



# 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 31<sup>st</sup> 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.

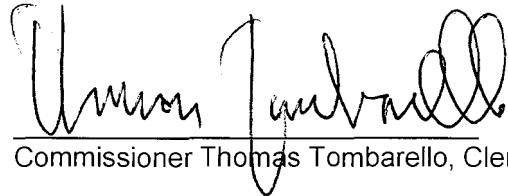
Commissioner Tombarello moved to seal the minutes of nonpublic sessions 3 and 5 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle added that they are sealing session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

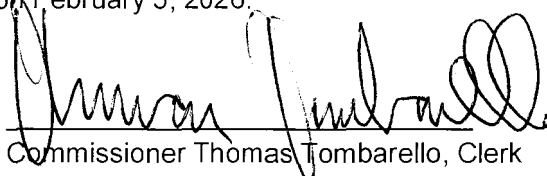
Commissioner Tombarello announced that there were 6 nonpublic sessions and moved to seal the minutes of nonpublic sessions 1, 2, 3, 4, and 5 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this 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

January 29, 2026 @ 1:00 pm

Municipal Building, 94 North Rd, Brentwood, NH.

## 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  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op

Cathy Stacey, Register of Deeds  
Jason Henry, Superintendent, DOC  
Jon Banville, Major, DOC  
Chantal Dja Konan, Sr. Director, LTC  
Patricia Conway, County Attorney  
Note: Multiple members of public present

## B. RFP Openings & Awards

### 1. Award: Generator repair– Facilities Operations

Commissioner Tombarello moved to award was made to Tri-State Generator for generator repair, amounting to \$33,360 plus shipping and parts. This involved a replacement generator in the Department of Corrections, which was deemed an emergency situation requiring a bid waiver to ensure redundancy. The commissioners confirmed the necessity and the efforts made by facilities for price shopping. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## C. Consent Agenda

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-a and declare miscellaneous Xybis systems dispatch furniture surplus with the items to be picked up by the Department of Homeland Security. The board discussed this furniture became obsolete with the establishment of a new dispatch center funded by grant money. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### 2. January 30, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the January 30, 2026 Accounts Payable list total of \$1,075,546.38. It was noted that this payroll was lower than typical due to the absence of deductions but was aligned with future likely expenditures. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## D. Reports

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

#### a. Commissioner updates

None of the commissioners had updates this week.

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

#### a. Contingent Grant Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve an off-cycle contingent grant warrant in the amount of \$11,692.81 for adult medical day care services for Easter Seals. Commissioner Tombarello moved to approve an off-cycle contingent grant warrant in the amount of \$9,546.71 for adult medical day care services for Silverthorne. These funds were part of a continued DHS pilot program aimed at delaying institutional care, specifically supporting adult medical daycare programs for Rockingham County residents. The off-cycle approval was necessary due to month-end reporting requirements. Commissioner Coyle clarified details regarding the Silverthorne warrant, noting its relation to a transportation program aimed at

overcoming barriers to accessing adult medical daycare facilities, which had previously been funded by the pilot program and would now be supported by the county's budget for the latter half of the fiscal year. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. TD Equipment Finance Lease Purchase Agreement (x2) (approval)

Motion #1 (RCSO vehicles)

Commissioner Tombarello moved to approve a three-year capital lease agreement dated January 29, 2026 with TD Equipment Finance, Inc at an annual interest rate of 4.02% with annual payments in advance and authorized the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Motion #2 (Facilities Operations)

Commissioner Tombarello moved to approve a three-year capital lease agreement dated January 29, 2026 with TD Equipment Finance, Inc at an annual interest rate of 4.05% with annual payments in advance and authorized the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Weather Emergency PPP 8-4; January 25 - 26, 2026 (approval)

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, Sunday January 25, 2026 beginning at 3pm (or the start of second shift as defined by the department) through January 26, 2026 or the start of, as recommended by the Senior Director of Human Resources.

**E. Department Head Updates**

Superintendent Henry reported the current inmate population at 190. He announced upcoming corporal openings and the start of testing for these positions. A significant development is the launch of a field training officer (FTO) program by April 1st. This program will involve hiring six individuals (two per shift) to serve as FTOs, a move expected to greatly benefit officers and improve training.

Major Banville, the Assistant Superintendent, added that the facility would have 53 officers by February 9th, underscoring the immediate need for the FTO program to ensure a well-trained staff capable of caring for the inmate population.

Chuck Nickerson, Senior Director of Finance, described a particularly busy period following the quarter-end, which involved extensive reporting for grants and quarterly payroll reporting, including 941 returns. He mentioned a brief disruption caused by a UKG update that affected payroll for a few hours but was resolved. Nickerson also highlighted a meeting with Daniel Gray from the *Rockingham Economic Development Corporation* to discuss grant possibilities and loan opportunities for projects like affordable housing within the county.

Chantel Dja Konan, Senior Director of Long-Term Care Services, provided the current census figures: 143 residents in the nursing home and 46 residents in assisted living. She was pleased to report that with the board's support, additional beds in the skilled unit, which had been closed, were brought back online, with only two beds remaining and offers out on both. This initiative made about eight extra beds available to the community.

She noted that one resident and one staff member had the flu, and one staff member had COVID. She emphasized the high prevalence of flu in New Hampshire. Ms. Dja Konan mentioned that assisted living was in its survey window and that budgeting was actively underway. As a "quick plug," she encouraged anyone interested in healthcare to consider applying for LNA (Licensed Nursing Assistant) positions or joining their LNA apprentice program.

Patricia Conway, the County Attorney, reported that things were "great" and "business as usual," with the office being very busy. They were actively engaged in trying an aggravated felonious sexual assault

case at the Superior Court. Her office was nearly full staff, but they were seeking applications for one legal assistant position.

Allison Kivikoski, Senior Director of Human Resources, extended appreciation to the facilities team for their efforts during a significant snowstorm. She reported that Deputy Abell was the first to conduct training orientation in the new gym located down the hall, and that a certified instructor was scheduled to train more individuals. She highlighted the benefit of having two accessible fitness facilities (the new gym and one at the long-term care facility) for staff. Ms. Kivikoski expressed gratitude for the board's recognition of wellness initiatives and their support in utilizing funds from wellness programs and Cigna, their insurance carrier.

Jude Gates, Senior Director of Facilities Planning and IT, confirmed the significant impact of the snow and very cold temperatures on their operations. She assured that all residents and jail occupants remained warm, but noted an issue with a heat valve in one of the administration buildings, which has since been fixed. There was also a problem with freezing in an inspector's test on the dry sprinkler system in the *Carlisle building*, which has been repaired. Gates concluded by stating that despite these challenges, overall operations were well and always busy.

Cathy Stacey, the Register of Deeds for Rockingham County, reported a busy office. She was pleased to announce that they had brought in two new employees, reaching full staff at last. Stacey also made a public service announcement, encouraging property owners in Rockingham County to sign up for her office's free property fraud alert service. This service notifies individuals immediately if anything is recorded under their name, providing a valuable safeguard against property fraud.

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

Commissioner Tombarello moved to approve a change order request for CNM cleaning, not to exceed \$9,000, was approved for a 20-day extension of cleaning services for the new building until a new contract began on March 1st. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

The commissioners then opened a discussion about community engagement, particularly regarding the potential contract with ICE (Immigration and Customs Enforcement). Commissioner Coyle expressed her personal moral and ethical opposition to ICE's actions, but emphasized that the decision should be based on what is best for Rockingham County, rather than partisan views. She voiced concerns that the contract might not be beneficial for county employees, nursing home residents, or make fiscal sense, but stressed the need for more data. She affirmed that the commissioners' job is to prioritize Rockingham County's best interests.

Commissioner Goddu stated his disagreement with Commissioner Coyle on this particular issue and was in favor of housing ICE detainees. He addressed what he perceived as misinformation, clarifying that ICE would be renting space for individuals already detained. He emphasized that the county's facility would ensure humane treatment, proper feeding, and medical care for detainees, unlike potentially less favorable facilities elsewhere. He asserted that the opposition primarily concerns ICE's arrest operations, which are not within the county's purview. He viewed the arrangement as analogous to other collaborations with law enforcement agencies and stated that the county would essentially act as landlords, getting paid to care for detainees for an average of 78 days.

Commissioner Tombarello noted he is the longest-serving commissioner on the board and acknowledged the burden the ICE issue had placed on him. He shared his initial attraction to the contract's financial figures but expressed horror at recent news regarding ICE actions. He suggested that the newly built community corrections facility should be prioritized for transitioning inmates back into society rather than housing ICE detainees. He also mentioned that while a public hearing was scheduled, extensive public comment had already been received over several weeks, predominantly against the contract. He firmly stated that he would vote according to his conscience, regardless of potential political repercussions.

Commissioner Coyle added that evaluating the contract required ensuring partnerships with external entities like Exeter Hospital, agreements with correctional officers, and the availability of sufficient translators before moving forward with a public hearing and vote. Commissioner Goddu clarified that a

vote on the contract was still a month or two away, assuring the public of notification. Commissioner Tombarello reiterated the lack of public support for the ICE contract during previous meetings.

## **G. Public Comment**

Many people spoke in opposition to Rockingham County forming a contract with ICE to house detainees at Rockingham County House of Corrections. To hear specific commentary, the

## **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 into nonpublic session at 3:30pm pursuant to NH RSA 91-A:2, II (a) personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

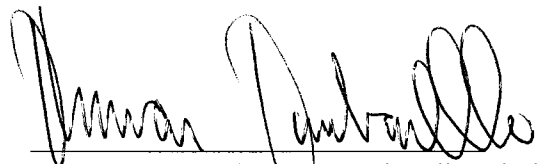
Commissioner Coyle moved to exit Nonpublic session at 4:17pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioner Goddu and Coyle in favor.

Commissioner Coyle moved to seal the minutes of the two non-public sessions indefinitely because disclosure of the information could affect adversely the reputation of an individual other than a member of this board and there is no end to that reputation issue. Commission Goddu seconded the motion. Commissioner Goddu and Coyle voted in favor.

Commissioner Coyle moved to adjourn at 4:18pm. Commission Goddu seconded the motion. Voted 2-0, Commissioner Goddu and Coyle voted in favor.

Minutes taken and typed by Kate Coyle.

Minutes approved by the Board of Commissioners on March 12, 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 Kolifraith 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.

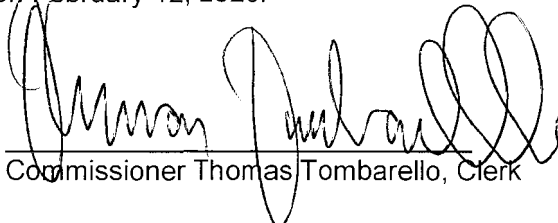
Commissioner Tombarello moved to approve a sign-on bonus for the Director of Nursing position in the amount of \$15,000 (\$5,000 at 4 months, \$5,000 at 8 months, and \$5,000 at 12 months). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **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.

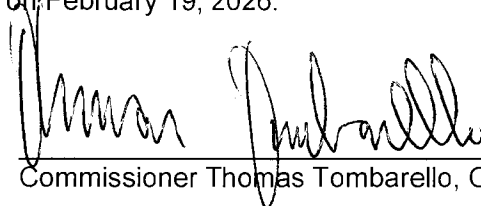
Commissioner Tombarello moved to table an exception request to Personnel Policy 8-4, weather emergencies related to the January 26, 2026 snowstorm, for a Long Term Care Services employee (C.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0,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



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, February 19, 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  
John Mara, Deputy County Attorney

### B. RFP Openings & Awards

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

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

#### 2. Opening: Desktops/Laptops – Facilities Operations/IT Department

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

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

Commissioner Tombarello moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion and asked whether duct cleaning truly needed to be done regularly and where it would occur. Ms. Gates explained the County cleans all rooftop units and connected ductwork, including down to resident rooms, on a five-year cycle, consistent with industry guidance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. February 12, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the February 12, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. February 19, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the February 19, 2026 Accounts Payable list total of \$1,167,812.78. Commissioner Goddu seconded the motion. Commissioner Tombarello asked about continued payments to Eversource and how net metering credits flow back to County budgets.

Mr. Nickerson clarified that the County pays for both supply and distribution, receives checks for net-metered supply on a lag, and abates the supply line in each department budget once checks are deposited, so the remaining expense should largely reflect unavoidable distribution charges. Ms. Gates added that reimbursements are posted directly back into the relevant expense lines (e.g., nursing home electricity, jail electricity). Mr. Nickerson further reported that Eversource mistakenly applied the lower GV net-metering rate rather than the County's eligible higher G rate but had begun paying at the correct rate and would retroactively reimburse roughly \$80,000 for the first three checks. The Commissioners noted they would like to review savings after a few months once reimbursements catch up. Commissioner Coyle

observed the AP run was among the lowest in recent months and noted several one-time costs (e.g., movers for recent building changes) were now squared away. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **D. Reports**

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

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

Commissioner Tombarello recapped meeting with a couple staff members of the Corrections leadership team and went for a tour of the Sheriff's Office. While there he watched operations following an incident in Raymond. He plans to attend the upcoming legislative conference in Concord and noted labor negotiations will start next Wednesday.

Commissioner Goddu said negotiations for the Sheriff's Deputies should begin in about a week and described outreach to the CTE Director at Salem High School to explore programs that could align with County workforce needs (LNAs, correctional officers), aiming to set up a Zoom call that might include County staff.

Commissioner Coyle reported touring the Hillsborough County House of Corrections, describing substantial improvements in programming, accreditation, and technology under new leadership. She highlighted the prospect of secure tablets enabling direct attorney-client communication and streamlining legal mail/discovery workflows. Major Banville confirmed the County's current tablet provider is exploring similar features that could be an option for Rockingham. The Commissioners discussed the possibility of once again housing female inmates at Hillsborough, with Superintendent Henry noting the standard daily rate (\$60, previously \$57.50) includes hospital coverage costs; Commissioner Coyle emphasized Hillsborough's risk-based classification model now mirrors Rockingham's program-centric approach more closely than in the past, making collaboration more feasible than when she initially moved Rockingham's women out due to poor conditions.

