



ANNUAL REPORT

**For the
Fiscal Period Ending June 30**

2025

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ELECTED OFFICERS

Commissioners

Kathryn Coyle, Chair
Steven Goddu, Vice-Chair
Thomas Tombarello, Clerk
119 North Road
Brentwood, NH 03833
Phone: 603-679-9350 Fax: 603-679-9354
www.rockinghamcountynh.org

County Attorney

Patricia Conway
10 Route 125
Brentwood, NH 03833
Mailing Address:
P.O. Box 1209
Kingston NH 03848
Phone: 603-642-4249 Fax: 603-642-8942

Register of Deeds

Cathy Ann Stacey
10 Route 125
Brentwood, NH 03833
Mailing Address:
P.O. Box 896
Kingston, NH 03848
Phone: 603-642-5526 Fax: 603-642-5930

Sheriff

Charles Massahos
101 North Road
Brentwood, NH 03833
Phone: 603-679-9475 Fax: 603-679-9474

Treasurer

Scott Priestly, Sr.
119 North Road
Brentwood, NH 03833
Phone: 603-679-5335 Fax: 603-679-9346

DEPARTMENTS

Department of Corrections

99 North Road
Brentwood, NH
Phone: 603-679-2244
Fax: 603-679-9465

Facilities Operations

116 North Road
Brentwood, NH
Phone: 603-679-9375
Fax: 603-679-9380

Finance Office

119 North Road
Brentwood, NH
Phone: 603-679-9341
Fax: 603-679-9346

Human Resources

111 North Road
Brentwood, NH
Phone: 603-679-9337
Fax: 603-679-9357

Long Term Care Services

117 North Road
Brentwood, NH
Phone: 603-679-9383
Fax: 603-679-9456

Admissions Offices

Rockingham County Nursing Home:
603-679-9305
Ernest P. Barka Assisted Living:
603-679-5335

Connect With Us

Visit our website at www.rockinghamcountynh.org

District 1: (*Northwood, Nottingham*)

James H. Bryer
James H. Guzowski
Paul D. Tudor

District 2: (*Auburn, Candia, Deerfield*)

Jason M. Osborne
James A. Spillane
Kevin G. Verville

District 3: (*Chester*)

Mary J. Ford

District 4: (*Raymond*)

Cindy L. Bennett
Mike Drago
Brian G. Nadeau

District 5: (*Epping*)

Mark A. Vallone
Michael Vose

District 6: (*Brentwood*)

Eric S. Turer

District 7: (*Fremont*)

Laurence A. Miner

District 8: (*Danville*)

Sayra L. DeVito

District 9: (*Sandown*)

Donald E. Selby
Vicki A. Wilson

District 10: (*Newfields, Newmarket*)

Michael D. Cahill
Ellen D. Read
Toni Weinstein

District 11: (*Exeter*)

Julie D. Gilman
Gaby M. Grossman
Linda J. Haskins
Mark Paige

District 12: (*Stratham*)

Allison Knab
Zoe R. Manos

District 13: (*Derry*)

Charles H. Foote
Phyllis M. Katsakiores
Erica J. Layon
David C. Love
David E. Milz
Jodi L. Nelson
Stephen C. Pearson
John M. Potucek
Katherine J. Prudhomme-O'Brien
Richard P. Tripp

District 14: (*E. Kingston, Kingston*)

Pam Brown
Kenneth L. Weyler

District 15: (*Hampstead*)

Joseph A. Guthrie
Lilli M. Walsh

District 16: (*Londonderry*)

Tom Dolan
Ron Dunn
David C. Lundgren
Wayne D. MacDonald
Sherman A. Packard
Kristine Perez
Douglas W. Thomas

District 17: (*Windham*)

Katelyn Kuttab
Bob J. Lynn
Charles E. McMahon
Daniel Popovici-Muller

District 18: (*Atkinson*)

Debra L. DeSimone
Jay D. Markell

District 19: (*Hampton Falls, Kensington*)

Susan M. Porcelli

District 20: (*Newton, Plaistow, S. Hampton*)

Robert D. Harb
Charles R. Melvin
James Summers

District 21: (*Newington, Portsmouth Ward 1*)

Jennifer Mandelbaum

District 22: (*New Castle, Portsmouth Ward 5*)

Kate R. Murray

District 23: (*N. Hampton*)

Jim V. Maggiore

District 24: (*Greenland, Rye*)

Jaci L. Grote
Dennis J. Malloy

District 25: (*Salem*)

Lorie Ball
Tanya Donnelly
John C. Janigian
Dennis Mannion
Valerie E. McDonnell
Joe Sweeney
John Sytek
Susan J. Vandecasteele

District 26: (*Portsmouth Ward 3*)

Buzz Scherr

District 27: (*Portsmouth Ward 4*)

Gerald W.R. Ward

District 28: (*Portsmouth Ward 2*)

Carrie Sorensen

District 29: (*Hampton*)

Nicholas D. Bridle
Erica R. de Vries
Michael A. Edgar
Chris Muns

District 30: (*Seabrook*)

