



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, January 8, 2026 @ 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

Cathy Stacey, Register of Deeds
Jason Henry, Superintendent, DOC
Megan McGowan, County Attorney's Office
Caleb Labbe, American Facilities
Mike Spero, C&M Cleaning

Remote Attendance:

Jameka Spencer, Matt Storrs, and Chris Bright, American Facilities

B. RFP Openings & Awards

1. Opening: Emergency Dispatch Radio and 9-1-1 Recording System/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.

C. Consent Agenda

1. November 20, 2025, and November 26, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the November 20th, and November 26, 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 miscellaneous office furnishings from the County Attorney's Office surplus with the items to be disposed of accordingly by Facilities Maintenance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. January 8, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the January 8, 2026 Accounts Payable list total of \$3,084,111.85. 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 on a grant opportunity discussed at a recent conference: a feasibility study to assess whether workforce/affordable housing could be sited on county land. He highlighted staffing challenges and the potential benefit of near-campus housing. Commissioner Coyle supported seeking a grant to obtain objective data at no county cost and suggested connecting the contact from the conference with the county's grants staff. Mr. Nickerson added that Community Development Block Grant (CDBG) feasibility awards can be up to \$25,000, with the next round in July, and noted that if a study shows viability, granting agencies expect follow-up actions. The Board agreed to coordinate with the Grants Office and pursue next steps.

Commissioner Tombarello noted he had gone to the courthouse expecting to help move surplus items but found most already relocated. He asked Ms. Gates for a status update. Ms. Gates explained that all metal and movable items have been transferred to the Registry of Deeds. She now has two contacts for metal removal, one provided by the High Sheriff, and will begin calling to obtain quotes, ideally securing payment for removal. Remaining tasks include disassembling and moving several large desks from the County Attorney's area. She added that Superintendent Henry has offered Michael Evans and his crew to assist with the heavy lifting when needed, and confirmed the plan is nearly complete.

b. Janitorial & Housekeeping Services Bids (discussion/possible award)

Commissioner Coyle opened the extended discussion, noting Facilities had vetted cleaning products and Finance had produced a comparative spreadsheet breaking out base services, carpets, and windows. She also analyzed proposed daily person-hours to compare value across finalists.

Commissioner Goddu said his review led him toward a simpler custodial model: an on-site team to handle floors, bathrooms, and wastebaskets with a clear day/evening schedule, while separating carpet and window services into distinct, periodic tasks. He favored rebidding to specify target "man-hours" and hourly rates, allowing adjustments as building needs become clearer.

Commissioner Tombarello shared concerns about exterior window cleaning for a three-story building, questioning whether some bids were unrealistically low given boom-lift requirements and potential change orders. He leaned toward staying with the current vendor short-term and, if awarding, insisted on a one-year contract to limit risk.

Commissioner Coyle reviewed her comparative analysis: among the mid-priced, well-referenced finalists, Star Building appeared to offer the best "value" with 14 total hours/day and 10 evening hours, matching county needs for late-day coverage. She acknowledged carpet pricing across vendors was similar but reiterated concerns about unusually low window quotes.

Finance Director Nickerson reminded the Board that the RFP allowed award of separate components and cautioned against locking into a fixed hourly rate, since vendors bring different staffing models to meet the same scope. Ms. Stacey underscored the needs of high-traffic public areas and noted the RFP had been carefully built from stakeholders' input; she flagged the challenge and frequency of interior glass cleaning in the new building's design.

Mr. Spero of C&M Cleaning emphasized they bid a single "price to do the job," not hourly, and that interior window work in the Registry (four times annually) is unusually complex due to shelving and protrusions; they stand ready to meet needs under their all-inclusive bid.

American Facilities CEO Chris Bright argued that hour-based comparisons can be misleading, his firm priced the full scope to deliver outcomes efficiently. He explained how bundling and regional lift-equipment relationships reduce window costs and confirmed robust insurance and workers' comp coverage for elevated work. The team later clarified their bid was "all in" for the defined scope; an hourly figure submitted separately was only to give the county flexibility if it requested additional services beyond scope in a new building.

Commissioner Goddu said American Facilities' responsiveness and references made him more comfortable favoring the low bid.

Because Star Building was not present, Commissioner Coyle, mindful of fairness and liability, proposed tabling the item and issuing a written set of identical follow-up questions to all finalists, including those discussed during this meeting, to capture their answers before a vote next week.

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

2. Facilities Operations – Jude Gates, Senior Director

a. ReVision Energy Operation and Maintenance Service Agreement (approval)

Commissioner Tombarello moved to approve the ReVision Energy Operation and Maintenance Service Agreement, effective February 1, 2026 for an initial term of one (1) year, with automatic renewal for one additional one-year term. Each term will include an annual fee adjustment based on the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), Boston-Cambridge-Newton, MA-NH, as published by the U.S. Bureau of Labor Statistics, using the index value for the month of January. Further, 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. 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.

b. FY 2026 Lease Reimbursement Resolution (approval)

Commissioner Coyle read the following 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 cost of acquiring one (1) 2025 GEM ELXD electric vehicle (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 cost 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 \$36,193. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Country Club Enterprises, LLC, d/b/a C2 Vehicles (\$36,193 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 January 8, 2026. Voted 3-0 on the resolution, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Line Item Transfers (2) (approval)

Commissioner Tombarello moved to approve a line item transfer request dated January 5, 2026 in the amount of \$79,500.00, transferring from General Government Legal, General Government Educational Assistance, Finance Office Staff, Human Resources Conferences, and Nursing Home Admin Service Contracts to General Government Labor Relations as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle noted that legal/labor-relations costs are trending high mid-year and emphasized vigilance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request dated January 5, 2026 in the amount of \$54,768.00, transferring from Delegation Contingency to General Government Insurance as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained Primex premium increases were driven by the new building’s property exposure and

two significant outstanding liability claims; while a 14% increase had been budgeted, the final premium exceeded projections. Commissioner Tombarello noted the building's valuation was markedly higher than construction cost; Mr. Nickerson said Primex appears to have changed internal allocation formulas, raising the property share of total premiums. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Per Diem Wage Schedule Revision (approval)

Commissioner Tombarello moved to amend the FY 2026 Per Diem Wage Schedule effective January 8, 2026 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained the change enables temporary clerical coverage in the Commissioners' Office as needed. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Kivikoski reported HR is finalizing the two employee fitness gym waivers and managing a busy slate of cross-department matters.

Superintendent Jason Henry noted current jail operations are busy and staff are catching up post-holidays.

Senior Director Dja Konan provided census data and a health status update. The center is under a mask mandate for infection control. The Winter Wonderland event received "wonderful" feedback from residents and staff. A local nursing school running twice-weekly clinicals (7-3) asked to add a second trimester, which the facility accepted, meaning four days/week of clinical nursing students onsite during upcoming terms. Ms. Dja Konan hopes to convert trainees into hires. She flagged a provider transition: CORE (two providers, including the Medical Director) is ending services. They are exploring coverage with Vantage, already serving assisted living and recommended by other county homes and peers.

Register of Deeds Cathy Stacey monitored the House floor debate on HB 314 (lobbying restrictions affecting counties) and reported positive news (ITL efforts and outreach proving effective). Staffing improved with two new hires starting at month-end. Researchers returned to the vault, with visitors admiring the new space (and views). Mail forwarding remains problematic: Kingston sends forwarded mail to Worcester, MA, where delays persist; items mailed in early December only arrived now. On revenues, December was strong for both county and state, and January began with \$380,000+ in transfer taxes on day one, helpful for cash flow.