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

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

Commissioner Tombarello moved to approve the engagement of Select Actuarial Services for actuarial review of the self-insured workers' compensation fund in preparation for the upcoming fiscal year, and to authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained that the actuarial opinion is required for the Department of Labor annual renewal for self-insured workers' compensation, praising the firm's quality, two-week turnaround capability, and stable pricing (increase of roughly \$200, still under \$5,000). Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **b. American Facilities Professionals Janitorial & Housekeeping Services Agreement (approval)**

Commissioner Tombarello moved to approve the American Facilities Professionals Janitorial & Housekeeping Services agreement for a term of one (1) year, effective March 1, 2026 with renewal options, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Commissioners Tombarello and Goddu recounted meeting the company's CEO onsite and expressed confidence in their operational approach. Commissioner Goddu outlined features he found impressive: geo-fencing for staff location awareness across the building and photo-documented "before/after" records for tasks. Commissioner Coyle added that the contract had been reviewed by Primex, and that two governance/relationship provisions were adopted by the vendor. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

#### **a. General Leave Request – Environmental Services (approval)**

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (R.M.) with County portion of all benefits to continue for the period February 8, 2026 through

March 7, 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.

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

Senior Director Nickerson reported attending the New Hampshire Public Deposit Investment Pool Advisory Board meeting, noting in-person introductions with the new investment pool advisors and their planned outreach (including future NHMA and sheriffs' conferences). He summarized recent legislative developments affecting investment mandates: a proposal to require New Hampshire-only investments was significantly amended in the House after passing the Senate, resulting in a balanced approach in which the pool strives to place funds with NH banks without harming member returns. As of the meeting, he cited \$25 million already deposited with NH banks and an additional \$5 million agreement (likely certificates of deposit), while clarifying collateralization and creditworthiness requirements may cause some banks to opt out. He added that auditors will be onsite in two weeks, with statewide consolidation in audit firms and retirements outpacing new CPAs contributing to delays across governmental audits. Finally, he thanked departments for attending the budget workshop, previewed a year-end accounting session, and noted overall activity ramping up for budget season.

Senior Director Gates reported a "busy as usual" Facilities team managing sewer line issues at the jail, addressing needs at Long Term Care, and finalizing air permits for emergency generators. She projected Well #4 would be up and testing in March and said multiple compliance items were underway. The Commissioners praised her team's steady handling of complex items, noting how effectively Facilities responds when issues arise.

Assistant Superintendent Jonathan Banville reported an inmate count of 196 that morning and described moving female inmates into a smaller unit to accommodate operational needs later in the day.

Superintendent Jason Henry highlighted the graduation of the 127th Academy scheduled for the next day, attendance at the upcoming legislative conference, and recent testimony in Concord against HB 1510, which sponsors withdrew, averting costly impacts to the County. He updated the Board on a favorable resolution to an earlier ACCS ruling concern: inmate phone rates will come down, but the County retains existing technology at no cost.

Henry said budget planning is underway and may reflect significant increases associated with opening Community Corrections, and he is transitioning responsibilities to the Assistant Superintendent as he prepares to depart, emphasizing the volume of monthly meetings and operational details involved. The Board discussed statewide impacts from bail reform and the end of Felonies First, with Commissioner Coyle relaying Hillsborough's reported ~68% population increase since March (from ~220s to ~415), and Henry noting Rockingham saw a smaller but still high percentage increase (e.g., 205 over the past weekend). He anticipated sustained higher counts, budgeting for just under 200 for meals daily instead of the historical ~160 and noted pressure to expand electronic monitoring. Major Banville described Track Group technology enhancements: exclusion-zone automation, proximity alerts to a victim's cell phone, and automatic notifications to 911 or local dispatch, which could make releasing domestic violence offenders on bracelets safer.

Henry cautioned judges sometimes compare Rockingham to counties that "put everybody out," but emphasized program rigor and responsibility ultimately rest with him; improved technology will help balance release decisions with safety. As female populations climb statewide, he suggested collaborative approaches among counties, e.g., concentrating female programming in one county while others accept more male transfers, to leverage economies of scale and reduce duplicative staffing needs.

Deputy County Attorney John Mara reported things were busy but quiet and running smoothly.

Senior Director Dja Konan provided census data and a health status update. She said the Skilled Nursing unit is fully open and consistently full, sometimes producing a backlog because Long Term Care beds are also full; in response, the team completed room changes and moved the dementia unit back to B2, which opened capacity. She praised close collaboration with Facilities and noted a provider is currently using one

room but will transition out. She reported that Assisted Living completed its Life Safety survey component with no deficiencies, receiving strong compliments, especially for Dietary practices the surveyor said would be included in his “best practice” trainings statewide. She relayed positive feedback from LPN students now operating Monday–Friday at the center and noted ongoing outreach to share benefits details and resources with students. The Commissioners congratulated Ms. Gates and Ms. Dja Konan, emphasizing how family feedback and survey comments reinforce the mission and impact of care provided “across the street”.

Senior Director Kivikoski said HR is deep into budget prep and commended Autumn for a strong Indeed marketing campaign supporting a joint DOC/Sheriff recruitment job fair. Of 63 sign-ups, 44 attended (22 each session), plus two walk-ins; DOC left with two to three solid leads, and the Sheriff’s dispatch unit also had two to three promising prospects. Major Banville added that seven DOC prospects are active, with three very promising candidates. Superintendent Henry praised Connor’s follow-up spreadsheets and recruiting passion. Ms. Kivikoski said HR continues to work on the electronic records management system and is preparing for union negotiations.

Senior Executive Assistant Ms. Mattila confirmed the Non-County Specials application and instructions documents had been updated and improved and posted on the website. Mr. Nickerson mentioned inquiries were already coming in. Ms. Mattila asked the Board to choose a date for Department Budget meetings. The Board agreed to Thursday, April 9, for an all-day session and considered abbreviating the regular meeting to payroll-only that week to accommodate budget review.

## **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 February 17, 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.

Ms. Dja Konan sought guidance on Adult Medical Day Care transportation funding for next fiscal year. She explained the County covered six months (\$44,000) after a grant ended in December and asked whether to budget a full-year continuation (which would be roughly double, with actuals possibly exceeding \$88,000) or explore Non-County Specials funding via application. Commissioner Tombarello stated his recollection of the conversation was that Silverthorne would seek alternative funding through other grants. Commissioner Coyle suggested holding the line for now while seeking clarity from Silverthorne, including their plans to increase ride fees and any pursuit of public grants, so the Board could make a more informed decision during budget planning. Commissioner Tombarello voiced a general caution about stop-gap funding evolving into permanent County programs, citing historical experience with Drug Court funding growth. Commissioner Goddu said he would invite Silverthorne to an upcoming meeting to present needs and funding sources.

Superintendent Henry requested the Board vote to place Assistant Superintendent Banville (his designated successor for DOC leadership responsibilities) on the Association of Counties Certification Board and the Executive Committee. Commissioner Tombarello moved to appoint Jon Banville to the New Hampshire Association of Counties Certification Board and Executive Committee. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Kivikoski asked about sourcing toilet paper, paper towels, and trash bags for budgeting. The Board confirmed each department will budget separately and inquired whether Facilities maintains County-wide vendor contracts to ensure best pricing; Ms. Gates confirmed and offered to provide information.

## **G. Public Comment**

No public comments were received.

## **H. Commissioners’ Nonpublic Session**

Commissioner Tombarello moved to enter nonpublic session at 2:00 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 3:16 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

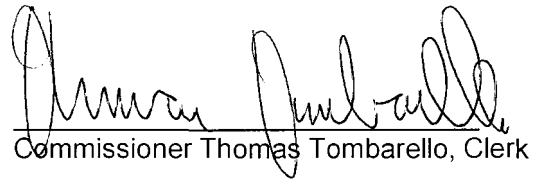
Commissioner Tombarello moved to seal the minutes of all five nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in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

#### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 3:17 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 26, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, February 26, 2026 @ 1:00 pm

### A. Call to Order

Commissioner Goddu called the meeting to order at 1:04 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

Commissioner Steven Goddu  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Jon Banville, Asst. Superintendent, DOC  
Lieutenant Sean Norton, DOC  
Cathy Stacey, Register of Deeds

John Mara, Deputy County Attorney  
Rep. Michael Edger  
Kevin Fleming, member of the public

#### Remote Attendance:

Commissioner Kathryn Coyle  
Robin Bernier, IT Manager  
Pat Conway, County Attorney  
High Sheriff Massahos  
Erin Coker, Sheriff's Office

### B. RFP Openings & Awards

#### 1. Opening: Fire Sprinkler Testing – Facilities Operations

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

#### 2. Opening: Ammunition – Sheriff's Office

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

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

#### 4. Award: Desktops/Laptops – Facilities Operations/IT Services

Commissioner Tombarello moved to award the proposal for computer equipment - laptops to ArchAngel for an amount not to exceed \$57,751.00, and desktops to Aztek Computers for an amount not to exceed \$72,869.50, as recommended by the IT Director, and the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

#### 5. Award: Convection Oven, Gas – Long Term Care Services

Commissioner Tombarello moved to award the proposal for gas convection oven to Alternative Sales Corp. for an amount not to exceed \$10,040.22, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

### C. Consent Agenda

#### 1. February 19, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the February 19, 2026 public and nonpublic minutes. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

2. February 27, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,725,603.03 for the period ending February 21, 2026. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

At Commissioner Goddu's invitation, Mike from C&M Cleaning addressed the Board to express disappointment with the outcome of a recent janitorial services bid. He described the evolution of his small business post-COVID, challenges with client attrition due to mergers and deaths, and concern that the incoming contractor was attempting to recruit his staff. He emphasized his team's responsiveness and long-standing service record across county facilities, including rapid responses when keys or access were needed, and shared that he had adjusted bid pricing at one point anticipating sizable workload in the Sheriff's Department following its relocation—work that materialized slower than expected. He reiterated his willingness to help in the future and noted his 40 years in business.

Commissioner Goddu thanked Mike for his years of service and explained the newly executed janitorial contract is for one year, leaving open the possibility to re-bid next year. Commissioner Tombarello publicly thanked Mike for his service to the courts and county, candidly acknowledging the difficulty of such decisions and confirming he had encouraged Mike to rebid in the next cycle.

**D. Reports**

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

a. Commissioner updates

Commissioner Coyle offered well wishes to Superintendent Jason Henry on his impending departure, praising his contributions and welcoming the incoming superintendent; she framed the transition as both a celebration and a moment to recognize Henry's impact on the county.

Commissioner Tombarello reported attending a legislative conference in Concord, described productive sessions and notable speakers, and mentioned ongoing union negotiations. He announced the Board's decision to appoint Lt. Sean Norton as Major at the Department of Corrections, praising Norton's investigative expertise, his mastery of operational details (humorously referencing his "big binder"), and the strength of the internal candidate pool—recalling long-tenured leadership such as Dave Constantino. He expressed confidence that Norton's promotion brings youthful energy and continuity to DOC leadership.

Commissioner Goddu echoed these sentiments, emphasizing that strong leadership pipelines allow for succession from within, reducing uncertainty and onboarding risk. He noted a scheduled recruitment call with Ms. Dja Konan, the HR Recruiter and a CTE coordinator at Salem High School to explore LNA and correctional officer recruitment directly from high school—a strategy he said aligns with career entry timing and benefits structures that could attract candidates to the county.

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

a. Defense and Indemnification Request Pursuant to NH RSA 29-A:2 (approval)

Commissioner Tombarello moved to approve defense and indemnification for Jason Henry, Superintendent of the Department of Corrections, Corporal Jocelyn Litalien, and any individual employees that may be named later under "John" and "Jane" Does, pursuant to NH RSA 29-A:2 in legal matters relating to civil action No. 214-2026-CV-00017. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

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

a. Bid Waiver Request and Service Agreement, Honeywell Building Solutions (approval)

Commissioner Tombarello moved to approve the Bid Waiver Request in the amount of \$152,281.56 for a service contract with Honeywell Building Performance Services for building automation and fire alarm components throughout the complex as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Coyle seconded the motion. In discussion, Commissioner Coyle and Commissioner Goddu clarified that Honeywell's proprietary systems necessitate service by Honeywell, rendering open competition effectively impractical. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

Commissioner Tombarello moved to approve the Honeywell Building Performance Service Agreement for the period beginning January 1, 2026 for a term of two and a half (2 1/2) years, for an amount not to exceed \$152,281.56 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

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

- a. Harvey Construction Off-Cycle A/P Warrant (approval) – struck from the agenda.
- b. Bid Waiver Request and Service Agreement, KMS Actuaries, LLC (approval)

Commissioner Tombarello moved to approve the Bid Waiver Request in the amount of \$37,500.00 for a six (6) year actuarial services agreement with KMS Actuaries, LLC as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Commissioner Coyle explained the longstanding relationship with KMS and that a small, manageable rate increase over six years made locking in advantageous. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

Commissioner Tombarello moved to approve the KMS Actuaries, LLC Service Agreement for the period beginning February 17, 2026 for a term of six (6) years for an amount not to exceed \$37,500.00 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. In discussion, Mr. Nickerson (Finance) explained the choice of six years over four: planning stability with minimal incremental cost now, versus potentially higher market rates later. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

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

- a. Weather Emergency PPP 8-4; Friday, February 20, 2026 (approval)

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, starting at 11:00 pm or the start of third shift as defined by the department, on Friday, February 20, 2026, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

- b. Weather Emergency PPP 8-4; Monday, February 23, 2026 (approval)

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, starting at 7:00 am or the start of first shift as defined by the department through 3:00 pm or the start of second shift as defined by the department, for Monday, February 23, 2026, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

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

- a. Travel & Training Request, AAPACN (approval)

Commissioner Tombarello moved to approve a travel & training request for a Long Term Care Services employee (J.P.), to attend the American Association of Post-Acute Care Nursing in Orlando, FL for to be held March 17-20, 2026, at an estimated total cost of \$2,459.00, as recommended by the Senior Director of

Long Term Care Services. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

b. Third Eye Health, Inc. Business Associate Agreement (approval)

Commissioner Tombarello moved to approve the Third Eye Health Business Associate Agreement effective on the date of execution and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Ms. Dja Konan explained that the county's transition to Vantage for its Medical Director included Third Eye telehealth coverage on holidays, weekends, and after 5:00 p.m., enabling real-time provider consults for orders and patient assessments—at no additional cost to the county because it is embedded in the Vantage contract; she confirmed the governance agreement adoption when asked. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

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

a. Grant Award: 2025 Homeland Security Grant Program Award \$7,824.00 (acceptance)

Commissioner Tombarello moved to accept the award of the 2025 Homeland Security Grant Program in the amount of \$7,824.00, as recommended by the High Sheriff. Commissioner Coyle seconded the motion. Commissioner Coyle sought specifics; the High Sheriff explained the purchase plan: a hydraulic Halligan bar to breach doors in active-shooter or urgent entry scenarios (including schools, garages, vehicles) and high-density binoculars to improve standoff observation. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

**8. Register of Deeds – Cathy Stacey, Register**

a. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium and waive the facility fee and IT/AV services fee for the New Hampshire Association of Counties meeting on Friday, June 12, 2026. Commissioner Coyle seconded the motion. In discussion, enthusiasm was noted about showcasing the new facility, including solar and department innovations, with potential tours. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

**E. Department Head Updates**

Senior Director Kivikoski reported HR is "super busy" gearing up system preparations for open enrollment earlier than one might expect and previewed a proposal to add two new fitness equipment pieces for the nursing home gym using remaining Cigna wellness funds for the year. She noted two pieces had already been reallocated to the on-site facility gym, and because the nursing home gym has been in place since 2018, periodic replenishment is warranted. She also referenced budget work, union negotiations, and a temporary water outage due to a project, thanking staff for patience and use of adjacent facilities until water service was expected to be restored by day's end.