Aboul B. Khan
Matt. R. Sabourin dit Choinière

District 31 FL*: (*Auburn, Candia, Chester, Deerfield*)

Jess C. Edwards
Terry W. Roy

District 32 FL*: (*Brentwood, Danville, Fremont*)

Melissa A. Litchfield

District 33 FL*: (*Exeter, Newfields, Newmarket, Stratham*)

Alexis H. Simpson

District 34 FL*: (*E. Kingston, Hampstead, Kingston*)

Mark A. Pearson

District 35 FL*: (*Londonderry, Windham*)

Julius F. Soti

District 36 FL*: (*Hampton Falls, Kensington, Newton, Plaistow, S. Hampton*)

JD Bernardy

District 37 FL*: (*New Castle, Newington, Portsmouth Ward 1 and Ward 5*)

David J. Meuse

District 38 FL*: (*Greenland, N. Hampton, Rye*)

Peggy Balboni

District 39 FL*: (*Portsmouth Ward 2, 3 and 4*)

Ned Reynolds

District 40 FL*: (*Hampton, Seabrook*)

Linda McGrath

Delegation Officers

Kenneth L. Weyler, *Chair*
Sherman Packard,
Vice Chair
John Potucek, *Clerk*

Executive Committee

David Milz, *Chair*
Doug Thomas,
Vice Chair
John Potucek, *Clerk*

ROCKINGHAM COUNTY COMMISSIONERS



Fiscal Period Ending June 30, 2025

Rockingham County is governed by a three-member Board of Commissioners, comprised of Chair Kathryn Coyle of Portsmouth, Vice Chair Steven Goddu of Salem, and Clerk Thomas Tombarello of Sandown. The Board is supported by Senior Executive Assistant Leila Mattila of Danville. The Commissioners' Office is charged with administering all county functions and managing a budget of \$101,305,409.

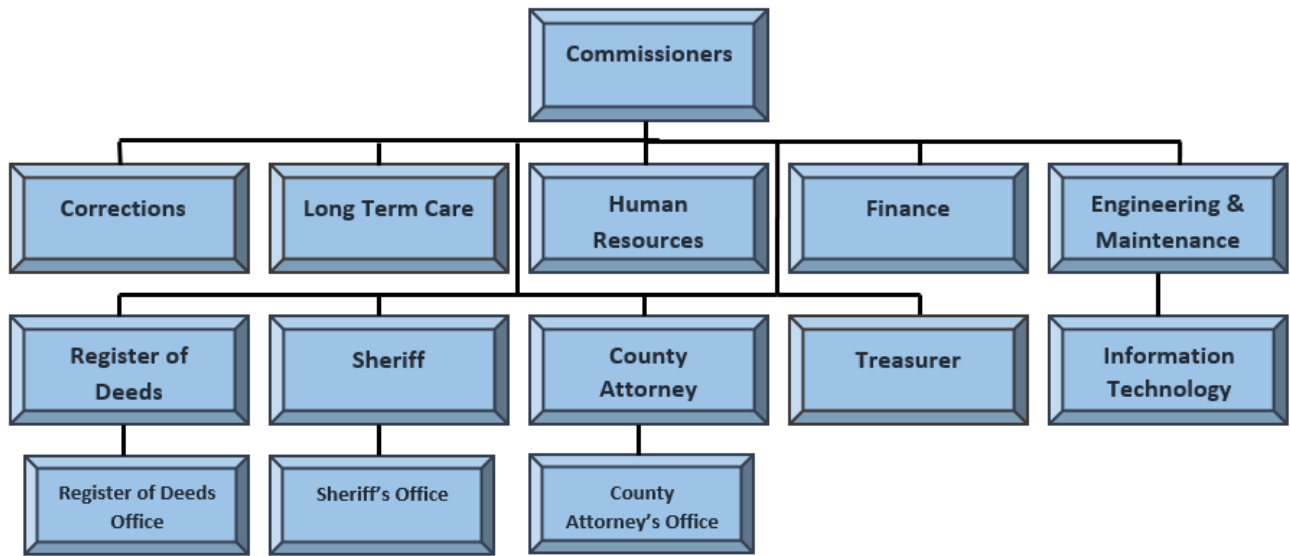
The County Commissioners exercise authority over the day-to-day operations of county government, addressing both fiscal and policy matters. They are further responsible for directing the administration of county assets, including 31 buildings, 413 acres of land, and approximately 500 employees. A chart depicting the organizational structure of county government is provided on the following page.

Fiscal Year 2025 was marked by significant progress in stabilizing operations and strengthening workforce capacity across Rockingham County offices. The Board prioritized recruitment and retention initiatives, resulting in notable reductions in overtime costs, and agency staffing in the Long Term Care facility. Through innovative programs such as the expanded LNA Apprentice initiative, a streamlined application processes, and targeted wage adjustments, the County successfully attracted and retained qualified staff in critical areas, including Long Term Care, Assisted Living, and the Department of Corrections.

