made on local chiefs. He conveyed appreciation for the Commissioners' support and highlighted the seamless

hosting of a recent meeting and tour, praising staff who made the transition to the new building smooth and the auditorium operational from day one.

Register of Deeds Cathy Stacey reported the office is running “business as usual” despite ongoing adjustments after the move. She commended Facilities staff for responsive assistance with equipment and space setup. She thanked the Board for approving her transfer and underscored the importance of precise handling of critical equipment and archival materials.

Senior Director Kivikoski confirmed wellness gifts and Amazon gift cards had been distributed to staff, with follow-ups planned to secure any outstanding signatures and safeguard unclaimed cards. She noted HR’s internal celebration planned for December 16, and ongoing collaboration with Facilities on information related to the new fitness gym, including guidance from Primex to present to the Board.

Senior Director Gates reported that employee feedback on the gift cards and wellness books was enthusiastic. She briefed the Board on a septic line break at the jail with paving scheduled for Friday. She detailed resolution of a persistent fire alarm issue: a Honeywell technician isolated the fault, a replacement repeater was approved (\$2,100), and delivery/installation was expected by Tuesday, which should end costly fire watch coverage, an expense kept largely under \$10,000 in parts but significant in overtime due to 24/7 staffing. Gates cautioned that Facilities would likely seek budget transfers after the first of the year to cover unanticipated services. In broader capital updates, she noted the large \$4 million HVAC project was nearing completion, with online activation targeted for the following Wednesday/Thursday. Also, NH DES had issued the well housing permit, enabling new testing requirements and controls work to proceed in the next two to three weeks. She also addressed campus signage: the misplaced visitor parking sign was bagged and would be corrected so all visitors are directed to the main front lot and front entrance.

Senior Director Dja Konan provided census and outbreak updates. She relayed NH Healthcare Association messaging that anticipated Medicaid cuts were frozen until February 1, giving the County additional time to plan and assess impacts. She celebrated a deficiency-free survey completed the week before Thanksgiving, and the facility is in full holiday engagement mode. She also spotlighted residents’ community action, sponsoring a tree at Exeter’s Festival of Trees that raised \$500 for charity, and a resident-led bake sale generating over \$700 for a local food pantry.

Superintendent Jason Henry noting policy tweaks and legal updates after training at a recent conference. He reported hiring momentum with six new staff onboard and more going through the process. He highlighted the mental health services grant application (\$163,000 sought) to bolster staffing aligned with new building programs. Importantly, he described the successful conversion of a unit to medication-assisted treatment (MAT) use, consolidating dosing to reduce nurse time from 4.5 – 5 hours across the evening to roughly two hours starting at 1:00 p.m., with PrimeCare supporting a second nurse during dosing to expedite mouth checks and safety protocols, regaining significant staff hours while improving patient flow. He also shared appreciation for Portsmouth Police Department, which now proactively assists County staff with hospital security constraints by stopping in during shifts, enabling officers to take breaks, an “above and beyond” courtesy the DOC plans to acknowledge formally.

Senior Director Nickerson recognized HR and Payroll for coordinating gift cards. He noted the usual year-end workload, audits and filings, and said more targeted budget insight would be provided prior to the Executive Committee’s mid-January review. Responding to Commissioners’ concerns about lines under pressure (e.g., legal costs and unforeseen facilities items), he committed to circulate guidance to departments to evaluate budgets immediately, submit line-item transfers for the December 30/31 and January 8 meetings, and deliver a preliminary summary highlighting trends ahead of the formal quarterly reports. The Board aligned on January 8 as a strategic checkpoint to coordinate transfers and adjust plans for the remaining fiscal half.

Senior Executive Assistant Mattila reported that two meeting videos have been edited and all videos are now posted. She also confirmed that the new Zoom pre-registration requirement is working smoothly.

## **F. New Business / Old Business**

Commissioner Goddu raised the issue of an invoice from the moving vendor that was \$16,000 over the original bid, though still \$14,000 less than the next-highest bidder. He noted the vendor attributed the overage to unexpected volume, including an extra truckload. The High Sheriff strongly objected to additional charges, stating his office moved most items themselves and that movers had full visibility during the mandatory site visit and should honor the bid.

Ms. Gates confirmed that all items, including those requiring disassembly, were shown during walkthroughs, suggesting the issue stemmed from poor estimating. She added that the Registry of Deeds' move involved complex equipment but these requirements were clearly communicated. Ms. Stacey emphasized her move took eight days, with movers sometimes leaving early and being understaffed. She asserted the vendor underbid intentionally and should "live with" the original \$25,000 quote.

Commissioner Tombarello echoed this stance, citing industry norms: "You bid it, you eat it." He said any change order would require the vendor to present a compelling case. The Board asked Ms. Gates to gather details and report back.