Ms. McGowan reported that the office balanced a heavy week of trials and grand jury. She is coordinating with the courthouse to secure dedicated rooms; currently four rooms exist, but only two have locks, so attorneys are using two closing rooms for secure work until the other rooms are secured. To reduce mail delays, the office pushed secure electronic communication (e.g., with Public Defender), cutting physical mail approximately in half; some misaddressed mail from early December only reached them this week.

Senior Director Gates confirmed the purchase order to secure two courthouse rooms has been issued by the state, with progress ongoing. Heating repairs continued in the Facilities building and the nursing home fire watch was lifted mid-week; she is collecting expense data for a consolidated report. Well #4 behind the Municipal Building is scheduled for flushing tomorrow, with quick commissioning thereafter; a control panel for Well #3 is due January 13, moving the water system closer to final operational status. At the Jail, the chiller replacement and glycol refurbishment in the heat loop are set for Monday. The local Fire Department and NH State Fire Marshal will test the bi-directional antenna system, one of the last sign-offs needed. She praised the state team's expertise throughout the punch list closeout.

Superintendent Henry described a spike in sprinkler-head breaks caused by a single individual, creating training and response challenges for personnel unfamiliar with such events; the culprit will face felony charges. He and Ms. Gates explained inmates sometimes use toothpaste as an adhesive, locking vents or affixing items, hardening "like cement," which complicates maintenance. Facilities has an RFP to proactively replace ~100 sprinkler heads due to age and building wear validating Superintendent Henry's account and the proactive replacement RFP.

Senior Director Nickerson is deep in quarter-end and calendar-year-end work. He flagged the NHAC Executive Committee meeting set for Friday, January 9, and the Rockingham County Executive Committee meeting scheduled for January 23 at 9:30 AM, to be held at the new building. He also requested departments finalize their December 31st revenue and expense accruals.

Ms. Mattila stated she had nothing to report, but Ms. Dja Konan shared that the county's new mileage form, designed by Ms. Mattila, was praised by nursing staff for its clarity and utility.

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director

a. Impact of 27 biweekly pay dates in CY 2026 – Various CBA Stipends (approval)

Commissioner Tombarello moved to approve that the remaining portion of certain union stipends for calendar year 2026 shall be distributed evenly across the remaining 26 biweekly pay periods, in accordance with respective collective bargaining agreement provisions, and 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.

Commissioner Coyle announced they began reviewing the newly received ICE detention services contract and agreed it requires thorough due diligence. Superintendent Henry will compile detailed cost estimates for staffing, meals, and medical care by next week and anticipates forwarding Board questions to ICE's contracting office. He noted the contract mirrors Strafford County's standard agreement.

Commissioner Coyle proposed sending the contract to Primex immediately for a liability and insurance impact review, given recent premium increases and potential exposure. Commissioners agreed to revisit the matter after receiving answers.

Only after these steps will the Board schedule a public hearing. Commissioners estimated the process could take one to two months, emphasizing the significance of this decision and the need for clarity on obligations such as juvenile separation requirements and reimbursement timelines.

Ms. Kivikoski stated she went back to Primex to discuss liability waivers for the employee fitness centers, but they no longer review or endorse waiver language, but other counties and public fitness facilities still use waivers. She proposed updated language covering voluntary use, off-duty/own-time participation to avoid workers' comp entanglements, acknowledgment of personal health/physician clearance, lack of supervision, and personal property responsibility. She will circulate a red-lined draft referencing both gyms for the Board to review before they decide whether to have a legal review.

Ms. Kivikoski also asked to proceed with legal review of new RSA leave provisions for policy alignment. She noted it had already been vetted, and she feels very sound on the proposed language, so legal review shouldn't take long. The Board agreed.

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. Facilities Operations – Jude Gates, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 2:42 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 Tombarello moved to exit Nonpublic Session at 3:39 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

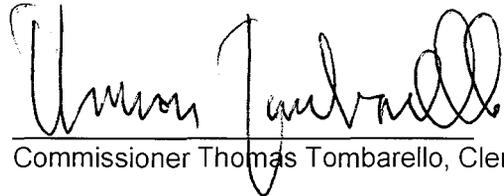
Commissioner Tombarello moved to seal the minutes of nonpublic sessions 3 and 5 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle added that they are sealing session 4 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and the issue is ongoing. 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 3:41 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



Rockingham County Commissioners

Meeting Minutes

Norman L. Major Auditorium, 94 North Rd, Brentwood, NH
Thursday, January 15, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:03 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.
Chantal Dja Konan, Sr. Director, LTC
Pat Conway, County Attorney
Megan McGowan, County Attorney's Office

Jason Henry, Superintendent, DOC
Major Bashaw, Sheriff's Office
Cathy Stacey, Register of Deeds
Remote Attendance:
Erin Coker, Sheriff's Office
Jeanne Menard, and Kathleen Benson,
members of the public

B. Consent Agenda

1. December 4, 2025 and December 11, 2025 Meeting minutes (approval)

Commissioner Goddu moved to approve the December 4, 2025 public and nonpublic minutes, and the December 11, 2025 nonpublic minutes. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

2. January 16, 2026 Payroll (approval)

Commissioner Goddu moved to approve the payroll expense in the amount of \$1,794,377.90 for the period ending January 10, 2026. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

- a. Commissioner updates

Commissioner Goddu reported exploratory conversations with researchers at Dartmouth (Dr. Milan Satcher and Dr. Lisa Marsh) about developing an opioid-risk identification grant proposal, potentially including incarcerated populations and aligning with state opioid abatement funding opportunities. Commissioner Coyle responded that pairing such work with Community Corrections programming at the new facility could be a strong pathway, emphasizing the value of addressing the social drivers of addiction alongside treatment.

Commissioner Goddu also asked the Finance Director to have the County's grant writer identify actionable CDBG and other workforce-housing grants; Mr. Nickerson confirmed outreach to Madison and Donna Lane is underway to validate feasibility parameters that require genuine paths to action beyond a study alone.

- b. Change Order Request – C&M Cleaning (approval)

Commissioner Goddu moved to approve a change order request for C&M Cleaning for an amount not to exceed \$6,300.00 for a fourteen (14) day extension of cleaning services in the new building, covering from Monday, January 12, 2026 through Friday, January 30, 2026. Commissioner Coyle seconded the motion and added that finalist firms have submitted requested supplemental materials and, given the spirited debate on the award, the Board wished to defer the award until Commissioner Tombarello could participate. Voted 2-0, Commissioners Goddu, and Coyle in favor.

2. Department of Corrections – Jason Henry, Superintendent

- a. 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 January 14, 2026, transferring one inmate to Grafton County, and one inmate to Hillsborough County, as recommended by the Superintendent. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

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

Commissioner Goddu moved to approve the January 15, 2026 Accounts Payable warrant T260785 payable to Harvey Construction Corporation in the amount of \$129,802.97 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

- b. TD Equipment Finance Inc. Capital Lease Proposal (approval)

Commissioner Goddu 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 Coyle seconded the motion. Mr. Nickerson confirmed the lease supports Sheriff's Office vehicles. Commissioner Goddu noted four vehicles would be traded at \$2,000 each, so he asked the High Sheriff if they should keep any of them for county use, to which he said they had no value. He asked Ms. Gates what the county is doing with the one vehicle they retained last year. Ms. Gates indicated the vehicle is in use and confirmed Automotive Services inspected these four trad-ins and determined the trade is appropriate. Voted 2-0, Commissioners Goddu, and Coyle in favor.