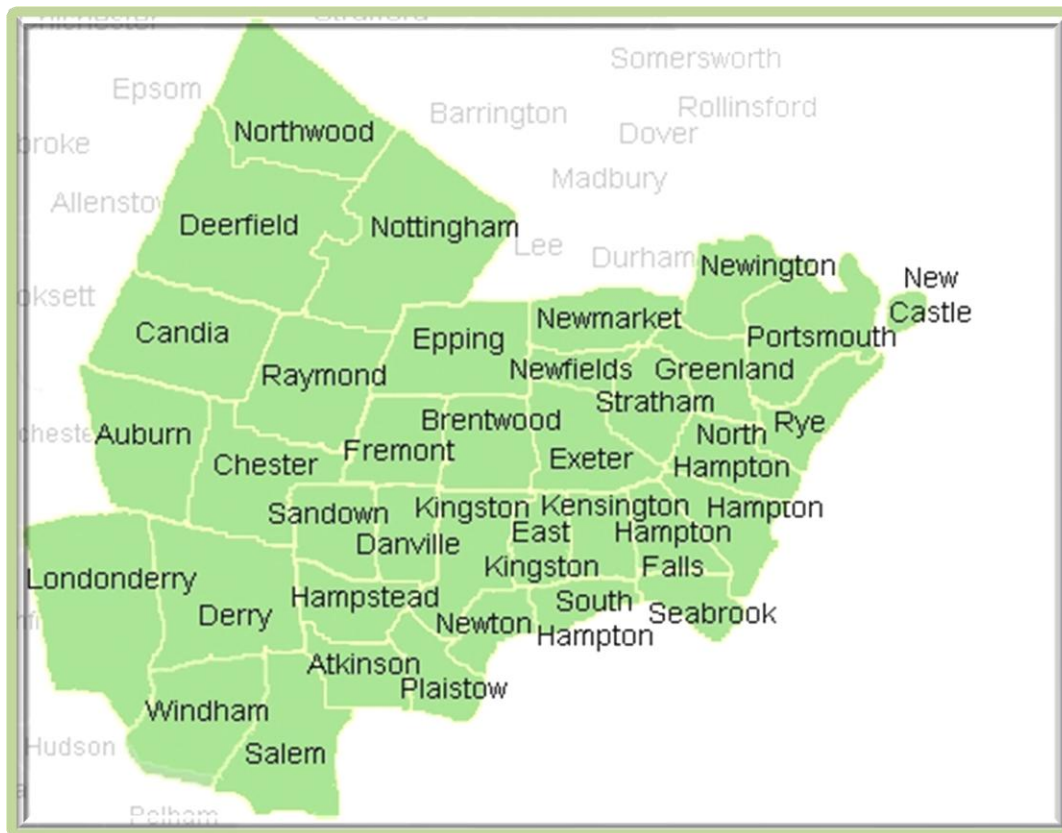
Leadership transitions were managed effectively, with key positions filled and onboarding completed without disruption to services. Long Term Care achieved its third consecutive deficiency-free state survey and a deficiency-free life safety survey, underscoring the dedication and professionalism of staff during a challenging labor market.

Employee engagement remained a focus, supported by wellness programs, and appreciation events, that reinforced morale and retention. Facilities Operations reached full staffing for the first time in years, enabling timely completion of major infrastructure projects. These efforts collectively strengthened service delivery, improved budget performance, and positioned the County for continued success in meeting the needs of residents and employees alike.

The Board commends all departments for their commitment to excellence and collaboration throughout the year. Together, we have built a stronger foundation for fiscal responsibility, operational efficiency, and quality care, ensuring Rockingham County remains a leader in public service.



Structure of Rockingham County Government.



Rockingham County consists of thirty-six (36) towns and one (1) city Portsmouth.



Kathryn Coyle
Chair
District 1

Serving: Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, North Hampton, Rye, Stratham, Portsmouth



Steven Goddu
Vice Chair
District 2

Serving: Atkinson, Derry, Newton, Plaistow, Salem, Seabrook, South Hampton, Windham



Thomas Tombarello
Clerk
District 3

Serving: Auburn, Brentwood, Candia, Chester, Danville, Deerfield, East Kingston, Fremont, Hampstead, Kingston, Londonderry, Northwood, Nottingham, Raymond, Sandown



September 1, 2025

To: Honorable Board of Commissioners
From: Superintendent Jason M. Henry

I respectfully submit the following report covering the Department of Corrections for the 2025 fiscal year. We continued a focus on Community Corrections initiatives to reduce the number of incarcerated individuals and utilized pre and post release planning with a strong focus on Treatment. The Department of Corrections continued to be involved in The Rockingham County Adult Drug Court, and we again have seen progress in the number of offenders treated and the success of those in the program.

This past fiscal year has been a good one for the department, while continuing to meet the challenges presented by the increased number of individuals with mental health needs being brought to the jail. We have enjoyed steady progress throughout this period and were able to continue to offer high level programming to offenders.

We are very excited to see the progress of the new Community Corrections Building. Once open, it will enhance our 90 day treatment program.