Commissioner Goddu then addressed mail delivery issues at the new building, explained that multiple addresses (five) had been in circulation with inconsistent communications among the town's building inspector, fire officials, and the post office, creating confusion for emergency response and mail routing, particularly for the high-volume Registry of Deeds.

Ms. Gates clarified that 911 recognizes a single address (94 North Road) and that the fire alarm panel is programmed to that number. Departments can retain unique postal addresses (e.g., like the jail at 99/101 and nursing home at 117/119) with mailbox assignments in the lobby, but signage must aid first responders and visitors. The Board agreed to update the marquee to read "94–102 North Road" to reflect the numbering range and requested continued coordination with Brentwood's 911 liaison and the Exeter Post Office, which Ms. Gates has already initiated to finalize and enforce correct delivery.

Commissioner Goddu also noted concerns that visitors were not being properly directed to the designated parking area at the new building. The existing visitor parking sign was incorrectly placed, leading to confusion. Ms. Gates explained that the sign had been bagged (covered) earlier in the week to prevent misdirection and that the initial architectural plan assumed the first two rows of parking would serve visitors, which proved impractical because those rows do not provide convenient access to the main entrance. Everyone agreed that all visitors should be directed to the front lot near the main entrance. Ms. Gates confirmed that her team will reassess signage placement and ensure proper directional guidance.

Finally, Ms. Kivikoski announced Primex moved its annual education conference to June 2–4 at Mount Washington, urging early registration given frequent sell-outs and noting there is no registration fee (only lodging/travel). Commissioners Coyle and Goddu reflected positively on past sessions and agreed to plan Board scheduling accordingly.

## **G. Public Comment**

No public comments were received.

## **H. Commissioners' Nonpublic Session**

### **1. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 2:00 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 2:20 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello stated there were two nonpublic sessions and he moved to seal the minutes of both 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 and the issues are

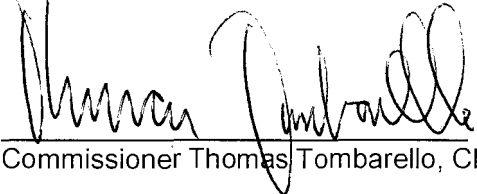
ongoing. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 2:20 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 22, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, December 18, 2025 @ 10:00 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Jason Henry, Superintendent, DOC

Chantal Dja Konan, Sr. Director, LTC  
High Sheriff Massahos  
Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds  
Captain Lussier, Sheriff's Office  
Pat, Preferred Moving  
**Remote Attendance:**  
Damian Flannery, Preferred Moving

### B. Consent Agenda

1. October 30, 2025, November 6, 2025, and November 12, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 30, 2025 grievance hearing minutes, the November 6, 2025, and the November 12, 2025 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Adult Medical Day Care (AMDC) Payout Report, November 2025 (informational)

Commissioner Coyle stated expenditures were tracking as hoped, with recognition that remaining funds would support Silverthorne transportation needs. Commissioner Goddu reported a quick calculation showing that, even accounting for approximately \$44,000 for six months, spending trajectories suggested the program remained under budget by about \$1,000, characterizing the plan as in "good shape." Commissioner Coyle affirmed the point that funding balances across providers serving more people.

3. Long Term Care Services Quarterly Compliance Committee Minutes (informational)
4. Long Term Care Services QAPI Committee Meeting Minutes (informational)

Both above items were discussed concurrently. Dja Konan summarized that Long Term Care Services holds routine Compliance and QAPI meetings focused on metrics, trends built over the past year, and positive outcomes from interventions and education that enhance quality of care. Commissioner Coyle highlighted the collaborative nature of compliance, spanning clinical staff, HR, facilities, and more.

5. December 19, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,791,157.78 for the period ending December 13, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

- a. Commissioner updates

Commissioner Goddu extended holiday wishes and celebrated the motivation a brand-new facility brings to county employees. Commissioner Tombarello described a two-hour tour of the jail, expressing hope that rehabilitative programs, especially Community Corrections, continue to reduce recidivism, reflecting on the emotional contrast between his returning home for the holidays and most incarcerated individuals not doing so. Commissioner Coyle thanked all contributors, who helped the County reach this milestone and

specifically praised preparations to launch Community Corrections on the administrative side of the campus. Tombarello also detailed program areas, minimum security vending access, library, infirmary, and reiterated optimism that these efforts keep individuals on track.

b. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman Majors Auditorium and to waive both the facility fee and the IT/AV services fee for the Sheriff's Office to host the 911 Quarterly Meeting on March 12, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**2. Finance Office – Charles Nickerson, Senior Director**

a. Pilot Program Grant Budget Adjustment (approval)

Commissioner Tombarello moved to approve a budget adjustment for the DHHS pilot program grant, reallocating \$3,100 from the Salary & Wages budget line item to the Software category, and to authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained this covered a zero-dollar term extension where software costs continue \$700/month for an added nine months, after the initial four. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Harvey Construction Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the December 18, 2025 Accounts Payable warrant T260699 payable to Harvey Construction Corporation in the amount of \$1,802,860.87 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Janitorial & Housekeeping Services Bids (discussion/possible award)

Mr. Nickerson noted that some bids lacked required disclosures or detailed pricing; one vendor submitted only hourly rates and later added an amended, more detailed bid, raising process questions about whether to accept an amendment. References were still being checked; bid amounts spanned a wide range (over \$100,000 difference if the amended bid were accepted).