- c. FY 2026 Lease Reimbursement Resolution (approval)

Commissioner Goddu read the following 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 cost of acquiring four (4) 2026 Dodge Durango trucks (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 cost 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 \$179,968. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Central Dodge, Inc., d/b/a Central CDJR (\$179,968 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 January 15, 2026.

Commissioner Coyle moved to approve the resolution. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

- a. General Leave Extension Request – Register of Deeds (approval)

Commissioner Goddu moved to approve a general leave request for a Registry of Deeds employee (J.G.) with County portion of all benefits to continue for the period January 23, 2026 through January 30, 2026 as recommended by the Senior Director of Long Term Care Services and the Register of Deeds. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

b. Proposed Parental Medical Appointment Leave Policy (PPP 9-9A) (approval)

Commissioner Goddu moved to approve the Parental Medical Appointment Leave Policy, Chapter 9-9A, effective January 1, 2026 as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Commissioner Coyle explained the policy provides up to 25 hours of leave for a parent to bring an infant (first 12 months) to medical appointments, aligning with recent legislative changes effective January 1. Voted 2-0, Commissioners Goddu, and Coyle in favor.

c. Proposed Revision of Fitness Center Waiver and Release of Liability (discussion/approval)

Commissioner Goddu moved to approve the revised Fitness Center Waiver and Release of Liability as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Commissioner Coyle praised the update, asking HR about the source language and if the plan is to integrate the waiver into onboarding. Ms. Kivikoski (HR) said she benchmarked releases used by other New Hampshire Counties and public fitness facilities, clarified use is voluntary and not on work time, and outlined an onboarding process: employees must receive the training before signing the waiver and using either the new or existing County gym. Deputy Abel worked with HR to coordinate certified instruction and HR secured the training funds with wellness dollars. Voted 2-0, Commissioners Goddu, and Coyle in favor.

d. Request for Utilization of County Wellness Fund (approval)

Commissioner Goddu moved to authorize the purchase of anti-bacterial wipes and dispensers for the Municipal Building Employee Fitness Center, utilizing the County Wellness Funds, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

e. Exception Request 7-4 Wage Increase – Register of Deeds (approval)

Commissioner Goddu moved to approve an exception request to Personnel Policy 7-4 for a Registry of Deeds employee (B.B.) as recommended by the Register of Deeds. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

f. Wellness Event – Heart Health Awareness Month (approval)

Commissioner Goddu moved to approve a Heart Health campaign/event and raffle prize drawing utilizing Cigna Wellness dollars not to exceed \$250.00, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded, describing a voluntary blood-pressure check event timed for February. Ms. Kivikoski said HR is coordinating calendar-aligned wellness activities that support overall health and may have positive impacts on insurance utilization. Voted 2-0, Commissioners Goddu, and Coyle in favor.

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

a. Request to Change Payee for Awarded RFP (approval)

Commissioner Goddu moved to change the payee on the August 28, 2025 RFP award for FY26 vehicle upfit equipment from Adamson Industries of Haverhill, MA to Central Dodge, Inc. DBA Central CDJR. The work will be done by Adamson Industries, but the invoice will come from and be payable to Central Dodge, Inc. DBA Central CDJR. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

6. Register of Deeds – Cathy Stacey, Register

a. Electronic Recording Approved Procedures Agreement, eRecording Partners Network (approval)

Commissioner Goddu moved to approve the Electronic Recording Approved Procedures Agreement for the period beginning January 15, 2026 for a term of one (1) year and may be renewed for an additional year

upon written approval of each party, and authorize the Chair to sign all necessary documents, as recommended by the Register of Deeds. Commissioner Coyle seconded the motion. Commissioner Coyle asked Ms. Stacey to explain the practical impact for users; Ms. Stacey stated the agreement adds another vendor option for submitters engaging in electronic recording, bringing the total to three choices for e-recording in Rockingham County. Voted 2-0, Commissioners Goddu, and Coyle in favor.

D. Department Head Updates

Register of Deeds Cathy Stacey reported that the Registry remains extremely busy, noting it is among the busiest registries in the state. She emphasized the high transaction volume and ongoing demand for electronic recording services, which aligns with the Board's earlier approval of an additional eRecording vendor.

Major Bashaw shared that the department has hosted numerous visitors recently who came for tours in the new facility. He highlighted that a promotions ceremony was held two weeks ago and another is scheduled for next week, reflecting ongoing personnel development. He also confirmed that the CAD/RMS transition is progressing well, with staff adapting effectively to the new system.

County Attorney Conway stated her office has been busy managing jury trials and hearings. She noted that a recent job offer to an attorney was declined, which underscores recruitment challenges. Additionally, the office conducted training yesterday focused on recognizing PTSD and mental health issues, reinforcing its commitment to trauma-informed practices.

Superintendent Jason Henry reported an in-house population of 193 inmates and announced that the 127th Academy for correctional officers begins Monday. He also mentioned ongoing Opioid Abatement activity.

Senior Director Gates indicated her department is very busy, continuing to manage operational needs and support the new building transition.

Senior Director Nickerson reiterated that W-2 forms will be mailed soon, accompanied by explanatory letters regarding qualified overtime deductions. He noted that his team remains heavily engaged in quarterly filings, year-end reporting, and budget review packet distribution, reflecting a demanding workload during this reporting cycle.

Senior Director Dja Konan reported that the mask mandate remains in effect within Long Term Care facilities. The survey window for assisted living is currently open, and her team has begun budget preparation. She added that additional beds have been opened on the skilled floor, enabling the facility to accept more admissions, which is a positive step toward meeting community needs.

Senior Director Kivikoski stated she is actively working on wellness initiatives, including the Heart Health campaign that was approved earlier, and remains busy with personnel matters.

E. New Business / Old Business

1. Department of Corrections – Jason Henry, Superintendent

- a. Walk-In Request to Vacate August 28, 2025 Award & Change Order Request (approval)

Commissioner Goddu moved to vacate the approved RFP award to Imperial Dade for dishwashing and laundry chemicals for the Department of Corrections, which was awarded on August 28, 2025, and award the RFP (except lotion hand soap) to WB Mason (Patriot Chemical), as recommended by the Superintendent. Commissioner Coyle seconded the motion. The Superintendent cited communication issues with the awarded vendor and stronger performance under WB Mason. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Goddu moved to approve a change order request for WB Mason (Patriot Chemical) for an amount not to exceed \$19,305.82 through July 31, 2027, as recommended by the Superintendent. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

2. Facilities Operations – Jude Gates, Senior Director

- a. Elevate Monitoring Standard Elevator Monitoring Agreement (approval)

Commissioner Goddu moved to approve the Elevate Monitoring Standard Elevator Monitoring Agreement for the period beginning February 1, 2026 for a term of three (3) years renewing month to month thereafter, and authorize the Chair to sign all necessary documents, as recommended by the IT Director, and the Senior Director of Facilities, Planning, and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

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

a. Walk-In Strategic Health Care Mutual Nondisclosure Agreement (approval)

Commissioner Goddu moved to approve the Strategic Health Care mutual nondisclosure agreement effective as of the date of the last party to sign until the date on which either party receives from the other, written notice, 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. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Under additional new business, Commissioner Goddu proposed trialing a professional minutes service (at \$125/hour) to help their Executive Assistant with vacation coverage, and any backlogs. Commissioner Coyle praised the quality of minutes prepared in-house but considered exploring limited use after checking their budget and mentioned she could assist as well.