The following census is a general breakdown of statistics encompassing July 1, 2024 – June 30, 2025:

Average Daily Count: 136

Intakes: 2457 Males: 1853 Females: 604

New Offenders: 1329 Repeat Offenders: 1128 Recidivism Rate: 46%

ADULT DIVERSION

The Rockingham County Adult Diversion Program is designed to divert individuals who have been charged with violation, misdemeanor and/or felony level offenses. Individuals, who are referred to, accepted into, and successfully complete the program avoid prosecution/convictions, related fines and/or incarceration. The goal is to redirect offenders away from the criminal justice system and toward healthier choices through support, guidance, and education. In the past fiscal year, we again worked with the County Attorney on Felony level diversion, and it has continued to be very successful.

During this past fiscal year, we averaged approximately 40 inmates weekly in the Adult Diversion Program. There were 51 cases successfully closed and 6 cases that were returned for prosecution. Through this program, a total of \$16,005.72 of Restitution was collected and disbursed to victims. Diversion is an alternative to incarceration and a positive way to reach first time offenders and curb recidivism.

PRE-TRIAL SUPERVISION AND ELECTRONIC MONITORING

Pre-Trial Supervision has been a cooperative effort in a task force capacity with the Department of Corrections working with the County Board of Commissioners, Superior Court, Prosecutors and Defense Bar. This program began in April 2014 and was designed to keep some pre-trial detainees in the community with added supervision as a bail condition and has included a component of Electronic Monitoring. This has helped to alleviate overcrowding at the jail facility and the tax burden of care and custody of these offenders.

During the past fiscal year, we had 33 participants in the Pre-Trial Supervision Program. We are extremely happy with this multi-jurisdictional approach to Positive Community Corrections.

Bed Days Saved: 4345

CONVICTED OFFENDER ELECTRONIC MONITORING

Our Electronic Monitoring program continues to be a popular alternative to incarceration for those convicted offenders that meet the criteria and have the option written into their court sentencing order. The System that the department utilizes is state of the art and incorporates the latest GPS and mapping systems to monitor the location of participants at all times. Participants are required to report to the facility at regular intervals and are subject to random urinalysis screening as well as random home visits by Corrections staff. Participants are also required to fund the cost of the system in order to have the privilege of participating, thus alleviating any cost to the taxpayer to fund this program. We averaged approximately 10 inmates weekly on Electronic Monitoring throughout the year. This translates into a considerable savings on housing, meals, and medical expenses. Changes in legislation under RSA 651:19 have been a positive step in utilizing this sentencing alternative.

Number of Participating inmates: 8

Bed days saved: 1140

Success Rate: 100% and a NEW PARTICIPANT Success Rate of: 100%

A continued focus on alternative incarceration programs and pre and post release planning has been very effective, as well as financially and socially responsible. Treatment options are expanding and very promising.

INMATE WORK HOURS

Whenever possible we schedule Minimum Security convicted offenders to various work details around the County facilities. These people have worked for several County departments including the Sheriff's Dept. and County Maintenance. The workers provide general janitorial duties and grounds maintenance, and haying services for the County complex.

DISCIPLINARY BOARD HEARINGS

Disciplinary hearings (D boards) are a formal due process hearing afforded an incarcerated individual when charged with an in-house rules' violation. These hearings must be completed in order to levy any sanctions against an individual's liberty interest should they be found guilty at the hearing.

A total of 224 Disciplinary Board hearings were assigned in the 2025 fiscal year, some with multiple charges. A total of 195 charges had a guilty finding, 40 were found not guilty, and 5 were dismissed by the Safety and Security Lieutenant.

A total of 43 scheduled hearings were not completed within the allotted time frame. Of those not completed, 19 were due to the inmate either being released by court order or bail.

CLASS A OFFENSES (Most Serious Offenses of Assault, Fights, Drug Use/Possession, etc.)

Fighting - 13
Assault by Inmate on Inmate - 13
Sexual Misconduct- 10
Sprinkler Activation – 0
Assault/Attempted on Staff -7
Attempted/Escape/Possession of Tools for Escape -1
Hoarding of Medication - 6
Possession of Unauthorized/Illegal Drugs -6
Delivery of Prohibited Article - 9
Diversion of MAT Medication or Attempt -13
Threatening Staff/Officer/Inmate -12
Violation of Electronic Monitor -0
Possession of Dangerous Contraband -11
Inciting a Riot or Attempt -3
Refusal to Work -0
Knowingly Violate a Restraining Order -0
Tampering with a Security Device -1
Bribery -0
Failure of a UA or Refusal -0
Racial Harassment -5
Violation of MARS Protocol -4

114 Total Class A Major Offenses for the FY 2025

CLASS B OFFENSES (Violation of Non-Violent acts where no drug involvement and/or no injuries were involved)

Possession/Consumption/Preparation of Home Brew - 1
Removal of I.D. Bracelet / Tampering with Security Device - 0
Disorderly Conduct including Threats/Intimidation - 59
Stealing - 18 (Inmate PIN#)
Destruction of County Property - 11
Being in Unauthorized Area - 0
Refusal to Lock In - 9
Disobeying Direct Orders - 54
Possession/Use of Tattooing Equipment – 1
Interference with a Corrections Officer’s Duties – 7
Fired From a Work Detail – 0
Telephone Harassment -0
Conveying False Information -3
Gambling -2
Fraudulent Request -0
Tampering with Plumbing -1
Unauthorized telephonic/wireless/landline comm. In/outside facility -3
Possession of non-dangerous contraband -1
Defacing cell - 2