Commissioner Goddu floated the merits of an hourly model for flexibility in a new, still-evolving facility, while Commissioner Coyle cautioned that one hourly vendor required referencing a competitor for supplies, and indicated bids over \$200,000 seemed out of scope. She suggested narrowing to three vendors clustered roughly \$135,000–\$155,000 with experience and solid references.

Ms. Gates asked to review SDS/MSDS for cleaning products, noting concerns about wastewater implications. The Commissioners discussed inviting finalists to the next meeting, acknowledging current temporary cleaning coverage buys time. Commissioner Tombarello moved to table the award. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

1) Change Order, C & M Cleaning (approval)

Commissioner Tombarello moved to approve a change order request for C & M Cleaning for an amount not to exceed \$2,700, for a six-day extension as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Human Resources – Alison Kivikoski, Senior Director**

a. Exception Request 7-4, Wage Increase – Long Term Care Services (approval)

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

#### **4. Long Term Care Services – Chantal Dja Konan, Senior Director**

##### **a. Adult Medical Day Care (AMDC) Request – Easterseals (approval)**

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated December 15, 2025 to Easterseals for an additional client (F.S.) at an amount of \$80 per day, two days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **b. Envoy, Inc. Services Agreement (approval)**

Commissioner Tombarello moved to approve the Envoy, Inc. Services Agreement for printing visitor name tags beginning January 1, 2026 for a term of one (1) year for an amount of \$1,308, with 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. Ms. Dja Konan emphasized that this replaces the AccuShield component previously covered by projects, and that using existing hardware yields notable savings (she noted AccuShield cost figures for a six-month period were significantly higher than the new annual cost). Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **c. Hobart Service Agreement (approval)**

Commissioner Tombarello moved to approve the Hobart Service agreement for service on the dishwasher beginning January 1, 2026 for a term of one (1) year for an amount of \$8,986, with 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, Tombarello, and Coyle in favor.

#### **D. Department Head Updates**

Register of Deeds Cathy Stacey reported the office remains busy, citing substantial transaction volumes in Newington, New Castle, and Portsmouth with “big dollar” activity. She said staff are settling into the new office, thanked Ms. Gates’s team for responsive support, and noted one of her staff was now installing artwork.

Senior Director Kivikoski announced the Teamsters had submitted their intent to negotiate with required information; HR will prepare for bargaining in January. She presented a new NH law effective January 1, 2026 establishing a leave of absence for medical appointments related to childbirth, postpartum care, and infant pediatric visits, signed by Governor Ayotte. HR has drafted a policy and requested permission to send it to Legal for review and incorporation into County personnel policies.

Ms. Kivikoski shared information on an employee giveaway opportunity from Revision Energy. Regarding the planned fitness gym opening in January, Ms. Kivikoski said HR consulted Primex for risk guidance. Primex advised that waivers/hold-harmless agreements are generally not enforceable for local governments in New Hampshire due to recent case law and recommended Legal craft appropriate policy language. Commissioners Coyle and Goddu urged Ms. Kivikoski to push Primex to suggest best-practice language and for Legal to finalize a compliant release/policy. Ms. Kivikoski proposed offering certified training sessions, using available wellness funds, so employees learn proper equipment use, potentially scheduling clinics at shift changes to maximize participation.

Superintendent Jason Henry provided a census update and announced a January academy to meet regional needs. Hillsborough County had 14 candidates to send, but venue logistics are in flux. If Merrimack County repurposes its old nursing home, they may need to relocate the academy possibly to Merrimack County’s jail.

Henry then flagged a legislative proposal resurging after being pulled two years prior. It would require jails to take custody (including medical responsibility and costs) of individuals pre-arraignment, even if law enforcement transports an injured person to a hospital and the person isn’t yet arraigned. He warned this would impose significant liability and taxpayer costs, noting widespread superintendent opposition during

earlier attempts. The High Sheriff corroborated the County's stance, explaining current practice: if a person is hurt, transport agencies ensure hospital care rather than shifting costs to taxpayers.

Commissioner Coyle asked about bail statute changes and whether officers understand when a bail commissioner must be called versus no-bail holds under newer, more rigid criteria (e.g., violations while on bail). Henry said they train staff on these nuances, though confusion persists across agencies. Commissioner Coyle acknowledged complexity and offered training support materials to help clarify entitlements under the revised statutes.