Senior Director Dja Konan provided census data and a health status update. Masking remains in place due to community levels to protect residents and minimize outbreaks. She described a recent send-off for legacy physicians Dr. Vaughan and Dr. McLean following a service change related to Beth Israel's acquisition, and confirmed the new Medical Director, Dr. DeMaris, has "hit the ground running." She emphasized budgeting activity and overall high workload.

Deputy County Attorney John Mara introduced himself and reported steady operations: busy dockets, ongoing trials, training work, and budget development, characterizing the office as busy but quiet in terms of notable incidents.

Register of Deeds Cathy Stacey highlighted excitement from statewide peers to visit and learn about county innovations. In a later exchange, Commissioner Goddu noted Cathy Stacey serves as President of the NH Association of Counties, commending her engagement at national and state levels. A lively discussion recounted legislative conference experiences, including encountering protestors in frog outfits

around the Hart Senate Office Building during the State of the Union week—shared as a colorful anecdote illustrating the environment around federal advocacy.

Assistant Superintendent Jon Banville reported a headcount of 191 and described a busy transition: Lt. Sean Norton’s promotion to Major will trigger a domino of supervisory vacancies to fill, balancing promotions with operations. He praised Norton’s operational mastery and expressed gratitude to department heads for support.

Lieutenant Sean Norton expressed appreciation for the opportunity and pledged to work hard in the role.

Senior Director Gates reported “all’s well, nothing new”, expressing pride in the team’s hard work, with Commissioners complimenting the grounds’ appearance

Senior Director Nickerson who also attended the legislative conference, shared a conversation with Sen. Shaheen’s office (Chris Scott) about potential Community Development Block Grant (CDBG/CDS) opportunities—not for the county per se but potentially for Plastow’s regional ALS system, as political subdivisions like towns might apply for CDS funding to acquire replacement ambulances or equipment. He promised a follow-up via the grant writer. He noted budget deadlines: departments must submit by March 30 at 3:00 p.m., and any new expense lines should be requested via Ben, Systems Analyst. He highlighted the Employee Retention line (53408) created in recent years. He reminded that budget Resolution 2 adjusts maximum pay range ceilings using the 10-year average CPI (Boston–Cambridge–Newton, Jan. publication), which this year is 3.10% (vs. 3.06% last year).

The High Sheriff publicly thanked Superintendent Henry for years of cooperative service, and congratulated the incoming Superintendent and Major.

Senior Executive Assistant Leila Mattila raised a clarification on facility use fees: whether the posted rate is per day or per event for multi-day events. Commissioner Goddu explained the policy assumption of one-day events and, for multi-day events, daily charges would apply. Commissioner Coyle added that fees aim to recover staffing and cleaning costs, reinforcing the daily rate interpretation.

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

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

#### **a. Walk-In Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)**

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Long Term Care employee (A.M.) as recommended by the Senior Directors of Long Term Care Services, and Human Resources. Commissioner Coyle seconded the motion. In discussion, Ms. Dja Konan credited the HR Recruiter for rapid candidate sourcing, reporting four to five interviews and excitement about a candidate with extensive nursing home and DON experience whose soft style complements her leadership. Commissioner Goddu celebrated the quick success in recruiting a Director of Nursing, joking about any implication of toughness. Commissioner Tombarello welcomed avoiding extended stipend scenarios by filling the role, and Ms. Dja Konan clarified an Assistant DON would serve as Interim DON for two to three weeks—not open-ended—until the new hire starts. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

#### **b. Walk-In General Leave Request – Long Term Care Services (approval)**

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (A.F.) for the period February 9, 2026 through February 24, 2026 as recommended by the Senior Directors of Long Term Care Services and Human Resources. Commissioner Coyle seconded the motion. Ms. Kivikoski explained the leave was being extended, but the employee was unable to return and thus resigned effective Feb. 24. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

### **2. Commissioners’ Office – Kathryn Coyle, Chair**

#### **a. Surplus Equipment Request Pursuant to NH RSA 28:8-A - Commissioners’ Office (approval)**

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a Sig Sauer M18 w/Romeo M17 Red Dot, 9mm pistol from the Department of Corrections, as surplus equipment, and to remove the item from the official service inventory of Rockingham County. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

## **G. Public Comment**

Representative Michael Edgar of Hampton expressed appreciation for the Board's motion weeks earlier to suspend efforts related to ICE detentions, calling it a difficult but prudent decision. He discussed the planned Community Corrections program as a principal vision for the new facility and acknowledged the timeline for budgeting and ramp-up, describing it as "down the road". Edgar proposed inviting town officials by district to visit the county complex—recognizing that county support and tax matters benefit from direct exposure to the services and state-of-the-art facility—and praised the Register of Deeds' property fraud alert sign-up initiative, urging broad public awareness.

Commissioner Tombarello agreed with Edgar's outreach idea, sharing that he already speaks at town meetings to explain county functions—nursing home, jail, deeds—which many residents and officials do not fully know despite the small county portion on tax bills. He intends to schedule more visits and welcomed the notion of bringing officials to the complex for firsthand understanding.

Kevin Fleming of Exeter offered brief well wishes to the Board and staff and noted returning operations to the conference room.

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

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

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

Commissioner Tombarello moved to enter nonpublic session at 1:56 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

Commissioner Tombarello moved to exit nonpublic session at 2:30 pm. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

Commissioner Tombarello announced there were three nonpublic sessions and moved to seal the minutes of nonpublic sessions one and three 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 amended the motion adding that the sessions will be sealed indefinitely because there is no foreseeable timeframe for resolution and seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

Commissioner Coyle moved to approve a bid waiver totaling \$20,205, plus \$4,490 per month beginning March 1, 2027 for an addendum to an existing service agreement with PointClickCare, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

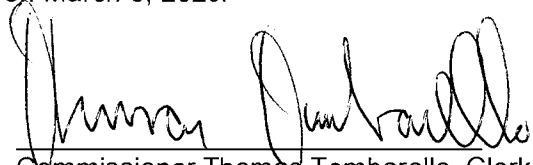
Commissioner Coyle moved to approve the PointClickCare service agreement addendum for the period March 1, 2026–February 28, 2027, specifying a \$20,205 increase, a rate of \$2,245 from June 1, 2026 to Feb. 28, 2027, and thereafter \$4,490 per month starting March 1, 2027, on a monthly term with automatic renewal, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Commissioner Coyle emphasized that entering into the contract in this structure would save the county a significant amount of money. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

## **I. Adjourn**

Commissioner Tombarello moved to adjourn at 2:32 pm. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on March 5, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, March 5, 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  
Commissioner Tom Tombarello  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Julie Hoyt, HR Manager  
Jude Gates, Sr. Director, Fac. Op.  
Kendra Mayall, Asst. Director, LTC

Jon Banville, Superintendent, DOC  
Megan McGowan, County Attorney's Office  
High Sheriff Massahos  
Major Bashaw, Sheriff's Office  
Amanda Kelly, member of the public

#### Remote Attendance:

Erin Coker, Sheriff's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Award: Commissary Services / Inmate Accounting System – Department of Corrections

Commissioner Tombarello moved to award the proposal for commissary services/inmate accounting system to Keefe Commissary Network, LLC at no cost to the county, as recommended by the Superintendent. Commissioner Goddu seconded the motion. During brief discussion, Commissioner Coyle asked whether a 28% commissary rate charged to inmates was standard. Major Banville explained competing proposals can appear lower on the fee percentage but carry higher item prices, and Keefe's overall pricing structure is more cost-effective for inmates. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Keefe Commissary Network, LLC Services Agreement at no cost to the county, for the period beginning March 2, 2026 for a term of three (3) years, with automatic renewals for up to two (2) successive one (1) year terms thereafter, and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Award: IAQ-Duct Cleaning – Facilities Operations

Commissioner Tombarello moved to award the proposal for IAQ duct cleaning to two vendors as follows:

Kitchen Klean, Inc. dba Airduct Klean for the Assisted Living Community on units NRT-1, 2, 3, 4, and 9, FCU02, the dietary area of the Long Term Care Facility including the dietary department and offices, dish room, EF-52, and the dietary makeup air unit, for an amount not to exceed \$5,550.00.

Impact Fire Services for the Department of Corrections D Block and D shower exhausts for an amount not to exceed \$1,800.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Ms. Gates noted the County undertakes these cleanings every five years and vendors know the systems and access points—especially at the jail—which keeps costs contained. Commissioner Coyle observed wide year-over-year price variation in bids despite mandatory walkthroughs and shared plans; Ms. Gates concurred. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to award the one-year fuel contracts for the period of April 1, 2026 to March 31, 2027 to Haffner's Energy Group as recommended by the Senior Director of Facilities, Planning & IT, including: #2 Ultra Low Sulfur fuel (large drops) at a fixed price of \$2.64 per gallon, #2 Ultra Low Sulfur fuel (small drops) at \$2.69 per gallon, Diesel fuel at rack plus \$0.45 per gallon, and LP gas at rack plus \$0.35 per gallon. Further, move to accept the late gasoline proposal from East River Energy due to

documented email issues, and to award the two-year gasoline contract for April 1, 2026, to April 1, 2028, at rack plus \$0.1221 per gallon in year one and rack plus \$0.1246 per gallon in year two. Commissioner Goddu seconded the motion. In discussion, Commissioner Coyle stressed the importance of locking in amid fuel market instability; Commissioner Goddu remarked daily price swings feel speculative. Ms. Gates clarified “rack plus” references the posted daily terminal rack (e.g., Sprague/Portsmouth for heating fuels; a Massachusetts rack for gasoline), meaning the County pays a fixed adder above the rack; diesel would be rack-plus only as vendors declined a fixed or ceiling option. She also explained “large” vs “small” drops relate to delivery volumes (e.g., nursing home’s larger tanks vs smaller sites). Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **C. Consent Agenda**

#### **1. February 26, 2026 Meeting minutes (approval)**

Commissioner Tombarello moved to approve the February 26, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Commissioner Coyle thanked Ms. Mattila for minute preparation. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 30 televisions from the Driscoll 1 and 2 units in Long Term Care Services surplus. Commissioner Goddu seconded the motion. Commissioner Coyle noted the sets are 10+ years old and nearing end-of-life; Commissioner Goddu quipped the sale price roughly equals the disposal cost. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to authorize the sale of surplus televisions to county employees for a nominal fee of \$1 to \$5 with the remaining televisions to be disposed of properly, and the funds raised to be donated to the resident EFFORTS fund. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### **3. March 5, 2026 Accounts Payable List (approval)**

Commissioner Tombarello moved to approve the March 5, 2026 Accounts Payable list total of \$3,884,893.78. Commissioner Goddu seconded the motion. Commissioner Coyle reviewed three major drivers: approximately \$1.6M for a state bill, \$400K for Sodexo, and \$700K for Cigna, observing that these items alone approach \$3M. She also noted signs of reduced contracted nursing utilization within LTC. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **D. Reports**

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

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

Commissioner Goddu reported a recruitment Zoom meeting scheduled for the following day and outreach to Derry/Pinkerton contacts to broaden candidate pools for Correctional Officers and LNAs.

Commissioner Tombarello shared field observations from working at two Pinnacle Nursing facilities in Maine, contrasting their for-profit, non-union models and aging infrastructure. He described ongoing budget conversations with the newly appointed Superintendent, emphasizing early identification of budget drivers. He also recounted meeting the new LTC staff scheduler and remarked on resident engagement. Additionally, he relayed an update from custodial supervisors about drone-assisted exterior window cleaning technology to reduce the need for bucket trucks or ladders. He closed by noting a community meeting in Sandown to discuss County issues. Commissioner Coyle recognized Tombarello’s rapport with residents and the value of his presence in LTC.

Commissioner Coyle summarized that the County is entering the heart of the budget cycle; department heads will complete drafts by end of March. Acknowledging economic uncertainties (fuel, inflation), she expressed confidence in staff diligence and the Board’s collaborative approach to balancing service quality with fiscal responsibility. Commissioners Tombarello and Goddu added scheduling notes: first Maintenance

Union meeting Monday and an initial union financials review, with the first formal session the following Wednesday.