172 Total Class B Offenses for the FY 2025

CONSECUTIVE CLASS C OFFENSES

Sanitary Violations -3
Failure to Conform to RCDC Rules and Regulations -2
Abusive Language - 5

10 Total Class C Offenses for the FY 2025

DISPOSITION OF DISIPLINARY HEARINGS

Total Scheduled Hearings – 224
Total charges -296
Guilty Findings - 195
Not Guilty Findings - 40
Hearings Dismissed for not being held in the allotted time period - 13
Hearings Dismissed due to inmate release / transfer –19
Hearings Dismissed (not completed) due to not being served -6
D Board withdrawn by Supervisor of LT of Security - 5
There were 5 inmate appeals to D-Board findings.
There was 1 appeal granted due to a flawed hearing process

***TOWN COMMITMENTS REPORT
END OF FISCAL YEAR 2025***

| | |
|--------------------------|------------------------------------|
| Atkinson <u> 5</u> | North Hampton <u> 5</u> |
| Auburn <u> 12</u> | Northwood <u> 22</u> |
| Brentwood <u> 36</u> | Nottingham <u> 13</u> |
| Candia <u> 4</u> | Plaistow <u> 56</u> |
| Chester <u> 11</u> | Portsmouth <u>198</u> |
| Danville <u> 11</u> | Raymond <u> 68</u> |
| Deerfield <u> 23</u> | Rye <u> 7</u> |
| Derry <u>125</u> | Salem <u>338</u> |
| East Kingston <u>11</u> | Sandown <u> 8</u> |
| Epping <u> 55</u> | Seabrook <u>135</u> |
| Exeter <u> 65</u> | South Hampton <u> 1</u> |
| Fremont <u> 14</u> | Stratham <u> 17</u> |
| Greenland <u> 13</u> | Windham <u> 20</u> |
| Hampstead <u> 20</u> | |
| Hampton <u>178</u> | Immigration <u> 0</u> |
| Hampton Falls <u> 0</u> | Federal Marshal <u> 0</u> |
| Kensington <u> 10</u> | Probation/Parole <u> 54</u> |
| Kingston <u> 32</u> | Rockingham Sheriff <u>491</u> |
| Londonderry <u> 84</u> | N.H. State Police <u>142</u> |
| Newcastle <u> 1</u> | Other Counties/Agencies <u>109</u> |
| Newfields <u> 1</u> | |
| Newington <u> 13</u> | |
| Newmarket <u> 33</u> | |
| Newton <u> 16</u> | |

Human Services

The Rockingham County Department of Corrections Human Services team consists of a group of dedicated professionals who provide our population with compassionate mental health, substance use, case management, educational and religious services. We consistently strive to expand our service offerings and are currently a 90-day residential treatment program.

The following further outlines the roles and services offered during this fiscal year:

Inmate Services and Programming Manager ~ *The Inmate Services and Programming Manager oversees inmate services and programming while adhering to policies and procedures of RCDOC.*

Mental Health Supervisor – *the Mental Health Supervisor provides individual and group mental health counseling, oversees the Case Manager.*

Individuals served: 398

Contacts made: 702

Independent Programs Available: 22

Art Therapy Group individuals who participated: 72

Involuntary Emergency Hospital Admission referrals (IEA's): 67

Education & Program Facilitator ~ *The Education & Program Facilitator provides educational opportunities in preparation for the HI SET, supports employment preparation and additional growth promoting groups.*

HI SET – 7 served, 6 passed

Burlington English – Connected 5 with online English Program

English as a Second Language- 4 groups -15 served

Creative Writing through Music- 17 served

Literature and Film- 11 groups – 25 served

OSHA 10- 12 served

Literature and Film in Spanish- 4 groups – 12 served

Book discussion with Edgar Allan Poe expert- 4 served

Southern NH Services- 9 referrals

Mass Hire- 9 referrals

Independent Trade Books – 9 assigned

Personal Freedom Group- 1 group – 2 served

HVAC on 3D Laptops- 6 served

Case Manager ~ *the Case Manager assesses the needs of inmates and assists with linking inmates to services and support in the community. Case management is offered to all individuals.*

Insurance: 105

Non-driver's IDs Provided: 67

Shelter Referrals: 96

Housing Referrals: 96

Employment Assistance: 67

Veterans Referrals: 57

Healthy Relationships Group: 17 participants

Coping with Anger Group: 18 participants

Job Readiness: 124

Total Individuals Served on MAT: 431

Medication Assisted Treatment (MAT) Case Manager ~ *the MAT Case Manager assesses the follow up needs of inmates currently on, or those seeking Medication Assisted Treatment.*