Senior Director Dja Konan provided census and COVID-19 updates. Holiday celebrations are ongoing, including daily unit parties and generous donations from a local church. Operationally, Long Term Care Services is finalizing a medical director transition with two strong candidates and expects to conclude within two weeks. A new partnership will host LPN clinical rotations starting in February, offering a pipeline for future hires. Financially, they secured a special project rate for consulting on managed care contracts, reducing costs while improving revenue negotiations. Additionally, state-level efforts aim to address Medicaid backlogs and stabilize rates, both expected to positively impact reimbursement and reduce write-offs.

Senior Director Nickerson noted that payroll had many moving parts and that staff compiled accurate overtime reporting consistent with recent tax guidance (overtime amounts may be tax-electable for some employees). He outlined ongoing work on audits, grants, calendar year end reporting, and the five-year Medicaid cost report audit. He is also processing the sam.gov renewal.

The High Sheriff commended Deputy Amanda Bebo for saving an older woman's life who was choking while the Deputy was serving paperwork. He reported the team again led fundraising in "Beards for Bucks," praised Lt. Marshall Bennett for highway safety grant performance, and announced receipt of Granite Shield funding of \$195,000 to partner with towns on part-time bases to combat narcotics without burdening taxpayers. Transport volumes are up (linked to bail reform). He also shared personnel updates: Lt. Papalardo's last working day is imminent; promotions include Sgt. Craig Charest to Lieutenant (Transport) and Deputy Katie Bolton to Sergeant, crediting them as strong, reliable leaders.

Senior Director Gates said Facilities continue to maintain Firewatch and expects parts arriving that day to complete the nursing home's fire systems alignment. E-911 records now reflect correct mailing addresses; she is still trying to reach the U.S. Postal Service about delivery issues, including a broken mailbox lock in the mailroom, which currently necessitates Sheriff's staff pickup calls. She also mentioned sign modifications at the road entrance are underway.

Senior Executive Assistant Leila Mattila thanked the County Attorney for loaning their flag and raised the topic of their old Carlisle offices. HR expressed interest for podcasts, overflow meetings, and storage. Ms. Dja Konan added that they could use space to relocate seasonal decorations from closed units to the Carlisle space. The Commissioners discussed retention of space and concluded that HR and Long Term Care Services would proceed with allocations of the two large offices, and UNH Cooperative Extension could use the two smaller offices.

## **E. New Business / Old Business**

Commissioner Tombarello reported visiting the old courthouse with Jude's staff to assess remaining materials. Commissioner Coyle emphasized expediency to avoid accruing unpaid rent for state-owned spaces; Superintendent Henry offered DOC assistance with outdoor placement if needed. Ms. Stacey added that the state had first choice and had already selected certain cubicles, bookcases, and a conference table. The Board agreed to proceed with surplus actions and coordinated disposal logistics.

## **F. Public Comment**

Damien, from Preferred Moving & Storage addressed the Board, thanked the County for the opportunity, and summarized a request for additional payment beyond the original bid, due to increased scope citing the Registry of Deeds book room shelving work as more labor-intensive than anticipated and additional Sheriff's items not on their initial list. They proposed a final price of \$35,987.25, seeking a compromise as a small business that covered payroll amid short-staffing.

The High Sheriff and Ms. Stacey disputed the added charges and opposed any extra payment. Commissioner Coyle thanked the representatives and said leadership would review the matter and documentation further after the meeting.

#### **G. Commissioners' Nonpublic Session**

1. Human Resources – Alison Kivikoski, Senior Director
  - a. Nonpublic session NH RSA 91-A:3, II (a)
2. Department of Corrections – Superintendent Jason Henry
  - a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 11:25 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 12:23 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

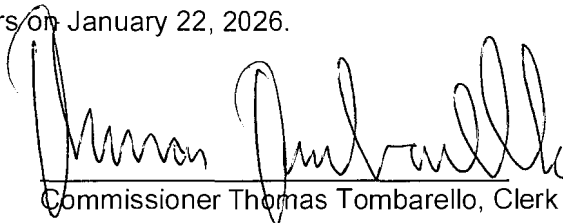
Commissioner Coyle stated there were five nonpublic sessions and moved to seal the minutes of all five nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and the issues are ongoing. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **H. Adjourn**

Commissioner Tombarello moved to adjourn at 12:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 22, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Tuesday, December 23, 2025 @ 10:00 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Chantal Dja Konan, Sr. Director, LTC  
Jason Henry, Superintendent, DOC  
High Sheriff Massahos  
Erin Coker, Sheriff's Office

Cathy Stacey, Register of Deeds  
Mike Spero, C&M Cleaning  
Caleb Labbe, American Facilities