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

- a. Request to Reject Proposals and Republish RFP – Jail Sprinkler Head Replacement (approval)

Commissioner Tombarello moved to reject the proposals received for the jail sprinkler head replacement RFP and authorize republishing the RFP as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Goddu seconded the motion. Ms. Gates explained only one bid was received and pricing had escalated dramatically over successive attempts at clarification—from roughly \$20K to \$169K—with numerous scope uncertainties. Some vendors are reluctant to work inside the jail without larger crews; the aim is to tighten specifications and obtain a realistic market number, potentially positioning the project as a capital request next year. 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 March 5, 2026 Accounts Payable warrant T261070 payable to Harvey Construction Corporation in the amount of \$157,280.70 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson noted just over a quarter of the amount pertains to the North Road water main project, with a portion funded by ARPA, effectively using remaining federal dollars to close out project needs. Commissioner Coyle praised the coordinated effort and timely completion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Congressionally Directed Spending Application – Sheriff's Office (approval)

Commissioner Tombarello moved to authorize the Finance Office to apply for FY 2027 Congressionally Directed Spending on behalf of the Sheriff's Office for an amount of \$2,091,604.70 for a New Hampshire Waterfront Emergency Response and Security Network (WERSec) as recommended by the Senior Director of Finance and the High Sheriff. Commissioner Goddu seconded the motion. Major Bashaw described a multi-jurisdictional radio channel for inland waterways from Seabrook through Portsmouth and the Great Bay, enabling coordinated communications across Coast Guard, Marine Patrol, State Police, and local agencies, with potential infrastructure (e.g., antennas) enhancing the County's radio robustness and even Isles of Shoals coverage for search and rescue. He cautioned total costs could, at full build-out, near \$5M, but the regional impact improves funding likelihood. Commissioner Coyle raised concern about projected ongoing maintenance (~\$200K/year) and emphasized the County should not absorb perpetual costs alone. Major Bashaw agreed: the County would spearhead the grant, but ongoing costs must be shared across beneficiary communities; upcoming meetings with Seacoast fire chiefs will explore buy-in. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Amergis Healthcare Staffing, Inc. Contract Buyout Agreement (approval)

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to sign the Amergis Healthcare Staffing, Inc. invoice for the contract buyout fee for K.D. Commissioner Goddu seconded the motion. Ms. Kivikoski explained the LPN is a strong fit, and by allowing the contract to run four additional weeks, she successfully negotiated a lower buyout price, saving the County money while ensuring staffing stability. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Remaining Holiday Discretionary Bonus Gift Card Proposed Usage (approval)

Commissioner Tombarello moved to approve the utilization of the remaining seven (7) Amazon gift cards for future Wellness Activities/Events through the end of FY26 at the discretion of the Senior Director of Human Resources, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. In discussion, Commissioner Goddu floated using them as employee awards; Ms. Kivikoski noted the benefit of inclusive raffles (e.g., HR's "electronic Wheel of Fortune"). Ms. Gates and Ms. Mayall affirmed staff enthusiasm for contests, the Superintendent highlighted existing employee awards in

the Department of Corrections, and Ms. Mayall noted weekly recognition in Long Term Care with small tokens (coffee, mugs, treats). The wellness-raffle approach ensures broad participation. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Lobby Conference Room and waive the facility fee for the HR Affiliate Group - NHAC on Friday, March 20, 2026 from 8:00 am – 12:00 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Utilization of Cigna Wellness Funds – Gym Equipment Purchase (approval)

Commissioner Tombarello moved to approve the purchase of two (2) new pieces of fitness equipment from Precision Fitness Equipment (PFE) utilizing the remaining Cigna Wellness Dollars, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Discussion confirmed the plan to replace a treadmill and add a stepper with high-quality equipment maintenance standards. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Senior Director Nickerson announced his official appointment to the NHRS Advisory Board and outlined new grant opportunities resurfacing through a Corrections Consultant, Mr. Warwick—some aligning with earlier internal newsletter leads—potentially advancing community corrections funding strategies. He recommended aligning County capitalization thresholds with updated federal rules, suggesting expendable equipment be defined as \$500–\$9,999 and non-expendable at \$10,000+, streamlining budgeting when federal grants apply (e.g., washer/dryers often \$5K–\$10K). The Board indicated support, and Mr. Nickerson will share guidance with departments and the Delegation during budget month.

Senior Office Administrator Megan McGowen reported the VOCA grant process has shifted to an RFP with a two-week deadline. With Finance’s help, her office is preparing materials for next week’s BOC meeting ahead of the deadline. She explained DOJ aims to reach underserved communities and has outsourced review to a third party; she has confirmed Rockingham County should list itself as a current VOCA recipient (given the ARPA bridge funding) to maintain continuity. Timing and budget impacts are being clarified with DOJ contacts.

Assistant Director Kendra Mayall provided census data and a health status update. Annual education & training plan wraps up tomorrow, keeping the program fully compliant. Budget preparation is in its final two-week push.

Superintendent Jon Banville reported 195 inmates that morning and described completion of comprehensive NCCHC audits (Medical and OTP conducted simultaneously this cycle). While prior audit had two deficiencies, this round produced minor clerical items (e.g., relocating sharps storage to a closed, unused cell). Lead auditors praised PrimeCare and custody staff for MAT diversion protocols and overall inmate care—remarking that the program quality exceeds expectations for “little old New Hampshire.” Banville also noted his immersion in the budget process with support from their Office Manager as well as other departments and mentioned handling a high-profile intake during his first weekend in the role.

Senior Director Gates reported Well #4 startup and a three-month testing regimen (weekly testing cycles) with elevated iron levels initially (expected due to previous raw testing conditions), potentially impacting chemical budgets next year; final plant output remains exceptional water quality. North Road lift station is near completion with training next week; the jail lift station is roughly one month out awaiting control panels. Her team is tracking roof leaks over flat-roof areas (warehouse/dietary), complicated by freeze–thaw cycles; drains are clear, and staff are troubleshooting melt-path infiltration. She also completed the exam for Underground Oil Storage Tank Operator with a high grade.

The High Sheriff noted the Executive Council recognized the Drug Task Force for outstanding work the previous day in Concord. He provided a staffing update, highlighted successful job fair outreach and the facility’s tour-value as a recruiting asset.

Senior Director Kivikoski is advancing budget work, PCN revisions, and evaluation format updates. HR is collaborating with Payroll and Environmental to deliver department-level training sessions on core processes over the next three weeks, aiming to refresh practices and standardize compliance.

Register of Deeds Cathy Stacey reported “business as usual”.

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

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

#### **a. Walk-in Medical Solutions, LLC Amended Rate Sheet**

Commissioner Tombarello moved to approve the Amendment to the Contract Service Agreement with Medical Solutions, LLC, 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.

#### **b. Weather Emergency PPP 8-4; Friday, January 7, 2026 (approval)**

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, starting at 11:00 pm or the start of third shift as defined by the department, on Thursday, March 5, 2026 through 7:00 am or the start of first shift as defined by the department, on Friday, March 6, 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.

Ms. Julie Hoyt and Ms. Kivikoski briefed the Board on Gallagher’s request to evaluate Quantify; a program focused on specialty infusion therapies (e.g., chronic/rare diseases) with potential site-of-care shifts to home for cost savings. To produce a savings projection, Cigna requires an authorization allowing Quantify access to de-identified plan data (diagnosis codes and cost data only). HR emphasized the data would exclude personally identifiable information. The Board encouraged proceeding with Primex review and bringing back findings; members discussed ensuring clinical appropriateness, employee experience (home vs hospital), and the utility of data-driven modeling to inform renewal options. No formal vote was required at this stage; HR will return next week with updates.

## **G. Public Comment**

A guest, Ms. Amanda Kelly, addressed potential code compliance concerns related to adult (caregiver-assistance) changing stations under RSA 155:80 (effective 2020) and related definitions (RSA 155:79). Sharing her personal caregiving perspective, she underscored the dignity, privacy, and accessibility challenges faced by families when suitable facilities are not available in public buildings. She suggested the County’s new building should ensure proper compliant installations, noting few such stations exist statewide. Commissioners thanked her for raising the issue and indicated the matter would be reviewed with appropriate building and compliance personnel.

## **H. Commissioners’ Nonpublic Session**

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

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

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

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

Commissioner Tombarello moved to enter nonpublic session at 2:10 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

Commissioner Coyle announced there were five nonpublic sessions and Commissioner Tombarello moved to seal the minutes of nonpublic sessions one and three indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a

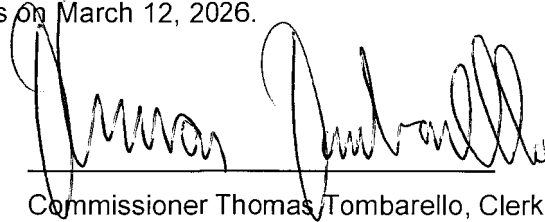
member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

**I. Adjourn**

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on March 12, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, March 12, 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  
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  
Jon Banville, Superintendent, DOC  
Pat Conway, County Attorney  
Megan McGowan, County Attorney's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Award: Eaton (or similar) UPS Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for Eaton (or similar) UPS Equipment to Charles S. Cramer for an amount not to exceed \$21,452.00, as recommended by the IT Director. Commissioner Goddu seconded the motion. During discussion, Commissioner Coyle asked clarifying questions regarding installation, observing that third-party installation quotes ranged from \$23,000 to \$33,000 and could be avoided if performed in-house. Senior Director Jude Gates affirmed that County electrical staff have successfully completed similar installations and estimated approximately \$3,000 in materials if the County handles the work, ensuring quality and lowering costs. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. January 29, 2026 and March 5, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the January 29, 2026 and March 5, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare three (3) beds from Long Term Care Services surplus with the items to be used for spare parts, or disposed of properly. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 3. March 13, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,704,287.68 for the pay period ending March 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 Goddu reported steady, constructive progress in negotiations with the Sheriff's supervisors and dispatch supervisors, expressing optimism about reaching tentative agreements soon. He commended the Recruiter for proactively engaging local high school Career & Technical Education programs, including Salem and Pinkerton, to support recruitment pipelines.

Commissioner Tombarello described a comprehensive walk-through of the Community Corrections facility with the Superintendent, Senior Director Gates, and senior County staff, emphasizing readiness to begin pre-trial services and the diversion program in the new location by May 1, before full “Community Corrections” operations are staffed. Stressing stewardship, he noted the need to demonstrate taxpayer value for the approximately \$10 million investment and proposed May 1 as a realistic opening milestone for limited services and administrative occupancy. Commissioner Coyle supported memorializing that date, clarifying the distinction between relocating diversion and pre-trial monitoring (administrative functions) versus adding new housing or staffing levels, which carry separate budget implications.

County Attorney Patricia Conway raised security considerations for staff and visitors, especially with individuals on pre-trial release checking in at the new location. Senior Director Gates explained that exterior cameras are installed around building corners and were in late-stage integration; dispatch will have continuous visibility once they go live. Commissioner Coyle confirmed that any move would not occur until the camera system is fully operational, ensuring a safe rollout. Attorney Conway appreciated the responsiveness, reiterating her staff’s request for clear security assurance.

## **2. County Attorney’s Office – Patricia Conway, County Attorney**

- a. Grant Application: Victims of Crime Act (VOCA) Federal Grant, \$50,000 (approval)

Commissioner Tombarello moved to authorize the County Attorney to electronically submit an application for the VOCA grant, and authorize the Chair to sign and initial form G-1, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Contingent Grant – Rock Rimmon CDBG Project Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the March 12, 2026 Contingent Grant Accounts Payable warrant T260979 in the amount of \$130,340.00 for work done on the Rock Rimmon Coop water infrastructure project, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Participation Request, New National Opioid Settlement – Remnant Defendants (approval)

Commissioner Tombarello moved to approve the Combined Subdivision Participation and Release Form for the Six (6) Remnant Defendants National Opioid Settlement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle recommended a future session to strategically plan opioid abatement funds—e.g., supporting the Medication-Assisted Treatment (MAT) program—so Commissioners have a cohesive view of expected inflows and allocations during budget development. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)

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

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

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (R.M.) with County portion of all benefits to continue for the period March 8, 2026 through April 4, 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.

## **5. Register of Deeds – Cathy Stacey, Register**

a. Hopdox Electronic Recording Approved Procedures Agreement (approval)

Commissioner Tombarello moved to approve the Hopdox Electronic Recording Approved Procedures Agreement at no cost to the County, effective March 12, 2026 until terminated, and authorize the Chair to sign all necessary documents, as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Ms. Stacey confirmed Hopdox is an additional, vetted e-recording provider and that the County had previously contracted with them; current terms are unchanged, simply reinstated for use. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

**E. Department Head Updates**

Senior Director Nickerson reported that payroll processing was problematic this cycle due to policy and system misalignments, and his team will work on tightening procedures going forward. He noted a high volume of grant activity, including preparation for a three-year federal grant worth over \$1 million (with about \$700k federally funded), which will come before the Board on March 26. He is also monitoring additional opportunities in April and exploring regional collaborations for Rural Health funds, especially to improve transportation access for seniors in rural towns. He provided updates on the EMPG grant revision for dispatch furniture, ongoing budget development, and recent discussions on Medicaid rate calculations.

Register of Deeds Cathy Stacey reported strong foot traffic at the new building and continued public education on Property Fraud Alert, a free notification tool that immediately emails registrants when a document is recorded in their name. She expressed disappointment that a recent news segment revisited a years-old property-fraud case without consulting Registers statewide or noting that most counties—including Rockingham—have long offered fraud-alert enrollment. She is conducting public presentations (Salem recently, Windham upcoming) to drive awareness. Ms. Stacey also noted two new employees are integrating well, and the office is fully staffed, improving customer service and operational resilience.

Senior Director Gates reported a heavy budget workload and addressed a newly observed termite issue at the HR Building, discovered as staff opened an exterior door to find activity along both walls from ground level. Pest control was engaged immediately, outside treatments commenced, and cleanup was supervised (including shop-vac use) to stabilize the area; the incident highlights evolving climate-related building risks and the team's rapid response protocols.

Superintendent Jon Banville reported an inmate count of 194, onboarding three new staff on March 23, and four pending polygraph completions before start. He praised Major Norton's strong progress and noted eight candidates for two open CO positions, showing robust recruitment traction. Building on Commissioner Goddu's school outreach, Banville scheduled a May 15 presentation at Salem High School's criminal-justice program and expressed interest in speaking at Pinkerton, his alma mater, to raise awareness about Corrections careers—an often overlooked segment of law enforcement in New Hampshire. Ms. Kivikoski offered to coordinate flyers through the Recruiter to support the outreach.