Commissioner Goddu also urged intensified efforts to hire Correctional Officers, including examining signing bonuses, subject to budget feasibility, to address staffing needs at the House of Corrections. Superintendent Henry responded that staffing is improving, noting five new officers were recently hired and the department is now down only 13 positions, which represents progress compared to prior shortages.

Ms. Kivikoski shared that a Brentwood couple contacted Human Resources expressing interest in renting out their studio apartment. It is located in a private home and is suitable for single occupancy only due to its size. The couple suggested it could be offered to agency personnel or a County employee experiencing housing challenges. Ms. Kivikoski raised the inquiry with the Commissioners, who agreed the County should not directly broker housing arrangements but allowed HR to post a neutral notice on staff bulletin boards for informational purposes.

Commissioner Coyle, acknowledging the significant public attendance, provided an update on the proposed ICE contract, noting that the document has been received by the Board and is currently under review. She explained that it will have a risk review, and financial details, once available, along with legal questions the Board intends to raise with ICE, will guide negotiations. Commissioner Coyle emphasized that the contract is subject to RSA 91-A (Right-to-Know Law) and therefore publicly accessible. She further stated that the Board anticipates scheduling a public hearing following completion of their due diligence. Commissioner Goddu added that it would be prudent for members of the public to wait for receipt of the financial information before asking to see the contract, to ensure they receive a complete and accurate picture.

F. Public Comment

Several attendees participated 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). The speakers include: Kathleen Slover of Portsmouth, Rep. Linda Haskins of Exeter, Rep. Eric Turer of Brentwood, Klein Dickens of North Hampton, Kevin Fleming of Exeter, Hazel Brady Spires of Portsmouth, Megan Chapman of Albany, NH, Brenda Burkle of Newmarket, Sandra Koski of Derry, and Kate Benson of Rye.

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)

Commissioner Goddu moved to enter nonpublic session at 2:20 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (c) reputation. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 3:00 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Goddu stated there were three nonpublic sessions and he moved to seal the minutes of 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, and seal the minutes of session 3 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.

H. Adjourn

Commissioner Goddu moved to adjourn at 3:02 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 February 5, 2026.



Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Norman L. Major Auditorium, 94 North Rd, Brentwood, NH

Thursday, January 22, 2026 @ 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
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

Mike Sparo, C&M Cleaning
Several members of the public

Remote Attendance:

High Sheriff Massahos
Erin Coker, Sheriff's Office
Jameka Spencer, Chris Bright, Nelson
Walker, Matt Storrs, and Caleb Labbe of
American Facilities
Dave Pierce, Union Leader

B. RFP Openings & Awards

1. Opening: Paper/Plastic Products – 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: Emergency Dispatch Radio and 911 Recording System/Equipment – Facilities Operations/IT Services

Commissioner Tombarello moved to award the proposal for emergency dispatch radio and 911 recording system/equipment to Exacom, Inc. for an amount not to exceed \$41,877.00, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Goddu seconded the motion. Commissioner Coyle, emphasizing long-term reliability, explained that while Exacom was the highest bid, the product's robust support, particularly an additional year of support and greater system resilience, made it the best fit for county needs. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. December 11, 2025 and December 18, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the December 11, and December 18, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Goddu asked the other Board members if they thought about the service for minutes. He supported giving them a try, especially since Ms. Mattila is going to be on vacation next week. Ms. Mattila stated she would have them completed by the end of next week.

2. Adult Medical Day Care (AMDC) Payout Report, December 2025 (informational)

Commissioner Coyle reported the program is on budget at mid-fiscal year, noting allocations, such as support for Silverthorne to facilitate transportation, have not adversely affected overall projections.

3. January 22, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the January 22, 2026 Accounts Payable list total of \$2,012,651.78. 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 described a recent visit to Salem's AMDC site, praising the program's atmosphere, a newly constructed back porch/deck (an Eagle Scout or community project), and strong attendance. Commissioner Coyle underscored that transportation remains critical to AMDC participation and expressed appreciation that county support continued after the prior grant ended.

b. Janitorial & Housekeeping Services Bids (further discussion/possible award)

Commissioner Goddu moved to bring the award for janitorial & housekeeping services off the table. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle summarized written responses received from the three leading bidders since the prior meeting. Commissioner Goddu restated his position favoring the lowest bid. Commissioner Tombarello, referencing emails from elected officials about current operational concerns, expressed confidence in American Facilities. Commissioner Coyle, after comparing labor hour commitments and cleaning schedules, said she preferred Star Builders based on afternoon/evening cleaning needs and providing 18 labor hours per day (versus 12 from competitors), though acknowledging cost considerations and vendor participation.

Commissioner Goddu moved to award the proposal for janitorial & housekeeping services to American Facilities Professionals for an amount not to exceed \$128,217.00. Commissioner Tombarello seconded the motion and asked to include a timeframe. Commissioner Coyle amended the motion to include a term not to exceed twelve(12) months. Commissioner Goddu seconded the amendment. Voted 2-1, Commissioners Goddu, and Tombarello in favor, Commissioner Coyle opposed.

c. Building Dedication Plaque (discussion)

Commissioner Goddu initiated discussion after discovering inaccuracies on the newly installed plaque, most notably an incorrect dedication date (it reads August 1, 2025, though the building was dedicated in November 2025) and language that "thanks the Commissioners," which he found atypical. He also cited estimated replacement costs of \$5,000–\$10,000, expressing reluctance to spend that amount immediately. Commissioner Coyle agreed it warranted further conversation and careful redrafting before any expense.

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 \$9,150.72, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Goddu seconded the motion. Superintendent Jason Henry detailed the operational need: an additional copier for the Department of Corrections to process inmates' legal mail (copying and securing originals to prevent contraband), replacing an inadequate smaller unit. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. 2026 Years of Service Awards Event, Zorvino Vineyards Contract and Deposit (approval)

Commissioner Tombarello moved to approve the special event contract for the 2026 Years of Service event to be held at Zorvino Vineyards on September 23, 2026, 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.