Total number of patients who received MAT: 772

Total number of new inductions on MAT: 59

Total number of intakes continued on MAT: 166

Substance Use Counselor ~ *The Substance Use Counselor oversees the STAR (Solutions, Transitions and Recovery) Program and additionally provides counseling to any inmate requesting this service. The STAR program is a 90 day treatment program.*

In House Substance Abuse Program statistics as of 06/30/25:

Total Program Participants Year to Date: 22

Total Current Program Participants: 2

Total Number of Graduates: 23

Total Number of Bed Days Saved: 3153

Total Bed Dollars Saved: \$307,417.50 (Bed days saved x \$97.50)

Chaplain ~ *The Chaplain plans, coordinates and conducts ecumenical services and provides spiritual support to our inmates via groups and individually. The Chaplain also coordinates bible study volunteers.*

Active Volunteers on Religious Services Roster: 57

Contacts Made: 335

Certificates Awarded: 34

Number of Chapel Services Held: 193

Number of English Bible Studies Held: 46

Number of Spanish Bible Studies Held: 43

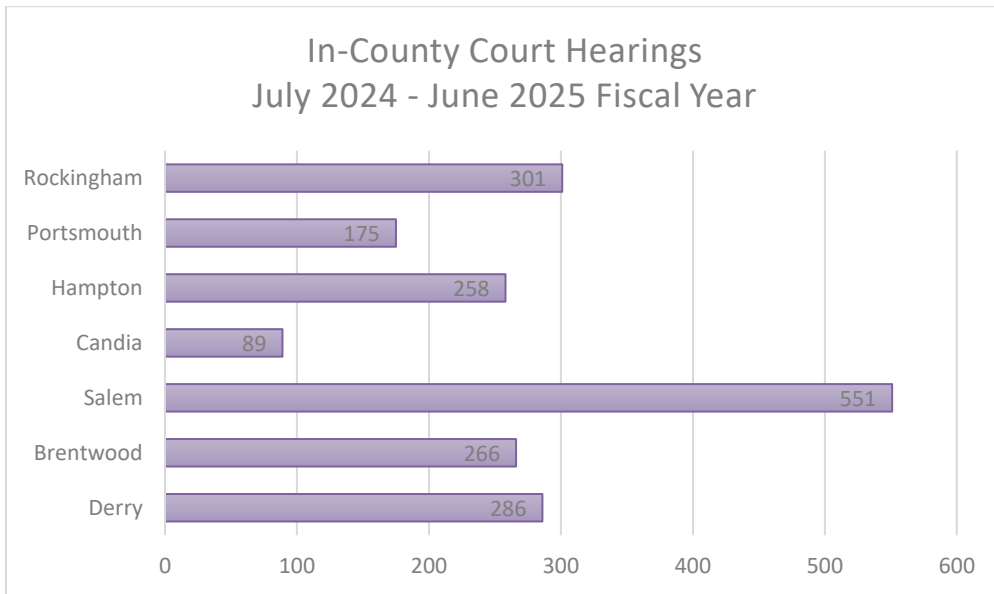
Number of Certificate Programs Held in English: 46

Grants

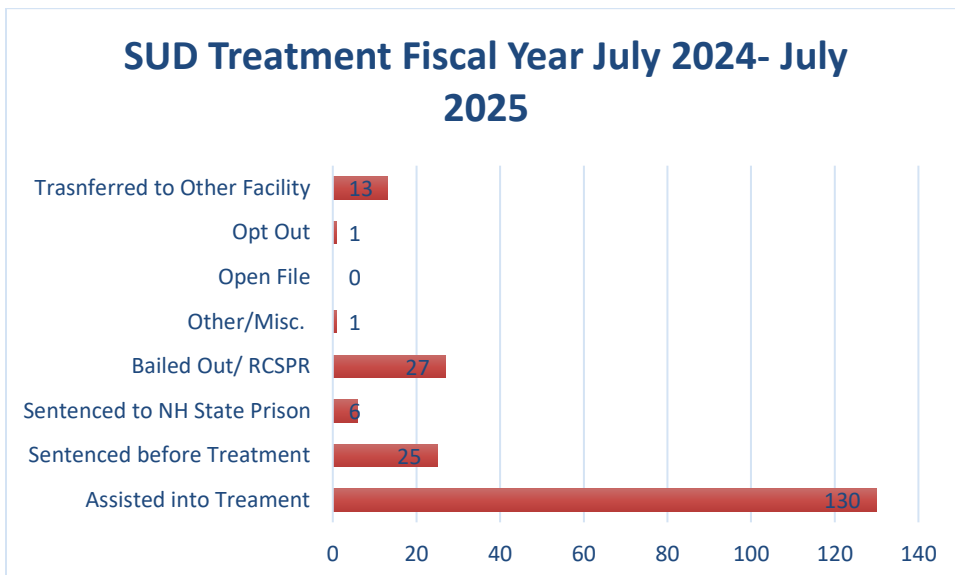
RSAT ~ The RSAT for State Prisoners Program assists states with developing and implementing residential substance abuse treatment programs within state correctional facilities, as well as within local correctional and detention facilities, in which inmates are incarcerated for a period sufficient to permit substance abuse treatment. This grant was used to expand our 28-day program to a 90-day treatment program and ended this fiscal year.