#### Remote Attendance:

Commissioner Kathryn Coyle  
Ellen Tafoya, Jameka Spender, Matt Storrs,  
and Nelson Walker of American Facilities  
Hans Familia, and Jonathan Garcia of Star  
Building Services

### B. Consent Agenda

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a 2014 bariatric bed from Long Term Care Services surplus with the item to be used for parts. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### 2. December 23, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the December 23, 2025 Accounts Payable list total of \$4,427,435.40. Commissioner Coyle seconded the motion. Mr. Nickerson explained the unusually large total reflected (1) catch-up payments to Sodexo for Long Term Care Services billing corrections covering August–October (approx. \$1.3M), and (2) the scheduled mid-January bond payment for principal and interest across three existing bonds.

Commissioners Goddu and Coyle requested a comparative listing for Glendale for the same period last year and asked for validation against Sodexo's original monthly cost estimate. Ms. Dja Konan responded that staff had compiled year-over-year trends and, although there would be variances, particularly due to honoring incumbent staff wage rates, she would share detailed trend analysis and budget alignment data with the Board. Commissioner Coyle asked about budget position. Ms. Dja Konan confirmed the department had budgeted cautiously (using higher of historical Glendale actuals or RFP line items and encumbrances) and would send trend details by the following day. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

##### a. Commissioner updates

Commissioner Tombarello reported site visits and planning discussions regarding renovation needs on the former site of the Sheriff's Office. He described extensive infrastructure challenges, obsolete wiring overhead, limited internet, and a continuing temporary reliance on the old building for 911 backup dispatch, suggesting significant future capital costs and encouraging his colleagues to tour the space. The High Sheriff recounted a recent backup dispatch activation when the primary system went down, underscoring the need to maintain the legacy backup until a firm migration timeline is set. Commissioner Coyle agreed the upcoming budget will be tight given operating costs for the new facility and potential renovation scope.

## **2. Finance Office – Charles Nickerson, Senior Director**

### **a. Janitorial & Housekeeping Services Bids (further discussion & award)**

At Commissioner Coyle's suggestion, the Board temporarily tabled the Finance item on Janitorial & Housekeeping Services Bids to allow regular agenda business to proceed and to free department heads who had completed their items. Commissioner Goddu moved to table the motion until the end of the meeting. Commissioner Tombarello seconded the motion to table. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### **b. USI Insurance Services, LLC Excess Workers' Compensation Premium for CY 2026 (approval)**

Commissioner Tombarello moved to approve the USI Insurance Services calendar year 2026 premium of \$113,402 for excess worker's compensation coverage and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Nickerson clarified the two-year policy with Arch Insurance locked the rate rather than the premium; because payroll increased, the premium rose by ~\$13,000 year-over-year yet remained lower than premiums paid in prior years before CY24–25. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

## **3. Long Term Care Services – Chantal Dja Konan, Senior Director**

### **a. Inovalon Provider, Inc. Contract Amendment (approval)**

Commissioner Tombarello moved to approve the Inovalon Provider, Inc. contract amendment for an additional \$84 monthly fee for Medicare file submission services beginning January 1, 2026 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Ms. Dja Konan noted Inovalon's service had already supported billing; the vendor recognized a missed charge and would not bill retroactively, but the monthly add-on was required to maintain billing continuity. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### **b. Strategic Health Care Managed Care Consulting Service Agreement (approval)**

Commissioner Tombarello moved to approve the Strategic Health Care Managed Care Consulting Service Agreement for \$9,000 beginning on December 23, 2025 and continue through the duration of the project, 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 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

### **c. Accelerated Care Plus Leasing, Inc. Purchase and Warranty/Service Agreement (approval)**

Commissioner Tombarello moved to approve the Accelerated Care Plus Leasing, Inc. Purchase and Warranty/Service Agreement effective December 19, 2025 for the purchase of an OmniStand Dynamic Balance System for \$8,480.38 plus two (2) years extended limited additional coverage for \$1,449 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Commissioner Goddu asked about the proportional cost of the extended coverage (8–8.5% of purchase price). Ms. Dja Konan explained the OmniStand enables standing therapy without installing tracks and reduces co-treat needs. Given vendor-controlled parts and service, and risk of accidental damage, the extended coverage would mitigate high repair costs and allow integration into existing annual service visits across ACP products. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

## **D. Department Head Updates**

Register of Deeds Cathy Stacey reported strong interest in recently posted positions. With an initial pool of candidates filtered, second-round interviews would begin next week, and she is optimistic about the candidate quality.

Senior Director Kivikoski had no formal updates at this time.

Superintendent Jason Henry said the facility is steady heading into the holidays and noted six new staff members would start in early January, reflecting continued hiring progress.