Commissioner Tombarello moved to authorize a payment of \$750 as a deposit to secure the reservation with Zorvino Vineyards. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. New Gym Opening and Training Sessions Provided with Cigna Wellness Funds (approval)

Commissioner Tombarello moved to approve the request to secure Jen from “Some Like it Fit” to provide gym training sessions for employees in the new employee fitness center at a rate of \$125 per hour, utilizing Cigna Wellness funds, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski reported strong employee interest and confirmed the fitness center’s opening the following week, thanking the Board and acknowledging assistance from Deputy Abel in identifying certified instructors. Commissioner Coyle praised HR’s effective use of “use-it-or-lose-it” wellness funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Navigator Group Purchasing, LLC Membership Agreement (approval)

Commissioner Tombarello moved to approve the Membership Agreement with Navigator Group Purchasing, LLC at no cost to the County, effective December 8, 2025, for an initial term of two (2) years, with automatic one (1) year renewals thereafter, 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 outdated vendor listings limited savings capture; updating contracts would align purchases with available discounts. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Medical Director Agreement (approval)

Commissioner Tombarello moved to approve the Medical Director Agreement with Lauren DeMaris, D.O., and Vantage Healthcare LLC, effective February 1, 2026, for an initial term of one (1) year at a cost of \$30,000, with the option to renew 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 mentioned she realized a bid waiver was needed. Commissioner Coyle suggested a motion to table the vote and approve a bid waiver request first. Commissioner Tombarello moved to table the motion. Commissioner Coyle asked Ms. Dja Konan to explain why she is requesting a bid waiver. Ms. Dja Konan noted the regulatory necessity to maintain a medical director on license after provider changes; Vantage’s existing relationship with County assisted living residents; inclusion of telehealth within the base contract; and recommendations from peer county homes. Commissioner Coyle emphasized due diligence already undertaken and the time-sensitive need.

Commissioner Coyle moved to approve a bid waiver request for Vantage Healthcare LLC for a medical director agreement with Lauren DeMaris, D.O. 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 bring the approval of the medical director agreement off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Medical Director Agreement with Lauren DeMaris, D.O., and Vantage Healthcare LLC, effective February 1, 2026, for an initial term of one (1) year at a cost of \$30,000, with the option to renew 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

Senior Director Nickerson reported a busy post-quarter close period with payroll and grant filings. He reminded attendees of the Delegation Executive Committee’s quarterly review scheduled in the auditorium at 9:30 a.m. the next morning. He noted W-2s are available online to employees via UKG and that eligible employees will receive letters about the new overtime deduction enacted last July. Nickerson thanked Long Term Care for assistance with the Medicaid cost report audit, which the DHHS team completed in just a few hours. Commissioner Coyle praised the short audit as a testament to departmental accuracy.

Senior Director Kivikoski described the January 457 deferred compensation information sessions, supporting employees' financial well-being alongside NHRS participation. She detailed progress on the fitness gym, crediting Deputy Abel for community outreach that helped secure a certified instructor, and discussed storm preparedness planning with Long Term Care and Facilities leadership for the forecasted Sunday–Monday storm.

Senior Director Gates reported joint work with Revision Energy and Eversource to reconcile reimbursement checks and performance baselines for the solar array. She said a public dashboard is nearing completion to display water, electricity, fuel usage, and solar production, to embed on the county website. She is finalizing pricing to clear remaining materials from the old courthouse and briefed the Board that one jail generator was found with a radiator fluid leak, repair pricing forthcoming and expected to be "meaningful." Facilities is fully prepared for the incoming storm.

Superintendent Jason Henry reported a current jail population of 186 inmates. He updated the Board on HB 1510 (arrest-to-custody transition proposal) and described constructive meetings with sponsors and other county superintendents to address taxpayer impacts and preserve medical coverage continuity, resulting in the item being taken off the table for further discussion. He noted the Corrections Academy began Monday and reiterated storm readiness.

The High Sheriff briefly stated there was nothing new to report, offering well-wishes and hoping the region would avoid heavy snowfall.

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 January 20, 2026, 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.

Commissioner Coyle opened a detailed review of the draft ICE detainee housing contract, focusing on operational, fiscal, legal, and community impacts. She questioned the clause stating the County "shall provide ICE with up to 150 beds," noting present population levels and physical capacity may preclude meeting such a commitment and asking what would happen if ICE attempted to place 150 detainees when the jail is already near capacity. She evaluated staffing assumptions, stressing the financial analysis must include fully loaded personnel costs (salary plus overtime, benefits, retirement contributions, and roll-ups) rather than only base hourly rates, and flagged the draft's treatment of on-call and escort rates (e.g., two officers required for off-site movement at rates appearing below County's actual cost), which could become loss leaders rather than revenue.

Commissioner Coyle also highlighted medical liability, referencing contract language placing comprehensive medical responsibility on the County while raising concerns about hospital arrangements (e.g., Exeter Hospital), PrimeCare utilization, and reports of frozen or delayed federal reimbursements that might expose the County to significant unbudgeted risk. She emphasized juvenile protections under PREA/SAVY, challenging boilerplate language that allows up to 72 hours for ICE to relocate a juvenile and asking how sight-and-sound separation could be guaranteed if identification is uncertain during mass intakes (e.g., bus-loads with limited English proficiency or documentation).

Superintendent Henry affirmed the draft numbers were preliminary and offered to analyze each question with full roll-ups and administrative costs, acknowledging the need for clarifying contract safeguards and vendor readiness. Commissioner Goddu proposed inviting Stratford County's superintendent to share lessons from its ICE contract and sought confirmation that existing CO medical exams meet any federal requirements, suggesting that routine employment medical clearances might suffice. He also framed the budget context: if ICE revenue materialized responsibly, it could help offset the future staffing costs of opening Community Corrections without raising the County budget. Superintendent Henry reiterated that Community Corrections cannot open immediately due to unfinished furniture, bunks, policy development, camera/key studies, and dry-runs, aligning with earlier staffing considerations.

Commissioner Tombarello spoke at length about his current opposition if forced to vote that day, underscoring unresolved issues: the five-to-six-year term, a 90-day wind-down period if the County seeks to exit before term end, and uncertainties around vendor readiness (e.g., PrimeCare for healthcare and Sodexo for food services) to absorb a sudden increase of up to 150 detainees. He recounted prior county experience with overcrowding (populations of 330–350) and persistent overtime burdens, worried that ICE detainees, unlike local defendants, would not be candidates for diversion programs (drug court, bracelet programs, etc.), reducing tools to relieve capacity pressure. Tombarello noted that he will be touring Stratford County to deepen his due diligence and meeting with Rockingham County residents. He insisted that ICE representatives attend a meeting to answer Commissioners' questions directly.

Commissioner Coyle returned to Community Corrections, reminding that the \$76 million new building was approved to expand such programs and cautioning that staffing an ICE unit must not delay opening Community Corrections. She raised potential MOUs with correctional staff, additional medical testing that may be required by ICE within 30 days of contract start. She also pointed out hospital buy-in obligations within the draft and the need for line-item tracking of all direct and indirect costs (utilities, laundry, transport, injury, grievances, overtime, legal, FOIA processing, tablets/tech, facilities support).

Commissioner Goddu suggested that intake volume would in practice be gradual, but Commissioner Coyle stressed no such protection appears in the contract language, meaning the County would have no enforceable limit against high-volume arrivals. The Board is currently reviewing the contract, compiling their questions for clarification, and directed staff to expand the full cost analysis, stakeholder capacity checks, and legal risk review.

G. Public Comment

A few attendees participated in public comment, where they expressed opposition urged caution and transparency to the Board of Commissioners' consideration of a potential contract with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE). The speakers include: Rep. Mike Edgar of Hampton, Carlie Barriot of Hampton, Kate Cook of Portsmouth, Peter Furst of Portsmouth, Lauren Kolifraith of Newmarket, and Brian Chirichiello, former County Commissioner, of Derry who encouraged continued due diligence, and observed that a possible \$4 million budget increase could be offset by ICE revenue, recognizing the trade-offs the Board must weigh.