Video Arraignment

The Rockingham County Video Arraignment Team consists of the Video Arraignment Coordinator and the Administrative Inmate Liaison. In the fiscal year of July 2024 through June 2025 we hosted a total of 2417 hearings. We hosted 304 hearings with Rockingham Superior Court, 1640 hearings with the 10th Circuit-Division courts, 436 hearings with out-of-county courts, and 35 other specialized hearing requests. Below is a breakdown for the in-county courts hosted by Rockingham County D.O.C.



The courts utilized the Administrative Inmate Liaison to assist in gaining 130 acceptances into substance use disorder treatment programs throughout the county during the fiscal year.



MEDICAL SERVICES

Prime Care Medical Incorporated continues to provide care for the inmate population. This company specializes in Jail Healthcare. They provide a team of highly dedicated and professional health care workers to include Nurses, MD, PA, Psychiatrist, Dentist, and Mental Health Services.

We continue to be the only corrections agency in the state of NH to be accredited with the National Commission on Correctional Health Care, and operate our own Opioid Treatment Program (OTP).

We are pleased to continue this relationship with this provider for an additional year.

PERSONNEL

The Rockingham County Department of Corrections represents the largest, full time, uniformed Law Enforcement agency in the county. These dedicated professionals give much of themselves to their chosen public safety profession.

In the past fiscal year, we welcomed 25 new Officers, filling slots left vacant as others retired or endeavored upon other opportunities, we wish them well in their training as they embark on their new career. We still struggle hiring and retaining staff but have made improvements with higher pay. We are averaging 15 members short.

The following is a list of Milestones reached by some of our employees. I congratulate them on achieving these goals and I thank them for their dedication and service to the citizens of Rockingham County.

Employee Milestones

10 Years

Jeff Mabey
Michael Visco

15 Years

Jonathan Banville
Donald Goudreault

20 Years

Jeff Pelchat

30 Years

James Warden

VINE = Victim Identification and Notification Everyday

The department Victim notification program continues to see an increase in use. This program began in 1998 and allows for victims of crime to register for automated notification of an offender's release from the facility. Technology in this area continues to increase and as a result we have seen registration through the internet increase with E-mail notification on the rise. We continually receive positive feedback about this program. In the next year we will continue to promote this program to all Law Enforcement and social service/domestic violence protective agencies in the county. In 2019 VINE became available statewide which has brought new reporting functionality, notifications via text message and the ability to make notifications between counties. This service can be accessed at www.vinelink.com.

In conclusion I would like to express my appreciation to the Rockingham County Board of Commissioners. This past fiscal year has come with new challenges and the Board's support and guidance has been refreshing and most helpful when many tough decisions needed to be made. I would also like to express my thanks to Representative Bob Lynn, the Chairman of the Jail Sub-Committee. Many thanks also to all the members of the Jail Sub-Committee and the Rockingham County Delegation for their support in our struggle to recruit and retain staff with generous bonuses and stipends which increased pay rates and enabled us to compete with our competitors for Corrections Officers.

I must recognize the Corrections Staff, the Office team, Human Services Staff, medical personnel, Command Staff and the Correctional Officers of the department. This is a group of highly dedicated and career minded individuals. The focus of Corrections is progressing rapidly and the professionalism and skill the staff projects while dealing with a difficult population is amazing to see. The Correctional Officers work in a direct supervision atmosphere directly on the cell blocks among the inmate population. As the years go on, and society changes, their work becomes more difficult. It is an exciting time to be involved in Corrections and the work they do and the number of issues they deal with, and are able to resolve, make me proud to be the head of this agency and a member of the Corrections profession.

Respectfully submitted,

Jason M. Henry
Superintendent



ROCKINGHAM COUNTY ATTORNEY’S OFFICE

Fiscal Year 2025 Annual Report

To the County Convention and Citizens of Rockingham County

INTRODUCTION

Rockingham County Attorney Patricia G. Conway is honored to submit the 2025 Annual Report for the Rockingham County Attorney’s Office. County Attorney Conway is currently serving her fourth term as County Attorney. Public safety and Professionalism are the top priorities for County Attorney Conway and the staff at the County Attorney’s Office.

MISSION STATEMENT

“The mission of the County Attorney’s Office is to provide professional and ethical prosecutorial services for the people of Rockingham County with the ultimate goals of achieving justice for victims of crime and reducing crime and recidivism.”

The County Attorney is a constitutional officer whose duties and responsibilities have been defined by common law and various statutes. The County Attorney is the chief law enforcement official in Rockingham County. She has the responsibility for and exercises general supervisory control over the enforcement and prosecution of the criminal laws of the State.