Senior Director Dja Konan provided census data and a health status update. Hiring remains strong with a larger orientation group planned. She expressed appreciation to Ms. Stacey, noting that her brother's business, Stacey's Farm & Garden had donated holiday plants that delighted residents throughout the facility.

Senior Director Nickerson briefed the Board on the approaching closeout of the pilot program grants supporting adult medical day services (Easterseals and Silverthorne). DHHS reviewed wish lists from the providers and approved most items. He suggested the Board consider a basic amendment to the subrecipient agreements to allow expenditure of grant balances on those pre-approved items. The Board requested a written list for review and potential action on December 31, 2025, signaling a desire to fully expend available funds within allowable uses. He further flagged a payroll planning nuance for calendar year 2026. Year-end filings continue across Finance.

The High Sheriff had no new updates beyond last week's report.

Commissioner Tombarello conveyed the Facilities Maintenance report on behalf of Senior Director Gates. The fire watch remains in place due to alarm panel relay issues across units and certain outbuildings. Given the facility's miles of alarm and legacy wiring, tracing intermittent faults can be time-consuming, and current thinking points to an external/outer-building issue more than the central nursing home. He also noted the fire department was conducting a final walk-through of the new building, and staff were preparing for an incoming storm.

#### **E. New Business / Old Business**

Commissioner Tombarello asked Mr. Nickerson if they had to give any ARPA money back to the Federal Government. Mr. Nickerson confirmed 100% of County ARPA funds were formally obligated by December 31, 2024, as required. They are now focusing on timely performance and compliant spend-down.

Commissioner Goddu moved to take the janitorial & housekeeping services bids discussion and possible award off the table. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

The Board held structured discussions with the three respondent vendors: C&M Cleaning (incumbent), Star Building Services, and American Facilities Professionals. The Board focused on staffing plans, man-hours, semi-annual carpet and window cleaning scopes, chemicals (SDS/MSDS data), and contract terms (non-appropriation and indemnification), along with insurance coverage and background checks for after-hours access. The vendors that didn't send all the required documentation with their initial bid were instructed to provide them after the meeting. The Board will take the next week to fully analyze the latest details, wait for pending documents and postpone the award for a week.

Commissioner Tombarello moved to table the award of the RFP for janitorial and housekeeping services, tentatively for next week. Commissioner Coyle seconded the motion to table. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

#### **F. Public Comment**

Jemeka Spencer wished everyone happy holidays.

#### **G. Commissioners' Nonpublic Session**

##### **1. Human Resources – Alison Kivikoski, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 11:24 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 11:57 am. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

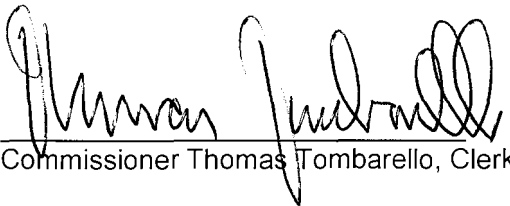
Commissioner Tombarello stated there were two nonpublic sessions and moved to seal the minutes of both nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner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

#### **H. Adjourn**

Commissioner Tombarello moved to adjourn at 11:58 am. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on February 5, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Wednesday, December 31, 2025 @ 10:00 am

### A. Call to Order

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

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Kathryn Coyle  
Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Jason Henry, Superintendent, DOC  
Chantal Dja Konan, Sr. Director, LTC

High Sheriff Massahos  
Erin Coker, Sheriff's Office  
Pat Conway, County Attorney  
Mike Sparo, C&M Cleaning  
Caleb Labbe, American Facilities

#### Remote Attendance:

Cathy Stacey, Register of Deeds  
Ellen Tafoya, Jameka Spencer, Matt Storrs,  
and Nelson Walker of American Facilities

### B. Consent Agenda

1. November 6, 2025 Nonpublic Grievance Hearing minutes, and November 17, 2025 Public Meeting minutes (approval)

Commissioner Tombarello moved to approve the November 6, 2025 nonpublic grievance hearing minutes and the November 17, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. January 2, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,756,064.64 for the period ending December 27, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

#### 1. Commissioners' Office – Kathryn Coyle, Chair

- a. Commissioner updates

Commissioner Tombarello reported an early-morning visit to the Department of Corrections and offered holiday well-wishes. Commissioners Goddu and Coyle likewise extended New Year greetings.

- b. Janitorial & Housekeeping Services Bids (discussion/possible award)

Commissioner Coyle opened the discussion by summarizing actions from the prior week: the Board had requested additional documentation from bidders, including insurance verification and materials safety data around chemicals proposed for use, so the County's wastewater operator could evaluate any downstream impacts. She emphasized her reluctance to award a contract without fully understanding what would enter the building's systems and ultimately its wastewater stream.

Commissioner Goddu stated a preference for testing the low bidder under a short "try-and-evaluate" approach, eight staffed hours during the day and four after hours, while protecting the County with a termination clause (e.g., a 30-day out). He framed the proposal as a fiscally prudent trial that could be reassessed within three to six months.