County Attorney Conway reported a successful grand jury session and described launching a CSAM (child sexual abuse material) working group that meets biweekly with specialized detectives to coordinate investigations and prosecutions. She noted a new ICAC commander will join an upcoming meeting, and shared ongoing budget work, including IT storage planning (archive drives vs. PBK storage) under review with Ms. Bernier for cost comparison. She commended Ms. McGowan for budget support.

Senior Director Dja Konan provided census data and a health status update. Rockingham County continues as a clinical site hub for LNA students from local high schools and for two nursing cohorts; the second LNA session has begun, and students now shadow department heads to understand the full long-term-care ecosystem. Feedback from students consistently highlights the facility's cleanliness, organization, and supportive culture. The Recruiter and the Employee Engagement Specialist are cultivating these student pipelines for recruitment during breaks between sessions. A new Director of Nursing is anticipated to start at month's end, and budget work is nearing completion. In discussion with Commissioners, Ms. Dja Konan and Ms. Kivikoski reviewed evolving staffing regulations—federal proposals slowing or shifting to state-level standards (e.g., New Hampshire's "adequate staffing" language)—and the operational impact of transitioning away from agency nurses as County hiring gains momentum. Notably, the day shift is projected to drop to two non-house nurses after an imminent hire,

reflecting improved retention and strong employee referrals (one new hire has referred 4–5 candidates). Commissioners Coyle, Goddu, and Tombarello applauded the turnaround and reinforced support for negotiating selective buyouts of high-performing agency staff where cost-effective.

Senior Director Kivikoski announced NHAC fall conference registration is open at the Omni and encouraged the Department Heads for early nomination submissions for County employee awards over the next ~2.5 months. She summarized ongoing union work with Mr. Nickerson and requested permission to bring forward for next week’s meeting, a buyout for a particular agency staff member to reduce reliance on outside labor. Commissioners discussed the financial and operational benefits of such conversions and signaled interest in reviewing terms upon resolution.

Commissioner Goddu on behalf of the High Sheriff relayed no new developments at the department; command staff were at an afternoon meeting and could not attend.

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

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

- a. Amendment to February 26, 2026 motion

Commissioner Tombarello moved to amend the motion carried on February 26, 2026 which approved a bid waiver request for an addendum to the existing service agreement with PointClickCare (PCC), and to instead approve a Change Order Request in the same amount. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Knollwood Energy Renewable Energy Credit Sale and Purchase Agreement (approval)

Commissioner Tombarello moved to approve the Knollwood Energy, Renewable Energy Credit Sale and Purchase Agreement, at a cost of 2% of the sale price, or a minimum of \$0.50 per REC, whichever is greater, for the period beginning March 12, 2026 through December 31, 2028, and automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion.

Commissioner Coyle requested a brief table to review terms but, after conferring with Ms. Gates and Mr. Nickerson, agreed to proceed due to timing: failure to execute promptly could forfeit a full quarter of REC revenue. Solar REC pricing is in the mid to upper \$30s, making the 2% fee materially favorable, and Knollwood’s long-standing presence and reputation in REC markets, functionally close to sole-source in some segments, was noted as favorable. Commissioner Coyle observed the contract was somewhat one-sided (e.g., indemnification, assignment, market selection) yet judged overall exposure limited relative to the opportunity cost of lost RECs if delayed. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Extension of Paid Administrative Leave

Commissioner Tombarello moved to approve an extension to the Paid Administrative Leave for a Long Term Care employee (K.W.) effective March 25, 2026 as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. During discussion, Ms. Kivikoski explained that the employee had a pre-approved vacation; consistent with practice, the County would apply accrued leave during that period and resume paid administrative leave afterward. Commissioner Tombarello voiced discomfort with such timing where potential misconduct might be under review; Ms. Kivikoski noted longstanding practice and the pre-approval record. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **G. Public Comment**

No public comments were received.

## **H. Commissioners’ Nonpublic Session**

Commissioner Tombarello moved to enter nonpublic session at 1:55 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 2:32 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

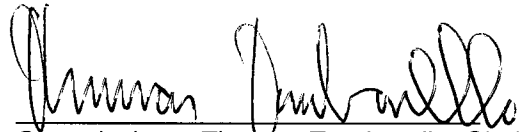
Commissioner Tombarello announced there were two nonpublic sessions and moved to seal the minutes of both sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu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

### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 2:32 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 March 26, 2026.

  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

Meeting Minutes

March 19, 2026 @ 1:00 pm

Municipal Building, 94 North Rd, Brentwood, NH.

## 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

Charles Nickerson, Sr. Director, Finance  
Alison Kivikoski, Sr. Director, HR  
Robin Bernier, Director of IT

## B. Consent Agenda

### 1. March 19, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the March 19, 2026 Accounts Payable list total of \$1,189,292.53. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## C. Reports

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

#### a. Agency Staff Contract Buyout Agreement (approval)

REQUEST WITHDRAWN

## D. Department Head Updates

There were no department head updates.

## E. New Business / Old Business

Commissioner Goddu shared he has TA with the Sheriff's Union. Commissioner Tombarello shared he received initial proposals from the Union and negotiation teams met for three hours. Commissioner Coyle said that budget efforts remain ongoing.

## F. Public Comment

There were no members of the public present.

## G. Commissioners' Nonpublic Session NH RSA 91-A:3, II

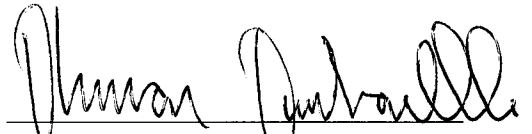
Commissioner Tombarello moved to enter nonpublic session per NH RSA 91-A:3, II (a), personnel at 1:06pm. Commissioner Goddu seconded. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic session at 2:48pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Goddu, Commissioner Tombarello and Commissioner Coyle in favor. Commissioner Coyle moved to seal the minutes of the three non-public sessions indefinitely because, with respect to non-public sessions #1 and #2, disclosure of the information could affect adversely the reputation of an individual other than a member of this board and there is no end to that reputation issue and with respect to non-public session #3, disclosure of the information could render a proposed action ineffective. Commissioner Goddu seconded the motion. Commissioner Goddu, Tombarello and Coyle voted in favor.

Commissioner Coyle moved to adjourn at 2:50pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Tombarello, Goddu and Coyle voted in favor.

Minutes taken and typed by Kate Coyle.

Minutes approved by the Board of Commissioners on March 26, 2026.

  
Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, March 26, 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  
Jon Banville, Superintendent, DOC  
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: Department of Corrections Sprinkler Head Replacement – Facilities Operations

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

#### 2. Opening: Condensate Piping Insulation – Facilities Operations

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

#### 3. Award: Fire Sprinkler Testing – Facilities Operations

Commissioner Tombarello moved to award the proposal for fire sprinkler testing to Encore Fire Protection for the period of April 1, 2026 through March 31, 2027, for an amount not to exceed \$14,834.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 4. Award: Ammunition – Sheriff's Office

Commissioner Tombarello moved to award the proposal for ammunition to AAA Police Supply for an amount not to exceed \$16,028.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. March 12, 2026 and March 19, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the March 12, 2026 and March 19, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. Adult Medical Day Care (AMDC) Payout Report, January and February 2026 (informational)

Commissioner Tombarello expressed concern and emphasized that while he supports the program, the transportation line is "getting to be too much" and diverging from the program's intended purpose. In response, Commissioner Goddu clarified that the subsidy count did not represent the number of people using transportation, and that more detailed billing clarification was needed.

Commissioner Coyle summarized the Board's position, emphasizing that the County's support was intended only as a temporary bridge after the pilot program ended—not a permanent funding solution—and that Silverthorne should have been using this six-month period to develop an independent plan. She

highlighted the misalignment between the County's intent to fund based on actual use and Silverthorne's expectation of a flat grant-style allocation.

Ultimately, all three Commissioners agreed that the issue must be revisited during the upcoming budget process, with Commissioner Tombarello suggested that AMDC transportation funding be shifted into Non-County Specials and recommended that the Delegation determine future funding levels. The representative for Silverthorne had already been scheduled to come in for a discussion at next week's meeting and will explain their position at that time.

3. March 27, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,692,712.62 for the pay period ending March 21, 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 Coyle offered a substantive update on cybersecurity readiness, highlighting a well-received training forum for county staff and underscoring the importance of awareness, silo reduction, and emergency planning. She referenced recent cyber incidents in other counties (Strafford and Hillsborough) as cautionary context and praised internal collaboration among IT and departmental leaders. The High Sheriff noted their monthly 15-minute cyber trainings as part of ongoing practice.

Commissioner Tombarello reported briefly on imminent union negotiations and recapped an outreach meeting with Senate President Carson and another senator to discuss county priorities. And he invited state officials for a future tour of the new building.

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

a. Change Order Request – KPMB Enterprises, LLC (approval)

Commissioner Tombarello moved to approve a change order request for KPMB Enterprises, LLC for an amount not to exceed \$20,248.80 for adjustments and changes required for the 2024 HVAC ARPA project, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Ms. Gates explained the necessary adjustments arising during project execution (including equipment availability issues, a hot-weather roof condensing unit removal that necessitated additional exhaust fans, and unit-specific remedies in the nursing home). She noted the change order as a pragmatic finish-to-completion adjustment with no additional ARPA funding. Commissioner Coyle contextualized the delta against a \$4 million overall contract, characterizing the variance as modest. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Grant Application – Bureau of Justice Assistance FY 2025 Public Safety and Mental Health Initiative (approval)

Commissioner Tombarello moved to authorize the Senior Director of Finance to apply for grant funding on behalf of the County, from the Bureau of Justice Assistance (BJA) FY25 Public Safety and Mental Health Initiative Grant for an amount of \$814,065.00, with a county match of \$345,191.00, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained the application supports three Community Corrections positions over three years, with the county match largely covering personnel and fringe costs. Discussion clarified alignment with a separate RSAT grant (if awarded for year one, two positions would be covered there, and a revised budget would be filed under BJA). Commissioner Coyle and Major Banville noted the potential for significant offset (estimated coverage approaching a large share of costs) to help advance progress with Community Corrections. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

~~b. Harvey Construction Off-Cycle A/P Warrant (approval)~~ **WITHDRAWN**

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

##### **a. Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)**

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

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

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (J.L.) with County portion of all benefits to continue for the period of April 4, 2026 through April 4, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Coyle amended the dates on the motion to April 4, 2026 through July 4, 2026. Commissioner Goddu seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (S.H.) with County portion of all benefits to continue for the period of March 22, 2026 through March 27, 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. Square 9 Softworks Revised Statement of Work (approval)**

Commissioner Tombarello moved to authorize the Board to initial each page of the Square 9 Softworks revised statement of work 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.

##### **e. Utilization of County Wellness Fund – Chair Massages (approval)**

Commissioner Tombarello moved to approve a Wellness activity, chair massages, utilizing County Wellness Dollars for an amount not to exceed \$2,500.00 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **f. Utilization of County Wellness Fund – Quiet Room Items (approval)**

Commissioner Tombarello moved to approve the purchase of items for the Municipal Building Quiet Room utilizing County Wellness Dollars for an amount not to exceed \$68.00 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

##### **a. Med-Pass 2026-2027 Licensing Renewal Agreement (approval)**

Commissioner Tombarello moved to approve the Med-Pass 2026-2027 Licensing Renewal Agreement for the period of March 1, 2026 through April 30, 2027, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Coyle amended the start date as May 1, 2026. Commissioner Goddu seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **b. UNH College of Health and Human Services School of Nursing Agreement (approval)**

Commissioner Tombarello moved to approve the UNH College of Health and Human Services School of Nursing Agreement for the period beginning March 6, 2026 for a term of one (1) year, and automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the

motion. Ms. Dja Konan noted the County serves as an NP training site (led by Nurse Practitioner Donna Rowe), exposing learners to the breadth of long-term care. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

### **a. Use of Facility Request (approval)**

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium and waive the facility fee for Tactical Tradecraft Solutions, LLC on January 25th and 26th, 2027 for the hours of 7:30 am to 6:00 pm each day. Commissioner Goddu seconded the motion and requested more information.

Major Bashaw explained that hosting agencies often secure free training slots proportional to registration counts (typical tuition \$550–\$600 per attendee; hoped for ~5 free slots), representing significant savings to the Sheriff's training line. Commissioners Coyle and Goddu requested a clear cost-benefit analysis: total expected free seats, exact tuition values, anticipated County participants, and a full accounting of ancillary County costs (extended hours, custodial services, trash, restroom supplies, building support), noting that the County's policy has traditionally prioritized nonprofit/government fee waivers and that waiving for a for-profit creates a precedent.

The High Sheriff acknowledged the point and agreed to gather details (including a food/cleanliness plan since food is generally prohibited in the auditorium). Commissioner Goddu moved to table the item pending additional information. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

## **E. Department Head Updates**

Senior Director Nickerson briefed the board that departmental budgets and Non-County Specials are due Monday, and his office is concurrently advancing multiple grants and managing audit activities. He reported his appointment to the NHRS (New Hampshire Retirement System) Board of Trustees had been formally approved by the Governor and Council, necessitating an orientation period. He flagged the County Finance Commission meeting scheduled for Monday, anticipating discussion on July Medicaid rates and potential funding avenues to support long-term care operations. He also previewed line-item transfer needs across departments, noting they must be placed on the board agenda by April 23 to align with the April 26 Executive Committee timeline. And he mentioned the possibility of hosting the New Hampshire MUNIS Users Group later in the year in the auditorium.

Senior Director Gates reported that she had nothing new to report, they have been immersed with finalizing their budget.

Superintendent Jon Banville reported a facility headcount of 193 and provided a staffing update. On behavioral health coordination, he described ongoing engagement with Seacoast Mental Health, including an impending non-monetary MOU to define mutual expectations following a prior incident wherein mobile crisis responders experienced extended wait times outside the facility due to miscommunication. He committed to bring the MOU to the Board with legal review for clarity and compliance.