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 2:33 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 5:06 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

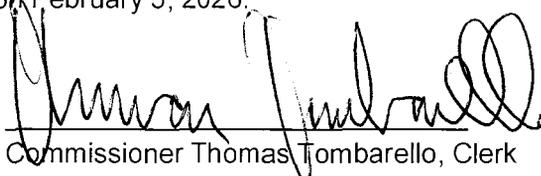
Commissioner Tombarello announced that there were 6 nonpublic sessions and moved to seal the minutes of nonpublic sessions 1, 2, 3, 4, and 5 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 5:07 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 February 5, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building, Norman L. Major Auditorium, 94 North Rd, Brentwood, NH
Thursday, February 5, 2026 @ 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
Jon Banville, Asst. Superintendent, DOC
Cathy Stacey, Register of Deeds
Many members of the public

Remote Attendance:

Ashley Ryall, member of the public

B. RFP Openings & Awards

1. Award: Paper/Plastic Products – Facilities Operations

Commissioner Tombarello moved to award the proposal for paper/plastic products to WB Mason for the period of February 5, 2026 through January 31, 2028, for an amount not to exceed \$119,000, 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. December 18, 2025 Through January 29, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the nonpublic minutes of December 18, 2025, and January 29, 2026, and the public and nonpublic minutes, of December 23 and 31, 2025, and January 8, 15, and 22, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of the January 22, 2026 nonpublic session number 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 Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. February 5, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the February 5, 2026 Accounts Payable list total of \$4,435,826.91. 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 announced that Superintendent Jason Henry will retire at the end of February and moved to accept his resignation effective February 27, 2026. Commissioner Goddu seconded and commended Henry's leadership in corrections, emphasizing respect for those incarcerated and strong team organization. Commissioner Coyle added a substantive tribute to Henry's five-year tenure, highlighting his unique background spanning corrections, law enforcement, and education, and his leadership in establishing the Honor Guard, expanding education programs for incarcerated individuals, and advancing statewide corrections work through the NH Association of Counties and the Opioid Abatement Committee. She linked his vision to the County's new facility, noting his instrumental role in Community Corrections, a 90-day residential cognitive-behavioral treatment model that expands beyond

the former 30-day offerings to reduce recidivism. Commissioner Tombarello offered heartfelt remarks, and genuine appreciation, calling Henry's departure a "big loss" to the County. Commissioner Coyle called for the vote; 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello then moved to table, and suspend indefinitely, negotiations on a potential ICE detention contract, citing multiple operational and fiscal concerns: the pending appointment and support needs for a new superintendent; the timing within the FY 2027 budget preparations; the need to prioritize staffing, operational plans, and policies to open Community Corrections; rising inmate counts and staffing gaps; internal division among staff; and risks that a controversial contract could disrupt the positive culture established by leadership. He referenced regional developments (e.g., changes in Maine), uncertainty in federal funding, and reports of delayed or unpaid medical bills, warning that local taxpayers could be exposed if federal payments falter. Commissioner Coyle seconded the motion.

Commissioner Goddu argued that the Superintendent and the Board had invested substantial effort to obtain answers and tabling it was premature and inappropriate, leaving issues unresolved will force a restart later. Commissioner Coyle noted that this decision best serves Rockingham County staff and the population the County serves, given financial and organizational uncertainties. Voted 2-1, Commissioners Tombarello and Coyle in favor, Commissioner Goddu opposed.

2. Facilities Operations – Jude Gates, Senior Director

a. Request to Vacate Award – Computer Equipment, Laptops/Desktops (approval)

Commissioner Tombarello moved to vacate the previously approved award to RTI and Millaird Tech for computer equipment, approved on November 20, 2025 as recommended by the Senior Director of Facilities, Planning & IT, and the IT Director. Commissioner Goddu seconded the motion. Commissioner Coyle noted the vendors could not fulfill orders. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Elevate Monitoring Agreement, Elevator #3 (approval)

Commissioner Tombarello moved to approve the Elevate Monitoring Standard Elevator Monitoring Agreement for elevator #3, for the period beginning February 5, 2026 for a term of three (3) years renewing month to month thereafter, and authorize the Chair to sign all necessary documents, 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.

3. Finance Office – Charles Nickerson, Senior Director

a. Harvey Construction A/P Warrant (approval)

Commissioner Tombarello moved to approve the February 5, 2026 Accounts Payable warrant T260957 payable to Harvey Construction Corporation in the amount of \$198,962.12 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle noted the payment covers finishing work at the new building and that overall project payouts are trending down as completion nears. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Line Item Transfer (approval)

Commissioner Tombarello moved to authorize the transfer of \$1,600,000 from The Opioid Abatement Fund to the Capital Fund for the purpose of funding Community Corrections building expenses that exceeded the approved ARPA/SLFRF project allocation, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle elaborated that the building had been substantially funded with ARPA due to its mental health/substance-use nexus, and that opioid settlement resources (county and state) have supported programs such as Medication-Assisted Treatment (MAT). She reported that even after this transfer the County would retain a healthy balance (~\$1M) and has nearly \$5M in scheduled inflows, underscoring the fiscal prudence of using settlement funds to complete rehabilitative infrastructure while reducing tax impacts. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Letter of Interest, I'm Still Here Foundation, Innovation Grant (approval)

Commissioner Tombarello moved to authorize the submission of a Letter of Intent to the I'm Still Here Foundation for a grant of up to \$12,000 which will support initiatives promoting the well-being of Long Term Care residents with Alzheimer's disease and dementia, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Ms. Dja Konan explained the grant would help expand a low-sensory stimulation room on the memory care unit. The Commissioners expressed enthusiastic support for dementia-friendly tools and caregiver empathy initiatives. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- ~~d. Grant Application: Emergency Management Performance Grant (approval) stricken~~

4. 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 employee (L.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. Exception Requests Related to Weather Emergency – Multiple Departments (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 8-4, Weather Emergencies for several employees from various departments as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion and noted there wasn't a date in the motion. Commissioner Tombarello amended the motion stating these were in relation to the January 26, 2026 snowstorm. Commissioner Goddu seconded the amendment. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Cigna Wellbeing Solution Program Update (approval)

Commissioner Tombarello moved to approve acceptance of Cigna's reimbursement fund for Wellness Rewards paid to employees in excess of the \$600 cap for the remainder of the current plan 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.

- d. Clerical-Temporary Job Description – Commissioners' Office (approval)

Commissioner Tombarello moved to approve the job description for Clerical-Temporary for the Commissioners' Office, effective February 5, 2026, 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. 2025 FSA Compliance Collaborative Risk Assessment (informational)

Ms. Dja Konan explained that this is an annual assessment to identify compliance opportunities and gaps, which are then used in planning for the year.

- b. License Application – State of NH DHHS, Medical Director Change (approval)

Commissioner Tombarello moved to approve the application for the update to the Residential Health Care or Special Health Care Services license for the Rockingham County Rehabilitation and Nursing Center, expiring on December 31, 2026 with Dr. Lauren DeMaris as the Medical Director, and authorize the Chair to sign all necessary documents as recommended by the Administrator of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Regroup Invoice (approval)

Commissioner Tombarello moved to approve the Regroup invoice for an amount of \$1,500 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

Register of Deeds, Ms. Stacey, reported business as usual and promoted the Property Fraud Alert—a free service for all Rockingham County property owners, inviting the public to visit her third-floor office to enroll.