Commissioner Tombarello expressed concern that the low bid's pricing structure appeared to shift many routine tasks (e.g., carpeting, windows) into "extras," potentially eroding any apparent savings. He shared that after reviewing the hourly task list and conferring with Finance, he had "crossed off" one proposer and

leaned toward awarding a one-year contract, rather than the County's typical three- or five-year term, to the vendor currently providing interim services. He noted the owner's regular presence and familiarity with the new building, and urged a cautious, short-term commitment while the County continues to learn the facility's operational nuances. Commissioner Coyle agreed that once add-ons are properly included, bidder pricing converged and that the two other proposers offered more staffed hours for comparable dollars; nonetheless, she reiterated that awarding without the wastewater/chemical review would be premature.

Commissioner Tombarello moved to table the award for janitorial & housekeeping services until next week. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium and waive the facility fee and the audio/video fee for the Rockingham County Attorney's Office to host a Sexual Assault Resource Team (SART) meeting on Monday, January 26, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**2. Finance Office – Charles Nickerson, Senior Director**

a. Adult Medical Day Care (AMDC) Wish Lists (discussion/approval)

Commissioner Tombarello moved to approve the Subrecipient Agreements with Salemhaven, Inc., and Easterseals New Hampshire effective February 13, 2024, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained that DHHS requires formal subrecipient agreements to memorialize allowable AMDC reimbursements, and that additional "wish list" purchases must be initiated by the subrecipients and received by year-end to qualify. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Elected Officials Biweekly Salary Payments for Calendar Year 2026 (discussion/approval)

Commissioner Tombarello moved to account for 27 biweekly pay dates in calendar year 2026 and divide the Rockingham County Elected Officials biweekly salaries accordingly to avoid an interruption in receiving a biweekly salary payment, as recommended by the Senior Directors of Finance and Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**3. Human Resources – Alison Kivikoski, Senior Director**

a. Revised Job Descriptions – Long Term Care Services (approval)

Commissioner Tombarello moved to approve revised job descriptions for Long Term Care Services, for the following positions: Licensed Nursing Assistant (LNA), Licensed Practical Nurse (LPN), Medication Nursing Assistant (MNA), Registered Nurse (RN), Laundry Aide, and Receptionist, effective December 31, 2026, as recommended by the Senior Directors of Long Term Care Services, and Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle contextualized the updates as part of a broader initiative to repurpose roles, strengthen staffing, and reduce agency dependence entering 2026. She celebrated that RN roles were fully staffed for the first time in years, which aligns with quality-of-care and regulatory priorities. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the repurposing of four (4) full-time Licensed Nursing Assistant (LNA) positions to four (4) full-time Registered Nurse (RN) positions, pending approval of the Executive Committee, effective January 26, 2026, as recommended by the Senior Directors of Long Term Care Services and Human Resources. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that available RN posts must be position-spotted before posting; with five RN hires in recent weeks amid hospital labor market shifts, they sought to capitalize on current RN pipelines where LPN recruiting has lagged (10 LPN openings with only one hire). She highlighted that forthcoming CMS changes may impose more stringent RN requirements and that RN staffing influences the Center's overall 5-star

quality rating. Senior Director Kivikoski added that competitive RN wages have aided recruitment. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. General Leave Request – Department of Corrections (approval)

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period December 16, 2025 through December 31, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski asked for a nonpublic session on the matter before they vote. Commissioner Tombarello moved to table the motion. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**D. Department Head Updates**

Senior Director Nickerson reported a challenging but successful payroll run, and described imminent communications, first to union leadership, then broadly, to clarify year-end tax treatment changes where necessary. He noted the IRS issued late guidance, allowing the County to proceed without outside legal spend and providing a clear compliance roadmap. With quarter- and year-end upon them, he anticipated a busy January filled with grant reporting and close-out tasks. He confirmed SAM.gov registrations were completed, maintaining the County's eligibility for federal grants and contracts.

Senior Director Gates reported steady operations while staff responded to fluctuating winter heating demands. She detailed a water pipe line failure that required an emergency rerun; an unusual condition had allowed water to travel up a conduit, causing electrical reliability issues that were resolved after several shifts of corrective work. She also briefed the Board on an ongoing fire watch: front-of-building systems exhibited a copper-related issue tied to wastewater and jail interfaces, and a configuration anomaly in a fire alarm line routing to the phone panel remained under remediation. She anticipated outbuilding corrections by Monday, while certain equipment reconfiguration could extend the front-building watch if vendor or parts constraints persisted.

The High Sheriff thanked the Board for delivering a "beautiful" new building and reported the office was settling in well amid sustained operational tempo, offering holiday well-wishes and appreciation for the County team.