County Attorney Conway advised the Board that two line-item transfers will be needed: one for expert witness fees under Expense of Prosecution, and another for service contracts associated with the PBK matter previously discussed (increased costs now realized).

She explained that the New Hampshire State Lab had outsourced an accumulation of sexual assault evidence kits to DNA Labs International (Florida) under a state contract. A prior grant had covered both testing and expert travel/testimony; with that grant exhausted, counties now bear the cost of expert testimony for prosecutions. She cited a recent bill for over \$11,000, negotiated down to \$7,000, and noted that while some testimony may occur virtually (with defense consent), defendants retain confrontation rights that can necessitate in-person expert testimony and travel.

Further, she described the lab's cessation of serology reporting (identification of bodily fluid type) in favor of DNA-only results, which complicates trial narratives; her office is researching alternative labs (including one in Montana) that perform serology but charge over \$2,000/day for testimony plus travel.

Commissioner Coyle and Commissioner Goddu criticized the state downshift of costs onto counties, emphasizing the need for legislative and grant solutions. Attorney Conway indicated outreach to County Attorney leadership and Jim Boffetti regarding grant options; Mr. Nickerson added that their grant writer is checking the JAG pathways and whether multiple County entities can seek funds under the same umbrella. Attorney Conway closed with a positive note: the CAC Champion for Children Award will recognize Rusty Chadwick from the office; the Sheriff's Office is also slated for recognition. She highlighted prevention/education presentations in local schools (e.g., Timberlane), and an upcoming Portsmouth manslaughter trial.

Register of Deeds Cathy Stacey reported exceptional recording revenues, noting a banner month with activity significantly above the same period last year (last month was 22% up year-over-year) and a strong trajectory for the current month as well. She had recently conferred with DRA Commissioner Lindsey Stepp in a committee context; the surge indicates robust economic activity across Rockingham County's real estate market. Routine operations otherwise remain steady.

Senior Director Dja Konan provided census data noting strategic reopening and progressive expansion of the skilled nursing unit. Staffing improvements (notably without increasing agency reliance) have enabled full unit operations running near capacity with only occasional bed availability. She described clinical workflow improvements that avoid the prior practice of holding an LTC bed while simultaneously admitting the same resident to skilled status after hospitalization; now, enhanced clinical capability supports a return to room and smoother transitions, benefiting resident outcomes and throughput. From a fiscal perspective, she underscored that skilled is a profit center with average skilled rates (~\$600/day) versus Medicaid (~\$200+ day), even accounting for consolidated therapy costs. Demand remains intense—recently 27 referrals for 3 beds—and the unit also serves as a safety net preventing risky discharges home and ER recidivism. Commissioner Coyle framed this as better care and system cost avoidance, adding that the County is steadily building toward capacity to open another unit over time (subject to staffing).

She further praised the cybersecurity session (with team follow-ups), and highlighted budget coordination with Corrections given census variations. She announced a new Director of Nursing starting Monday, and shared feedback from a PRIMEX emotional intelligence training that provided targeted leadership development and personalized growth plans.

Senior Director Kivikoski echoed cybersecurity takeaways, indicating HR will collaborate with Finance and Payroll on controls around interdepartmental data flows. HR is already preparing for open enrollment and coordinating with Gallagher (with a board presentation scheduled next week and a working session tomorrow to refine recommendations and slide materials). Hiring momentum is strong: HR ran orientation last week, has sessions scheduled for March 30 and the following week, and is conducting off-cycle orientations to accelerate onboarding where departments need rapid fill.

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

No new or old business was brought forward for discussion.

#### **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) personnel

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

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

Commissioner Tombarello moved to enter nonpublic session at 2:10 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (j) internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 4:07 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello announced there were eight nonpublic sessions and moved to seal the minutes of nonpublic sessions one through four 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 amended the motion to specify indefinite sealing consistent with the reputational protection rationale. 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.

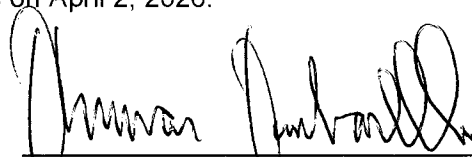
Commissioner Tombarello moved to approve an exception request for a Corrections employee (R.M.) Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### **I. Adjourn**

Commissioner Tombarello moved to adjourn at 4:08 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 2, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, April 2, 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  
Jon Banville, Superintendent, DOC  
Megan McGowan, County Attorney's Office  
Jessica Szweda, Silverthorne

### B. RFP Openings & Awards

#### 1. Opening: LTC Awning Replacements – Facilities Operations

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

### C. Consent Agenda

#### 1. March 26, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the March 26, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. April 2, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the April 2, 2026 Accounts Payable list total of \$3,979,186.83. Commissioner Goddu seconded the motion. Mr. Nickerson provided a comprehensive breakdown. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### D. Reports

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

##### a. Commissioner updates

Commissioner Goddu reported direct engagement with Eversource regarding the County's electric rate classification, explaining the County had been placed on the GB rate rather than the expected G rate. He indicated that Eversource had already agreed to correct the classification to G and is reviewing a retroactive adjustment request; he anticipated a positive outcome once account details were confirmed. Commissioner Coyle highlighted the potential fiscal impact—estimated in the \$80,000+ range.

Commissioner Tombarello reported that Sodexo reached out and he had a conversation earlier in the day regarding Meals on Wheels possibly returning to the county kitchen. He shared a two-page email from Justin Little, Vice President of Sodexo, and explained that they had spoken after the Board initially decided they were not interested. He suggested the Board at least hear them out, either via Zoom or in person, noting that some representatives may need to travel from New York. He emphasized that there are both positives and negatives to consider, and he already communicated the county's past concerns regarding their departure. At least one representative, Jordan Little, is interested in speaking, and Tombarello has already discussed the matter briefly with Ms. Dja Konan.

He also updated the board on union negotiations. They met for two and a half hours on Friday, then again for three and a half hours yesterday, and will meet once more on Wednesday at 1 p.m. He noted that

negotiations could continue late into Wednesday. The union was informed that final numbers are necessary for the 9th, and he expects that by Wednesday afternoon or evening they will know the direction of the negotiations.

Commissioner Coyle thanked department heads for submitting budgets on time, enabling compilation of the binders and the start of department budget meetings next week. She emphasized the need for scrutiny yet praised initial impressions that departments had worked hard to reflect the challenging fiscal climate. To inform deliberations, she requested third-quarter actuals and projections ahead of next week's sessions, along with position listings (open vs. filled) and vacancy duration by role to understand operational realities.

Mr. Nickerson reported that payroll and benefits projections to year-end were complete, with operating expense and revenue projections in progress. He committed to distribute materials, acknowledging the tight calendar with NHAC items the following day. On budget placeholders, he explained that certain lines (e.g., Engineering & Maintenance salaries) currently carry prudent placeholders pending negotiation outcomes, with adjustments to be made by April 9.

The Board discussed health benefits cost pressures. Commissioner Coyle referenced the stop-loss premium increases as "close to a \$1 million" year-over-year impact—nearly 1% of the entire County budget—underscoring constrained control over this external driver. Mr. Nickerson noted the County's Health Fund reserve could partially offset increases; Ms. Kivikoski suggested reassessing the historic \$14,000 general fund allocation per position, with scenario analyses (e.g., increasing to \$14,050 or higher per position) to model various funding blends. The Commissioners discussed "some-and-some" solutions—combining Health Fund use with adjusted appropriations—and emphasized communicating the magnitude of this specific, largely uncontrollable cost to the public.

Responding to Commissioner Coyle's data request, Ms. Kivikoski said Julie can run the position listing for Q3, including open/filled positions; she will coordinate with Autumn and Julie to add vacancy age per position (e.g., multi-year vacancies).

b. Silverthorne Adult Medical Day Care Funding Request (discussion)

The Board held an extended discussion with Jessica from Silverthorne Adult Medical Day Care regarding her updated request for County support. She explained that her revised proposal included updated spreadsheets showing increased driver wages (about 30%), adjusted benefit assumptions, and a refined request limited to one year of ride-cost support. She acknowledged initial calculations may have overestimated transportation needs and sought guidance on County budgeting, as this is her first full funding cycle.

Commissioner Goddu explained that the County had only extended driver support recently because of a grant timing issue, and that continuing to underwrite Silverthorne's transportation staffing model would represent a significant policy shift. He also described the financial constraints, noting that the County's adult day care line totals \$100,000 annually and funds Silverthorne and Easterseals. Silverthorne's model—involving two full-time drivers—would exceed what this line can sustain.

Commissioner Tombarello agreed, stressing that the County had previously run its own transportation program at high cost and ultimately closed it. He argued that assuming transportation operations again—whether directly or indirectly through Silverthorne—would repeat past challenges. He stated strong philosophical support for adult day care services but urged that Silverthorne's request be redirected to the legislative Delegation through the non-county specials process, where nonprofits make formal presentations for funding. He committed to advocate for Silverthorne during that process as liaison.

The Board asked clarifying questions about Silverthorne's operations, including that 15 Rockingham County residents currently rely on Silverthorne's transportation, generating 333 rides in March. Commissioners also explored whether more cost-effective options could be identified—such as partnerships with town welfare offices, CART, or other transportation providers—while acknowledging that the high prevalence of dementia among clients limits the use of taxis or rideshare services.

Ultimately, the Board agreed that transportation support should be addressed not through the Long Term Care budget but through the non-county specials route. Commissioner Goddu moved to allow Silverthorne

to file a late application, noting that a quick calculation shows  $\$25 \times 333 \text{ rides} \approx \$8,300/\text{month}$ , or about  $\$100,000/\text{year}$ , aligning better with the Delegation's domain than with County departmental budgets. The Board voted unanimously to accept the late application, and Mr. Nickerson will provide Silverthorne with the necessary forms.

## **2. Department of Corrections – Jon Banville, Superintendent**

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated March 26, 2026, receiving one inmate from Carroll County, Inmate Booking #202600586, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. ~~Harvey Construction A/P Warrant (approval)~~ **WITHDRAWN**
- b. CloudApper SaaS Agreement and Order Form (approval)

Commissioner Tombarello moved to approve the CloudApper SaaS Agreement and Order Form effective April 2, 2026 for an initial term of three (3) years, at an annual cost of \$948, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained CloudApper as a lower-cost, tablet-based time-clock alternative compatible with UKG, avoiding ~\$4,000–\$5,000 hardware costs and recurring support fees by using quality tablets and CloudApper's software. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Proposed Policy Amendment: Authorization of Wages After Traumatic Work Incidents (approval)

Commissioner Tombarello moved to approve the new Discretionary Leave Policy, PPP 9-18, as recommended by the Senior Director of Human Resources, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle explained the policy's purpose: to grant elected officials and division directors discretion to send employees home promptly following traumatic work incidents or exposures, and to ensure payroll processing occurs without delay, streamlining support in emergencies while giving Finance clear policy guidance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Repurpose/Regrade/Title Change – Facilities Maintenance (approval)

Commissioner Tombarello moved to approve the repurpose/regrade/title change of one (1) Production Administrative Assistant position, grade R11, to one (1) Assistant Office Administrator, Grade R12, with accompanying wage adjustment effective May 17, 2026, pending Executive Committee approval, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated March 19, 2026 to Easterseals for an additional client (J.M.) at an amount of \$80 per day, two days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Exception Request to Travel & Training Policy (approval)

Commissioner Tombarello moved to approve an exception request to the Travel & Training Policy, regarding rental cars for a Long Term Care employee (J.P.) and amend the total approved cost of the Travel & Training Request to \$2,673.72, as recommended by the Senior Director of Long Term Care

Services. Commissioner Goddu seconded the motion. Discussion emphasized employee safety: at the airport, notices warned of rideshare scams, and the employee prudently chose a rental car. The Board reinforced that, in emergency or unforeseen conditions, the County will cover safe travel choices. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Senior Director Kivikoski reported steady operations and active budget preparation, including collaboration with Gallagher ahead of the benefits renewal.

Senior Director Dja Konan provided census data and a health status update. She reported that the new Director of Nursing (Anne), began this week and expressed appreciation for the building's cleanliness, robust systems, and the team's warm culture. The facility completed a mock pre-survey with external auditors; feedback praised documentation across departments, resident satisfaction, and—remarkably—zero call-bell complaints in resident council interviews, a first in their pre-survey experience. Commissioner Coyle recognized Ms. Dja Konan's floor-culture work and staff engagement, noting the tangible outcomes for resident care. Ms. Dja Konan highlighted a targeted night-shift falls education initiative: by revising rounding practices and rest routines, falls decreased by ~15 in one month, flipping night shift from the highest to the lowest fall count—an achievement she credited to the team's diligence.

Superintendent Jon Banville is revising the DOC mission statement to a more concise and clear form, reflecting paramilitary organizational principles where an unclear mission leads to failure. He briefed the Board on NCCHC terminology changes—moving from “suicide watch” to “safety precautions”—and policy updates accordingly. He shared PrimeCare kudos for Rockingham's proactive normalization efforts: rather than finger foods that stigmatize individuals on watch, DOC adopted a rubberized spoon/spork enabling inmates to eat regular meals safely, reducing stigma and operational burden on Sodexo. The Board appreciated both humanity and efficiency in these changes.

Ms. McGowan reported it has been “business as usual” operationally despite a heavy court calendar: two major trials began last week and continued into this week; one matter may already be with the jury. Her team remains fully engaged at the courthouse.

Senior Director Gates reported that Facilities is busy with seasonal shifts—sweeping one day, de-icing the next. One of her office staff, Jocelyn is working with Finance Office staff on implementation of a new work order/work request system that will allow departments to enter and track requests (including vehicle maintenance) directly, improving reporting, allocations, and overall efficiency once initial setup is completed.

Senior Director Nickerson noted that some projection documents were not yet out due to an unusually busy cycle but reaffirmed they are in progress and will be circulated. He summarized concurrent work on grants, audits, and NHAC meetings, plus NHRS Board Trustees orientation in Concord. He briefed the Board on rate setting and anticipated funding challenges statewide and noted contact from Senator Shaheen's office regarding the Rural Health Transformation Initiative; the state is 30–60 days from formalizing parameters for RFPs, potentially enabling county collaborations and some individual applications, particularly as five–six Rockingham communities (including Brentwood) qualify as rural.