Facilities Operations, Senior Director Gates, shared that her team had been “keeping people warm” during winter weather, addressed a temporary countywide fire alarm network issue that arose Tuesday and was resolved, and ran a fire watch out of caution until the system stabilized. She announced the Driscoll Two unit was finished and nearly ready for resident relocation.

Human Resources, Senior Director Kivikoski, highlighted Heart Health Month activities, including “Wear Red,” blood-pressure checks with the occupational health nurse at multiple sites, and extra wellness quiz tickets tied to BP readings. She described active training in the new gym and an HR initiative—authorized by the Board—to implement paperless personnel files with a selected vendor, noting the daunting scope of ~50 years of records and ongoing outreach to division directors about system access; her team is eager to retire file cabinets and modernize processes.

Long Term Care Services, Senior Director Dja Konan, reported a nursing home census of 144 and assisted living census of 46, with no current flu or COVID cases though masking remains in place due to community prevalence. She described the “all-hands” planning to move the memory care unit back to Driscoll Two, recently refreshed with new floors and paint in collaboration with Facilities. She offered a regulatory/quality update on QAPI weight-loss metrics, noting that, over the last year—two quarters with the prior private vendor and two quarters with Sodexo—the rate of resident weight loss has more than halved and has been below both the state and national average during the two Sodexo quarters. She closed with a hiring note: openings in Environmental Services, Life Enrichment, and LNA Apprentice (with County support to earn the license).

Finance, Senior Director Nickerson, kept his remarks brief, offered compliments to Superintendent Henry for his statewide leadership, and noted that others may seek to fill his seats on external committees.

Department of Corrections, Major Banville, reported four candidates entering polygraph soon (expecting at least three to start in March) and two new officers beginning Monday. He described sending two lieutenants to an abbreviated “Struggle Well” program on trauma/PTSD for first responders—arranged through the Superintendent’s affiliate—with the full five-day course soon to be offered. The program covers identifying triggers, vicarious trauma impact, and historical narratives (including the liberation of Auschwitz) to frame resilience and responsibility for how one’s trauma can affect others. The Commissioners commended DOC leadership for expanding mental health support for staff.

Superintendent Jason Henry began by thanking the county for allowing him to be the “steward of the jail” for the past five years. He reflected on 30 years of service across police, teaching, and corrections, and he expressed deep gratitude for the trust placed in him, stating he “loved every minute of it”. He shared DOC operations data (187 inmates inside at the time), updated that the assaulted officer is “doing extremely well” and expected to be cleared March 1, and noted two academy graduates next Friday. He praised the Community Work Program, reading a letter from the Epping Fire Chief praising inmate painting/repairs, professionalism, and the program’s value to local municipalities and inmate pride. He announced he is retiring from DOC but will continue public service as a town administrator closer to home and encouraged ongoing public engagement in county and local meetings. The Commissioners and attendees responded with gratitude and applause.

F. New Business / Old Business

No new or old business was brought forward for discussion.

G. Public Comment

The vast majority of commenters thanked the Board—particularly Commissioners Tombarello and Coyle—for suspending ICE contract negotiations. Several praised Superintendent Henry’s career and the County’s

nursing home, MAT program, and community corrections initiatives. Multiple speakers emphasized that opposition in the community far outweighs support, urging the County to remain focused on rehabilitation and local priorities. The tenor of public comment was consistently civil, grateful, and community-minded.

Speakers include Kate Cook of Portsmouth, Carly Barry of Hampton, Skip Berian of Exeter, Eric Sollace of Hampton, Katie Barrow of Kensington, Alice Passer of Greenland, Reverend Cristana Willie Mcnite of Portsmouth, Diane Kolifrath of Raymond, Maureen Quinn of Deerfield, Dawn Mahoney of Hampton, Susan of Hampton, Caden of Durham, Ted Drummond of Rye, and Bob of East Kingston.

H. Commissioners' Nonpublic Session

1. Commissioners' Office – Kathryn Coyle, Chair

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

2. Facilities Operations – Jude Gates, Senior Director

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

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 2:12 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Commissioner Tombarello amended the motion to add (c) reputation, and (i) emergency functions. Commissioner Goddu seconded the amendment. 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 3:17 pm. Commissioner Goddu 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 of sessions 4, 5, 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. Commissioner Goddu seconded the motion. Commissioner Coyle asked for an amendment to seal those minutes indefinitely.

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 appoint Jon Banville of the Rockingham County Department of Corrections, Superintendent as of February 28, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

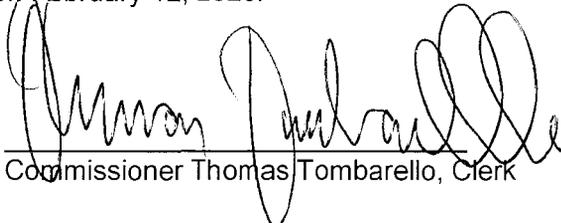
Commissioner Tombarello moved to approve a sign-on bonus for the Director of Nursing position in the amount of \$15,000 (\$5,000 at 4 months, \$5,000 at 8 months, and \$5,000 at 12 months). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 3:19 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 12, 2026.


Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, February 12, 2026 @ 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
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jason Henry, Superintendent, DOC

Jon Banville, Asst. Superintendent

Remote Attendance:

Robin Bernier, IT Manager
Pat Conway, County Attorney
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Chaplain Services – 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.

2. Opening: Surplus Bidding – Schick 33 Dental X-Ray Machine – 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. Opening: Surplus Bidding – Perfect Deep Fryer – 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 asked why the County was buying a deep fryer. Ms. Dja Konan explained the unit was discovered unused and still boxed during unit moves to D1, but it is not compatible with their operations; the intent is to sell the fryer to recoup costs through surplus bidding—not to purchase or retain it. Commissioner Coyle emphasized that is why it appears as “surplus bidding”. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Opening: Eaton (or similar) UPS 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.

C. Consent Agenda

1. February 5, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the February 5, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion and noted it was “really cool” to read minutes from the previous week and hopes Ms. Mattila will continue with the timely turnaround. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. February 13, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,762,324.35 for the period ending February 7, 2026. 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 noted he would meet with the current and former Major over lunch to discuss transitions and upcoming changes at the Department of Corrections, joking about who would pick up the tab and promising to report back.

Commissioner Coyle, identifying herself as having long experience with the criminal justice system, shared she would be touring Hillsborough County Department of Corrections with Major Jon Banville in the coming week to evaluate potential female placement options; she emphasized her familiarity with Hillsborough from prior professional engagements and saw the visit as a pragmatic step following Superintendent Henry's briefing to the Board.

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

a. Bid Waiver Request, Karpel Solutions (approval)

Commissioner Tombarello moved to approve the Karpel Solutions Renewal Agreement & Bid Waiver Request in the amount of \$49,250.00 for user licenses, case management storage, hosting, and maintenance for a one (1) year period beginning April 1, 2026, and authorize the Chair to sign all necessary documents as recommended by the County Attorney. Commissioner Goddu seconded the motion.