County Attorney Conway committed that she, her deputy John Mara, or Ms. McGowan would maintain regular presence at Board meetings to improve communication between the legal office and the Commissioners, particularly when court obligations conflict. She reported the office is nearly fully staffed, with all attorney positions filled and only one legal assistant vacancy outstanding, an achievement not seen "in quite some time." She closed with season's greetings and a request for the Superintendent to bring "Meatball" (the comfort dog) to visit her office sometime. Superintendent Henry promised to make the arrangements.

Register of Deeds Cathy Stacey reported that Deeds is operating lean but actively interviewing with two strong candidates in the pipeline. She described mail delivery issues between Kingston and Exeter resulting in unusually low volume; they are working with USPS to resolve it. Month-end processing continues, with numbers trending well.

Senior Director Dja Konan provided census data and a health status update. She highlighted a successful Winter Wonderland event featuring an Assisted Living choir, drawing families, grandchildren, and staff children, a morale boost amid a busy clinical season. She shared positive news that anticipated Medicaid rate cuts appear not to be moving forward "for now," and briefed the Board on Harmony Health's LPN program: after serving on its board for several years, she was pleased that an instructor will finally conduct on-site clinicals at the County Center. A group is expected to start late February/early March, coinciding with trimester testing, and they will host coordination meetings to ensure smooth onboarding with the goal of recruiting hires from the student group.

Senior Director Kivikoski mentioned preparing early for the upcoming budget and two union negotiations in 2026, while finalizing mandatory filings tied to benefits. She also confirmed that departmental recognitions, including Halloween and years-of-service acknowledgments, were delivered across all shifts, with larger

departments receiving snack boxes and smaller offices receiving cookie arrangements, and thanked Eileen for her coordination.

Superintendent Jason Henry reported that Central Square is up and running (a system implementation), and his team is ironing out data-sharing workflows with the Sheriff's Office to facilitate reporting. He anticipates onboarding six new officers at the beginning of next month. He also updated the Board on bylaws for the Certification Board, slated for a vote at the Association of Counties next month, and announced a Legislative Conference tentatively set for Tuesday, February 24 at the Grapone Center, hosted by the Association of Counties, featuring invited legislators and panel discussions.

Senior Executive Assistant Leila Mattila notified the Board that the IRS mileage rate increased by 2.5 cents, effective with the new year; she will update the County's reimbursement form on the website accordingly.

#### **E. New Business / Old Business**

No new or old business was brought forward for discussion.

#### **F. Public Comment**

The Board heard final comments from C&M Cleaning and American Facilities representatives. There were also a few attendees that participated in public comment, where they urged caution and transparency with any proposed contract with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE), and voiced their process and policy concerns, encouraging thorough vetting and, in some cases, discouraging County involvement given reputational risk. The speakers included: Rep. Linda Haskins of Exeter, Rep. Chris Muns of Hampton, Rep. Buzz Scherr of Portsmouth, Rep. Mike Edgar of Hampton, and Kevin Fleming of Exeter.

Commissioner Coyle thanked the speakers and clarified that the County had not yet received a contract from ICE; Superintendent Henry added that while some materials had been submitted, he anticipated receiving a draft or response early in the year, at which point all materials would come before the Commissioners in public session. Commissioner Tombarello emphasized that he is deeply engaged, meeting with the Superintendent regularly, and will weigh the decision on comprehensive homework rather than headline dollar figures, with the County's overall interests foremost.

#### **G. Commissioners' Nonpublic Session**

##### **1. Commissioners' Office – Kathryn Coyle, Chair**

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

##### **2. Human Resources – Alison Kivikoski, Senior Director**

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

##### **3. Long Term Care Services – Chantal Dja Konan, Senior Director**

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

Commissioner Tombarello moved to enter nonpublic session at 10:49 am pursuant to NH RSA 91-A:3, II (a), personnel, (c) reputation, and (j) internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 12:23 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were nine nonpublic sessions and moved to seal the minutes of nonpublic sessions 1, 2, 3, 4, and 9 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 the issues are ongoing. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve the settlement agreements with S.W. and B.A.. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to bring the motion for the Department of Corrections General Leave Request off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

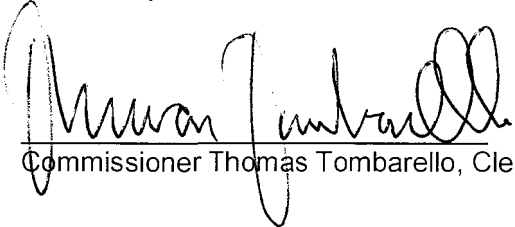
Commissioner Coyle moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period December 16, 2025 through December 31, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **H. Adjourn**

Commissioner Tombarello moved to adjourn at 12:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on February 5, 2026.



Commissioner Thomas Tombarello, Clerk