Commissioner Coyle noted the Gallagher benefits renewal presentation was scheduled for 2:30 p.m. With approximately thirty minutes remaining, and no public attendees present, she proposed adjusting the agenda order and moved to bring nonpublic session forward. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

No public comments were received.

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

Commissioner Coyle moved to enter nonpublic session at 1:58 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 2:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

#### **H. New Business / Old Business**

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

- a. Arthur J. Gallagher & Co. July 1, 2026 Benefit Renewal Presentation (at 2:30 pm)

The Gallagher representatives joined the meeting at 2:30 pm and concluded their presentation at 3:11 pm.

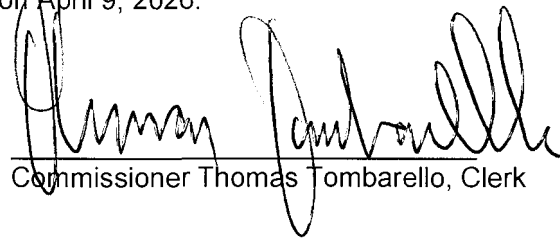
Ms. Kivikoski then provided the Commissioners with a position listing to accompany upcoming department meetings, clarifying which changes are new positions, and which are regrades/title changes within existing alignment; she noted some proposals may be considered for January start rather than July, depending on fiscal conditions and operational readiness.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 3:17 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 9, 2026.



Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building, Commissioners' Board Room, 94 North Rd, Brentwood, NH  
Thursday, April 9, 2026 @ 8:30 am

Department budget meetings were scheduled from 8:30 am – 12:30 pm and 2:30 pm – 4:30 pm. The Commissioners met with each department to review and discuss their proposed fiscal year 2027 budget.

Department of Corrections 8:30 am

Registry of Deeds 9:00 am

Facilities Operations/IT/Projects & Capital Improvements 9:30 am

Sheriff's Office 11:00 am

County Attorney's Office 11:30 am

Human Resources 12:00 pm

Long Term Care Services 2:30 pm

Finance/ Treasurer/Categorical Assistance/Delegation 3:00 pm

Commissioners, General Government, Non County Specials, Statutory Organizations 3:30 pm

Minutes provided by Leila Mattila.

Minutes approved by the Board of Commissioners on April 23, 2026.

Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, April 9, 2026 @ 1:00 pm

### A. Call to Order

Commissioner Coyle called the meeting to order at 1:09 pm.

#### 1. Pledge of Allegiance

#### 2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC  
Jon Banville, Superintendent, DOC  
John Mara, Deputy County Attorney

#### Remote Attendance:

Jordan Little, Sodexo  
Ricardo Lopez, Sodexo

### B. Consent Agenda

#### 1. April 2, 2025 Meeting Minutes and Grievance Hearing Minutes (approval)

Commissioner Tombarello moved to approve the April 2, 2026 public minutes, nonpublic minutes, and NCEU grievance hearing minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

#### 2. April 10, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,664,137.59 for the pay period ending April 4, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

### C. Reports

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

##### a. Commissioner Updates

Commissioner Goddu reported the Board was working diligently on the budget and that this year's process was less forgiving than in past cycles.

Commissioner Coyle emphasized that county budgeting is iterative: the Board is meeting with every department to review revenues and expenditures, expecting multiple rounds to ensure the best outcome for the county.

Commissioner Tombarello added that they finalized a tentative agreement with the Facilities Maintenance union the prior afternoon, thanking Ms. Kivikoski and Mr. Nickerson for their work and noted it was among the toughest negotiations he's handled, but the parties reached a satisfactory resolution.

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

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

Commissioner Tombarello moved to approve the April 9, 2026 Accounts Payable warrant T261108 payable to Harvey Construction Corporation in the amount of \$465,357.25 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

Commissioner Tombarello moved to designate the Open Enrollment period for the plan year of July 1, 2026 through June 30, 2027 as May 15, 2026 through June 4, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to designate completing the FY 2027 Online Open Enrollment as mandatory for all benefits eligible staff, ensuring that each employee acknowledges the premium rates for the benefits they have selected. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Stop Loss Renewal (approval)

Commissioner Tombarello moved to approve the Stop Loss Revised Renewal Option 2, remaining with HM as the carrier for a twelve (12) month period of July 1, 2026 – June 30, 2027, increasing to a \$220,000 deductible and a policy basis of 84/12, with a 22.2% increase in rate and no cap rate, as recommended by Gallagher Benefit Consultants and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Voluntary Benefits Details (approval)

Commissioner Tombarello moved to approve New York Life to continue as Product Administrator of the employer sponsored Basic Life insurance and Basic Employee AD&D insurance plans for benefits eligible employees, with no change in coverage at \$25,000 and no change in rate at a \$4.00 (\$0.140/\$1,000 Life and \$0.02/\$1,000 AD&D) PPPM (Per Participant Per Month) fee.

Commissioner Coyle provided assistance with the motions and moved to approve New York Life to continue as the fully insured Short Term Disability Carrier with no change in rate at \$0.51 per \$10 benefit with 100% of cost covered for full-time employees and prorated share for part-time employees.

Further to approve New York Life to continue as the Product Administrator for Voluntary Long-Term Disability with no increase in rates.

Further to approve New York Life to continue as the Product Administrator for Voluntary Employee, Spouse, and Child Life/AD&D with no increase in rates.

Further to approve Nationwide to continue as the Product Administrator for the Voluntary Pet Insurance benefit, allowing for payroll deductions. Enrollment is on a rolling basis.

Further to approve Liberty Mutual to continue as the Product Administrator for the Voluntary Home and Auto insurance benefit, allowing for payroll deductions. Enrollment is on a rolling basis.

Further to approve Voya to continue as the Product Administrator for the Flexible Spending Accounts (FSA) and Cafeteria 125 Plan Management with no change in rates: an annual Renewal fee of \$400, payable on 7/1/2026 for the 7/1/2026 – 6/30/2027 plan year; annual Non-Discrimination Testing fee of \$400; and \$4.35 PPPM (Per Participant Per Month fee).

Further to adopt the IRS annual contribution limit of \$3,400 for the Health Care FSA and Limited Purpose FSA, and the IRS carryover limit of \$680, for the July 1, 2026 to June 30, 2027 Plan Year.

Further to adopt the IRS annual contribution limit of \$7,500 for the Dependent Care FSA, for the July 1, 2026 to June 30, 2027 Plan Year. For individuals who are married and file separately, the limit will be \$3,750.

Further to authorize the Senior Director of Human Resources to sign the County of Rockingham FSA Renewal form for the July 1, 2026 to June 30, 2027 Plan Year.

Further to approve Voya to continue as the Product Administrator of the Health Savings Account (HSA); no separate fee for HSA plan account administration.

Further to approve Voya to continue as the Product Administrator of COBRA with no increase in rates at an Annual Renewal fee of \$250, payable on 7/1/2026 for the 7/1/2026 – 6/30/2027 plan year; \$0.45 PEPM (Per Employee/ Per Month) fee; Qualified Beneficiary Takeover Fee \$40.

Further to approve EyeMed to continue as the voluntary Vision carrier with no increase in rate.

Further to approve Lucet to continue as the Employee Assistance Plan provider with no increase in rate.

Further to approve Colonial to continue as the Product Administrator for the Voluntary Accident, Hospitalization and Critical Illness benefit plans with no increase in rates.

Commissioner Coyle also noted Boston Mutual continues to be retained but is closed to new enrollment. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Health, Dental, Health Savings Account, Retiree Health, and Buy-out Details (approval)

Commissioner Tombarello moved to approve the July 1, 2026 through June 30, 2027 benefits as noted below and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Senior Director of Human Resources. Specifically:

Further to approve Cigna continue as the administrator for Medical insurance with a 1% increase to the Administrative Fees for all plans, no change to plan design. Note: Cigna Wellness dollars confirmed at \$25,000.

Further to approve an increase of 4% to premiums for the Cigna HDHP 10% and HDHP 20% plans.

Further to approve the 7/1/2026 to 6/30/2027 Retiree premium rate for the Cigna Medicare Supplement plan continue with a 4% increase. This plan is 100% retiree paid.

Further to approve Northeast Delta Dental continue as the administrator for Dental insurance with a 4% increase to the Administrative Fee, no change to plan design and no increase to the premium rates.

Further to approve County funding of employee Health Savings Accounts (HSA) of \$3,500 for Two-Person/Family and \$1,750 for Individual. These amounts will be prorated for employees enrolling or changing plan tiers with effective dates after July 1, 2026.

Further to approve adding the Hinge Health and Pathwell Bone and Joint Programs to the Cigna health plan effective July 1, 2026, with no additional PEPM fees.

Further to approve implementing the Stella Health Navigation and Point Solution Platform at an estimated annual cost of \$65,296.

Further to approve AmWins continue as the Product Administrator for the United American Plan F and Rx plans offered to Medicare-Eligible retirees at an approximate 10.1% increase to the Plan F rates, and authorize the Senior Director of Human Resources to sign the AmWins renewal form. These plans are 100% retiree paid.

Further to approve \$1,500 annually for the employee Health Buy-Out option for the fiscal period 7/1/2026 to 6/30/2027. The full-time monthly rate of \$125.00 is pro-rated for part-time employees. The same eligibility policy and procedures practiced for the 7/1/2025 to 6/30/2026 plan year will be applied for the 7/1/2026 to 6/30/2027 plan year.

Additionally, to affirm that the medical and dental eligibility and deduction policy and procedure continue so that employees are eligible for and pay for both health and dental on the same date. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Revised Job Descriptions (2) – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the revised job descriptions for the Nurse Practitioner and Life Enrichment Supervisor positions, effective April 9, 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.

f. Revised Job Descriptions (2) – Department of Corrections (approval)

Commissioner Tombarello moved to approve the revised job descriptions for the Lieutenant, Safety and Security and Lieutenant, Inmate Records and Operations positions, effective April 9, 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.

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

##### **a. 2026 Compliance Workplan (approval)**

Commissioner Tombarello moved to approve the Long Term Care Services Compliance Workplan for calendar year 2026 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

##### **b. HealthPro Heritage Amendment to Therapy Services Agreement (approval)**

Commissioner Tombarello moved to approve the Amendment to the Therapy Services Agreement with HealthPro Heritage, acknowledging and ratifying services provided from May 1, 2025, through March 31, 2026, under the same terms and conditions set forth in the Agreement, and extending the Agreement term effective April 1, 2026, through April 30, 2027, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Senior Director Nickerson briefly summarized Finance as focused on budget, grants, and audit work.

Senior Director Gates offered a detailed Facilities update: at the jail, an emergency radiator replacement for the generator system was scheduled for Monday through part of Wednesday next week, with operations transitioned to a single generator to ensure the DOC remains unaffected; assembly of VOC furnishings—bedside tables bolted down and bunks being built—was underway and progressing well based on her morning inspection. In the Municipal Building, recent issues were primarily programming-related: the elevator intermittently failed to stop at staff floors on recent mornings; technicians were onsite addressing elevator controls and thermostat communications (including the meeting room, which remained warm pending restoration). She also noted a generator sync issue the prior afternoon due to a breaker needing reprogramming—fortunately identified and corrected during the day rather than early morning hours. Overall, she said, the team is “zoning in” on the remaining items and otherwise doing well.

Superintendent Jon Banville reported a head count of 199, the first time that week the population was below 200. He shared that Sergeant Alex Santos was moving to serve as Investigator and Fire/Sanitation Compliance Coordinator, aligning with responsibilities he had informally undertaken; this transition would open another Sergeant slot, which he described as positive for staff development. Commissioner Tombarello commended Banville’s performance in his first full budget cycle, to which Banville expressed appreciation and noted a deeper respect for the complexity across county departments.

Senior Director Dja Konan provided census data and a health status update. She noted they remained busy with budgeting and the new Director of Nursing (DON) was settling in. She added that she would seek to introduce the DON to the Board in the near future.

Senior Director Kivikoski reported progress on electronic records management, collaboration with HR and Payroll on a training slide deck to roll out county-wide in the coming weeks, and preparations for Open Enrollment.

Deputy County Attorney John Mara highlighted an active trial calendar over the next three months (with courts typically pausing jury trials in July), ongoing trainings across departments (including with the Sheriff’s Office), and a recent SART training hosted in the auditorium three weeks prior featuring a State Police presentation on digital evidence (e.g., Cellebrite phone dumps), underscoring the ubiquity of technology across case types.

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

##### **1. Department of Corrections – Jon Banville, Superintendent**

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated April 3, 2026, receiving one inmate, booking #202600634 from Hillsborough County, and transferring one inmate, booking #202502552 to Hillsborough County, as recommended by the

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

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

Before turning to the remaining HR items, Proposed Position Changes and Proposed Wage Adjustments, Commissioner Coyle suggested tabling these matters for one week until the Board concludes all department budget meetings, allowing decisions with full fiscal context. Commissioner Goddu agreed, acknowledging it likely would not change outcomes but would ensure informed alignment with budget numbers. Commissioner Tombarello moved to table Human Resources Proposed Position Changes and Proposed Wage Adjustments, items a through f, until next week. Commissioner Coyle clarified that they are items a, and b. Commissioner Goddu seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- a. Proposed Position Changes for FY 20227 Budget (approval) *tabled*
- b. Proposed Wage Adjustments (approval) *tabled*

## **F. Public Comment**

No public comments were received. Commissioner Coyle noted a scheduled vendor meeting with Sodexo at 2:00 PM and proposed entering Nonpublic Session.

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

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

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

Commissioner Tombarello moved to enter nonpublic session at 1:34 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 2:09 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

The Board met briefly with Sodexo management to discuss a future possible opportunity.

## **H. Adjourn**

Commissioner Coyle moved to adjourn at 2:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 16, 2026.