County Attorney Conway explained that costs increased due to discovery fees shifting from \$1 per send to an annual unlimited plan, adding about \$4,000, and growing storage needs from body and dash cam video and a major scan of legacy files during the office move. PBK charges \$500 per two terabytes. Commissioner Coyle asked about using Evidence.com for video instead of PBK; Conway will explore. Internal storage is maxed out, and a retention policy is being drafted with NH AG guidance to keep serious cases longer. Ms. Kivikoski noted personnel record retention dropped from 50 to 30 years, with HR seeking further reductions.

Commissioner Goddu raised concerns about vendor dependence and data portability. Conway cited challenges from the prior DocStar migration and said some legacy data remains in paid storage. Superintendent Henry noted conversions can cause minor data loss, but data remains accessible. Conway affirmed PBK's reliability and plans to reduce costs through retention policies and returning large video files to police. The Board 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 mentioned he had questions on this agenda item and suggested a nonpublic discussion. Commissioner Coyle asked to table this item. Commissioner Tombarello moved to table an exception request to Personnel Policy 7-4 wage increases, for a Long Term Care Services employee (R.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Exception Request 8-4, Weather Emergencies – Long Term Care Services (approval)

Commissioner Coyle requested tabling this agenda item to review the broader weather emergency policy in tandem with related requests. Commissioner Tombarello moved to table an exception request to Personnel Policy 8-4, weather emergencies related to the January 26, 2026 snowstorm, for a Long Term Care Services employee (D.G.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. General Leave Request – Assisted Living (approval)

Commissioner Tombarello moved to approve a general leave request for an Assisted Living employee (K.M.) with County portion of all benefits to continue for the period February 8, 2026 through February 9, 2026 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. Position Change – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the status change of one (1) full time Medication Nursing Assistant position to one (1) part time Medication Nursing Assistant position effective February 22, 2026 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. Position Changes – Department of Corrections (approval)

Commissioner Tombarello moved to approve the exchange of positions without posting for K.S. and P.B., with no change to the employees' rates of pay or evaluation dates as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Superintendent Henry explained each employee's strengths align better with the other role, both are agreeable to the change, and the adjustment improves operational performance. 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 – Silverthorne (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated February 9, 2026 to Silverthorne for an additional client (C.A.) at an amount of \$25.00 per day, five (5) days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Kivikoski reported she completed budget outreach to departments regarding potential regrades and status changes to prepare forms for the upcoming budget cycle, coordinating with the Finance team (including Chuck Nickerson). She highlighted positive feedback on the employee fitness center, with additional orientation dates planned. Importantly, she announced a multi-agency job fair at the Municipal Building on Tuesday with on-site interviews, coordinated with the Sheriff's Department and Department of Corrections. Interest has been robust, with about 50 leads and 30+ pre-registered interviewees, which she hopes will bolster staffing, notably dispatchers and correctional officers.

Superintendent Jason Henry reported academy graduation is Friday next week, with ceremonial duties forthcoming, and said the DOC is deep into budget preparation. He will meet with HR to review personnel files with the Major to ensure appropriate placements. He is simultaneously managing several internal transitions as he moves along in his role.

Senior Director Dja Konan provided census data and a health status update. Assisted Living had their health survey with only minor recommendations and no anticipated citations, reflecting strong performance by the team. Life safety survey is expected within a week, and she thanked Facilities (Jude's team) and Josh for prompt support. On workforce development, LTC has launched partnerships with an LPN school, welcoming its second-trimester cohort for orientation, with the "senior" cohort beginning next week; the LTC team will run a virtual dementia experience as part of their curriculum. Autumn (HR/Engagement) and Carrie will present County opportunities to the students. Across sessions (three per year), about 13 LPN students will rotate through, plus an LNA program with local high schools starting shortly, expected to bring many students onto the center floors. She closed noting budget work and facility transitions remain very busy.

County Attorney Conway reported the office completed grand jury for the month and is busy with jury selection (Tuesday, due to the Monday holiday). She will co-present a criminal CLE in March on sentencing arguments with defense attorney Robin Malone, reflecting collaborative professional development.

Senior Director Gates said the new building continues to see a rush of punch-list items and staff training on various systems; while heavy, the workload is producing widespread satisfaction—one contractor characterized it as the “project of a career”. She described active work at the Long Term Care facility, and projects at Leak and Driscoll 2, and welcomed the break in winter weather, making exterior work more manageable. She later confirmed collaboration with DOC on camera planning for Community Corrections, and added that the County has fully exited the courthouse, though minor issues (e.g., two rooms without locks used for meeting with victims/witnesses) persist; Facilities is coordinating with the State to address security hardware, noting State purchasing can be slow but the rooms remain usable in the interim.

Senior Director Nickerson announced the annual budget workshop is scheduled for Wednesday at 10:00 a.m. in the same conference room, with Microsoft Teams access and recording; departments have received the budget packet PDF and were asked to review it in advance. He will also attend the NH Public Deposit Investment Pool meeting next Thursday, which may affect his attendance at the next BOC session depending on timing. He noted he is busy on multiple fronts typical for this phase of the fiscal cycle.

Senior Executive Assistant, Ms. Mattila reminded departments that due to Monday’s holiday, the agenda submissions deadline is Friday at 10:00 a.m. She requested guidance on when American Facilities could begin bringing materials into the new building. Ms. Gates responded that Facilities is prepared to open doors upon the Commissioners’ direction and handle credentialing and ID swaps; her third-shift staff can issue access credentials. Ms. McGowen added she received authorization forms and credentials for CJIS training and was processing them for completion by the next day, enabling American Facilities to begin moving equipment and supplies promptly. With Board concurrence, Commissioner Coyle indicated the move-in could proceed.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

- a. Exception Request 8-4, Weather Emergencies – Long Term Care Services (approval)

Commissioner Coyle requested tabling this agenda item to review the broader weather emergency policy in tandem with related requests. Commissioner Tombarello moved to table an exception request to Personnel Policy 8-4, weather emergencies related to the January 26, 2026 snowstorm, for a Long Term Care Services employee (C.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.

Superintendent Jason Henry shared that the past week was his final session on the NH Retirement System Board, expressing appreciation for the opportunity and confidence that Senior Director Nickerson, whose name has been sent to the Governor’s Office, will serve effectively once appointed.

G. Public Comment

No public comments were received.

H. Commissioners’ Nonpublic Session

1. Facilities Operations – Jude Gates, Senior Director

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

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 1:43 pm pursuant to NH RSA 91-A:3, II (i) emergency functions, 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 2:45 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello announced there were four nonpublic sessions and moved to seal the minutes of sessions 2, 3, and 4 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 session 1 because it pertains to preparation or carrying out of actions regarding terrorism. Commissioner Coyle added to the motion that they would all be sealed indefinitely. 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 bring the three items from earlier in the meeting 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 increases, for a Long Term Care Services employee (R.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.

Commissioner Tombarello moved to table an exception request to Personnel Policy 8-4, weather emergencies related to the January 26, 2026 snowstorm, for a Long Term Care Services employee (D.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.

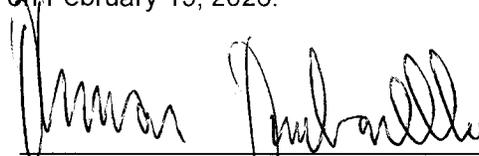
Commissioner Tombarello moved to table an exception request to Personnel Policy 8-4, weather emergencies related to the January 26, 2026 snowstorm, for a Long Term Care Services employee (C.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 2:47 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 19, 2026.



Commissioner Thomas Tombarello, Clerk