Commissioner Steven Goddu, Vice Chair



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building, Commissioners' Board Room, 94 North Rd, Brentwood, NH  
Monday, April 13, 2026 @ 11:00 am

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The Board of Commissioners met from 11:00 am – 2:40 pm to discuss proposed changes to the draft Commissioners' Proposed Fiscal Year 2027 budget. They reviewed every department's proposed appropriations in detail and made changes where they felt it was appropriate to reduce the overall budget.

Minutes provided by Leila Mattila.

Minutes approved by the Board of Commissioners on April 23, 2026.

Commissioner Thomas Tombarello, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH  
Thursday, April 16, 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  
Leila Mattila, Commissioners' Office  
Charles Nickerson, Sr. Director, Finance  
Julie Hoyt, HR Manager

Jude Gates, Sr. Director, Fac. Op.  
Chantal Dja Konan, Sr. Director, LTC  
Jon Banville, Superintendent, DOC  
Megan McGowan, County Attorney's Office  
Cathy Stacey, Register of Deeds

### B. RFP Openings & Awards

#### 1. Opening: UST Tank Replacement – Facilities Operations

Commissioner Goddu moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

### C. Consent Agenda

#### 1. April 9, 2025 Meeting minutes (approval)

Commissioner Goddu moved to approve the April 9, 2026 public and nonpublic minutes. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### 2. HR Recruitment Report – March (informational)

Commissioner Goddu observed an uptick in agency usage, noting a shift from approximately 40% to 43% for certain staffing categories compared to recent months. Commissioner Coyle responded that, when viewed quarter-over-quarter and year-over-year, internal staffing has improved despite persistent geographic and market constraints, and that newly instituted clinical programs are expected to bolster the pipeline. Ms. Dja Konan added context: some agency coverage is filling temporary leave gaps (including a 12-week supervisory leave) and several supervisory vacancies have been filled with start dates in early May. She described active pipelines from two clinical classes—one concluding that day and a senior cohort finishing Monday—with two to three anticipated applicants post-certification, plus strong engagement through local high school trade programs.

Ms. Dja Konan further highlighted growing internal referrals, which were rare during her first nine to twelve months but have recently increased, reflecting improved workplace satisfaction. Commissioner Goddu encouraged capturing brief, authentic employee testimonials for social media, while Ms. Dja Konan outlined current efforts: monthly staff highlights in the newsletter, refreshed website photos, and cost-conscious marketing—thanking their Executive Assistant for coordinating internal photography to avoid thousands of dollars in outside costs.

Commissioner Coyle transitioned to Corrections recruitment trends, noting a decline in applications in the third quarter. Superintendent Jon Banville explained that initial interest often arrives via Indeed, after which candidates are directed to the County's website; pre-screening occurs before formal applications, which may make the pipeline look thinner. He reported five new hires starting Monday, bringing the headcount to 56, or eight shy of authorized positions, with additional candidates in process.

#### 3. April 16, 2026 Accounts Payable List (approval)

Commissioner Goddu moved to approve the April 16, 2026 Accounts Payable list total of \$1,280,624.59. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

## D. Reports

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

#### a. Commissioner Updates

Commissioner Goddu outlined the difficult budget context: although departmental appropriations may be held to under 2% growth, reserves are insufficient to avoid a tax increase this year. He invited any innovative suggestions from the public before the Board finalizes its proposal to the delegation next week.

Commissioner Coyle added that incremental tax adjustments now can help avert the kind of double-digit spikes other counties have faced to remain solvent, and she commended departments for presenting lean budgets despite broad inflationary pressures in fuel, food, and other operating costs. Both Commissioners stressed the importance of not depleting reserves while working to “right the ship” and maintain fiscal health.

### 2. Department of Corrections – Jon Banville, Superintendent

#### a. ~~Bid Waiver Request – Neptune Uniforms (approval)~~ **WITHDRAWN**

#### b. ~~Bid Waiver Request – PrimeCare Medical (approval)~~ **WITHDRAWN**

#### c. Line Item Transfer (approval)

Commissioner Goddu moved to approve a line item transfer request dated March 26, 2026 in the amount of \$27,345.00, transferring from Software to Service Contracts/Maintenance as recommended by the Superintendent. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

#### d. Travel & Training Request (approval)

Commissioner Goddu moved to approve a travel & training request for a Department of Corrections employee (A.M.), to attend the National Association of Pretrial Services Conference in Reno, NV, to be held August 30, 2026, through September 2, 2026 at an estimated total cost of \$3,123.50, as recommended by the Superintendent. Commissioner Coyle seconded the motion. Commissioner Goddu asked Superintendent Banville to outline the value. He emphasized networking, best practices, and cost-defraying strategies (e.g., electronic monitoring) especially relevant as the County brings its Community Corrections building fully online; sending one attendee balances learning and fiscal responsibility, and the employee has previously returned with tangible improvements in diversion processes and court interactions. Voted 2-0, Commissioners Goddu and Coyle in favor.

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

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

Commissioner Goddu moved to approve a line item transfer request dated April 13, 2026 in the amount of \$9,100.00, transferring from Software to Service Contracts as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

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

Commissioner Goddu moved to approve a line item transfer request dated April 15, 2026 in the amount of \$42,313.00, transferring from Education Assistance, Borrowing Expenses, Finance Staff, Finance FICA, and Finance Retirement to General Government Service Contracts as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

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

#### a. General Leave Extension Request – Long Term Care Services (approval)

Commissioner Goddu moved to approve a general leave request for an Environmental Services employee (R.M.) with County portion of all benefits to continue for the period April 5, 2026 through April 30, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human

Resources. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

b. Proposed Position Changes for FY 2027 Budget (approval)

Commissioner Goddu moved to bring the Proposed Position Changes for FY 2027 Budget and Proposed Wage Adjustments off the table. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

Commissioner Goddu moved to approve one (1) new Facilities Operations position, part time (30 hours) Accounts Payable Clerk, Grade R07 effective January 10, 2027, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Facilities Operations Executive Assistant, Grade R12 (hourly) to one (1) full time (40 hours) Office Administrator, Grade R13 (exempt), effective August 2, 2026, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Building & Grounds Technician, Union to one (1) full time (40 hours) Lead Building & Grounds Technician, Grade R10, effective July 13, 2026, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Long Term Care Services Program Case Technician, Grade R08 (hourly) to one (1) full time (40 hours) Senior Office Administrator, Grade R14 (exempt), effective July 13, 2026, pending Executive Committee approval.

Further to approve one (1) new full time position (40 hours) Medical Director, Grade R28 effective January 10, 2027, pending Executive Committee approval.

Further to approve one (1) new full time position (40 hours) Life Enrichment Specialist, Grade R10 effective July 13, 2026, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Department of Corrections Assistant Office Administrator, Grade R12 (hourly) to one (1) full time (40 hours) Office Administrator, Grade R13 (exempt), with wage adjustment in lieu of COLA and annual evaluation increase effective July 1, 2026, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Department of Corrections IT Support Coordinator, Grade R14 (hourly) to one (1) full time (40 hours) Lieutenant of Support Services, Grade R19 (exempt), with wage adjustment in lieu of COLA and annual evaluation increase effective July 1, 2026, pending Executive Committee approval. Commissioner Coyle seconded the consolidated motion and emphasized that most actions involve targeted repurposing for efficiency and operational structure with relatively modest grade changes. She provided additional context on the Medical Director position: although it appears significant on paper, it is expected to be cost-neutral or better compared with contracting, while materially improving quality and continuity of care for residents. Voted 2-0, Commissioners Goddu and Coyle in favor.

c. Proposed Wage Adjustments (approval)

Commissioner Goddu moved to approve a one-time wage adjustment, effective July 1, 2026, in lieu of the COLA, and no change to their annual evaluation date to the following individuals:

Seven (7) Nursing Managers, Grade R20:

- L.A., from \$49.98 to \$55.45;
- D.L., from \$51.61 to \$55.45;
- T.E., from \$52.00 to \$55.45;
- J.L., from \$53.61 to \$56.27;
- J.M., from \$53.61 to \$56.27;
- G.C., from \$53.61 to \$56.27;
- C.B., from \$53.00 to \$56.27;
- J.M., Assistant Resident Care Manager, Grade R17, from \$39.70 to \$41.75;

Two (2) Finance Office employees, Grade R09:

- R.M., Accounts Payable Technician, from \$31.86 to \$33.85;
- S.G., Senior Accountant, from \$29.09 to \$31.49;

Two (2) Sheriff's Office Lieutenants, Grade R19:

- L.C., from \$46.14 to \$50.57;
- C.C., from \$46.00 to \$50.43.

Commissioner Coyle seconded the motion. Commissioner Goddu explained these one-time increases address compression resulting from negotiated union raises, ensuring managers do not earn less than those they supervise. Voted 2-0, Commissioners Goddu and Coyle in favor.

d. Revised Job Description – Department of Corrections (approval)

Commissioner Goddu moved to approve the revised job description for the Lieutenant – Classifications and Intelligence position, effective April 16, 2026, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

**E. Department Head Updates**

Senior Director Nickerson reported active workstreams in budget, grants, audits, and quarter-end payroll and grant reporting. He attended his first NHRS Board of Trustees meeting and Audit Committee session, noting his direct experience with the Pension Gold system could be useful to the Board. He relayed encouraging actuarial guidance: employer rates are likely to decrease for FY 2028 and FY 2029 (not FY 2027), as unfunded liabilities trend downward under the 30-year amortization and recent investment returns have outperformed assumptions; he added that the trustees accepted the recommendation.

Ms. McGowan announced award of a \$50,000 VOCA grant, noting this year's competitive process seemed to favor prior recipients, which likely strengthened the County's proposal. She anticipates follow-up documents for Board signature in the coming weeks and noted the office remains busy with trials and case work. Commissioner Coyle welcomed the relief the grant provides and asked about the sustainability of awards under the new process; Ms. McGowan reiterated there are no guarantees, but the office is well-positioned.

Senior Director Gates reported high activity across sites: contractor work on nursing home doors and jail flooring; a swift emergency repair to the jail generator completed in two and a half days, restoring full functionality; and a warranty repair underway on Generator #2 at the Municipal Building that nonetheless involves meaningful HVAC work. She described multiple equipment startups, responding to shifting spring temperatures—"AC calls this week, heat next week." She is preparing several budget transfers to reconcile costs for the new building, which was not fully budgeted, and she thanked Mr. Nickerson for financial support on budget line forecasting. Commissioner Coyle asked whether Facilities could balance internally; Ms. Gates said she believes so, especially if a \$92,000 adjustment under review with Eversource is returned to the County, with additional opportunities expected.

Superintendent Jon Banville reported a head count of 211, up roughly 10 over two weeks, reversing a perceived plateau around 208 and indicating continued growth. Commissioner Coyle contextualized the budget impact: post-bail-reform counts moved from 130–140 to the low 200s, driving substantial increases in meals, laundry, and overall operating costs. Superintendent Banville highlighted the near-completion of the Field Training Officer (FTO) program, with standards and evaluation tools ready—critical given that a vast majority of staff have two years' experience or less, and the program will re-establish second-nature practices. He credited staff for diligent development and training (including proctoring and evaluation methods). He also confirmed VINE—the victim notification and inmate status system—is back online after an Equifax-related outage, not a DOC failure; he thanked an Executive Councilor for assistance accelerating the fix. Commissioner Coyle explained VINE's role for victims and prosecutors and praised Rockingham County's leadership in adopting VINE even before state grant support existed.

Senior Director Dja Konan provided census data and a health status update and highlighted infection-control insights: during Q4 of the prior year vs. Q4 this year, instituting a temporary mask mandate corresponded with approximately 20–25% reductions in respiratory infections among staff and residents,

based on detailed graphs prepared by the Infection Preventionist. While acknowledging uncontrolled external variables, she emphasized the magnitude of the observed change. She added that the team is deep into budgeting, process improvements, and mock survey follow-ups, and is responding to recent CMS/State survey memo updates revising chapters 5 and 7 of the surveyor manual.

Ms. Hoyt reported active open enrollment preparation and a robust orientation scheduled for Monday with 11 new employees: five Corrections Officers (COs), two RNs, two LNAs, one housekeeper, and one nursing manager. She also relayed a wellness initiative from Ms.Lampro to schedule chair massages for staff, with communications forthcoming.

Register of Deeds Cathy Stacey stated operations are “business as usual,” but formally acknowledged and commended Ms. Gates’ staff for their exceptional responsiveness. They have experienced several issues recently, including heating concerns and challenges related to Siemens equipment, and her team has addressed every call from her staff promptly and effectively. She stated their support has been greatly appreciated.

Ms. Mattila notified the Board of a Use of Facility Request for the new auditorium during evening hours. She asked the Commissioners whether they would make exceptions to allow after-hours use of the auditorium. Commissioner Goddu recommended a comprehensive review of policy, security, staffing, and fees. Commissioner Coyle expressed concern that the auditorium was initially intended for 8:30 a.m.–4:30 p.m. business hours, and expanding use could create cost and staffing challenges, particularly while overall building operational costs are still being assessed. The Commissioners discussed the need for a county employee to be present during any public use and for adequate cleaning and security protocols.

They reached consensus not to open the auditorium for after-hours public use at this time, directing requestors to the Hilton, a 24-hour building, and agreed to evaluate fee structures should evening demand warrant future changes, ensuring any rental fee fully covers overtime, security, cleaning, and other costs. Ms. Mattila detailed a second request for the auditorium during the weekend, from a county department. Commissioner Coyle stated that, for now, the same approach applies—offer the Hilton—pending a broader policy review.

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

No new or old business was brought forward for discussion.

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

No public comments were received.

#### **H. Commissioners’ Nonpublic Session**

Commissioner Goddu moved to enter nonpublic session at 1:56 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:20 pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Coyle announced there was one nonpublic session and moved to seal the minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

The Commissioners engaged in further discussion about proposed FY 2027 appropriations. Commissioner Coyle moved to amend the percentage increase for employee contributions for health insurance from 4% to 7% for FY 2027 as recommended by the Board of Commissioners. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

#### **I. Adjourn**

Commissioner Coyle moved to adjourn at 3:14 pm. Commissioner Goddu 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 April 23, 2026.



Commissioner Steven Goddu, Vice Chair