In January of 2015, County Attorney Conway entered her position with excitement, hope and passion for the office's mission. In the years that followed, this positive attitude became pervasive in the County Attorney's Office. The attorneys, investigators, victim witness advocates and support staff are excited about working for the RCAO! We continue to be passionate about our work and support the following initiatives:

1. The staff in our office is broken into 5 teams. Each team (apart from our ECR team) consists of 1 lead attorney, approximately 3 assistant county attorneys and 3 legal assistants. The 5 teams represent 4 different geographic areas as well as our Early Case Resolution team. Team 5 is supervised by the Deputy County Attorney, John Mara. This system allows the RCAO staff to create good, solid working relationships with the police departments in their respective area.

Team 1: Atkinson, Danville, East Kingston, Hampstead, Kingston, Newton, Plaistow, Sandown, Salem, and Windham. Managed by Lead Attorney Megan Ryan.

Team 2: Auburn, Candia, Chester, Derry, Deerfield, Londonderry, Northwood, and Nottingham. Managed by Lead Attorney Andrew Sarasin.

Team 3: Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newington, North Hampton, Portsmouth, Rye, Seabrook, South Hampton, and Stratham. Managed by Lead Attorney Rusty Chadwick.

Team 4: Brentwood, Exeter, Epping, Fremont, New Market, Newfields, and Raymond. Managed by Lead Attorney Katelyn Brown.

Team 5: Since January of 2024, this team of two prosecutors and one legal assistant is responsible for processing and prosecuting cases in our Early Case Resolution Program. They also handle probable cause hearings in circuit courts for specific violent crimes such as AFSA, Possession of Child Sexual Abuse Images, and Negligent Homicide.

2. County Attorney Conway instituted a policy whereby the 4 Lead Attorneys in the Office are expected to meet periodically with the police departments within their respective area. All the departments are invited to participate in periodic meetings. The departments are not required to do so.

3. Rockingham County Attorney Conway created a Drug Unit composed of Deputy County Attorney John Mara and two assistant county attorneys. These prosecutors work hand and hand with the Rockingham County Drug Task Force and the New Hampshire State Police in fighting the drug epidemic. Attorney Mara provides support and advice regarding active drug investigations and oversees the prosecution of these cases. He also conducts trainings related to search and seizure and other topics related to drug investigations.
4. County Attorney Conway advocated for and continues to support alternative sentencing programs including, recovery court, mental health court, adult diversion and Veteran's Court. Assistant County Attorney Aaron Dristiliaris oversees our alternative sentencing courts. His back up is Attorney Sharon Ray.
5. County Attorney Conway advocated for and continues to support the Rockingham County Pre-trial Release Program. Moreover, County Attorney Conway takes advantage of the multiple treatment programs available to our defendants at the Rockingham County House of Corrections. These programs are intended to rehabilitate defendants to help them become productive members of our community.
6. At no cost to the County, County Attorney Conway sent numerous Assistant County Attorneys to trainings for issues such as forensic digital evidence, sexual assault prosecutions and human trafficking. These free trainings were made possible due to the RCAO's involvement with SART (Sexual Assault Resource Team), ICAC (Internet Crimes Against Children) task force, CSEC task force (Commercial Exploitation of Children), the Attorney General's Office and the CAC (Child Advocacy Center).
7. County Attorney Conway started an Early Case Resolution (ECR) program in 2015. Assistant County Attorneys Jill Cook and Marcia Rosenn prosecute our ECR cases. Deputy County Attorney John Mara oversees this program. All 37 towns in Rockingham County are now participating in this program. This program identifies felony cases that are ripe for resolution immediately after the arrest. The purpose of the program is to identify these cases and resolve them early in the criminal justice process.

PROSECUTORS:

The Rockingham County Attorney's Office employees 20 attorneys, 2 investigators, 5 victim/witness coordinators and 19 support staff. With a staff of 46 people, we are the largest law

firm in Rockingham County. Rockingham County Superior Court is the busiest superior court in the State.

In fiscal year 2025, 1196 criminal cases were reviewed and disposed of in some manner by the Attorneys in the Rockingham County Attorney's Office. 4276 criminal charges were filed in the Rockingham County Superior Court by our prosecutors (1151 cases). 349 jury trials were scheduled for trial by the Superior Court in fiscal year 2025.

In addition, 98 probation violations were prosecuted by this office. The average caseload for each felony prosecutor was approximately 151 cases. To give the caseload number some context, the Attorney General's Office opines that assistant county attorneys should ideally have a caseload of 75 cases.

The County Attorney continues to be proactive in providing assistance during the earliest stages of a case. Prosecutors are available to answer questions and to go to a crime scene to assist in investigations and charging decisions 24 hours a day. All prosecutors are periodically scheduled to be "on-call" at night and on weekends. Prosecutors are "exempt" employees who do not receive overtime or other consideration for this added duty. The prosecutors recognize that this is an important function that results in better investigations, better prosecutions, and protection of the rights of citizens of the County. Assistant County Attorneys answered 303 Duty calls from police departments in fiscal year 2025.

VICTIM WITNESS SPECIALISTS

The County Attorney's Office has four full-time Victim/Witness Specialists (VWS) and one full-time Victim Witness Coordinator who supervises the coordinators and carries her own caseload. The Victim Witness Coordinator, Kate Winter, also assists the County Attorney with policy making decisions as it relates to victim advocacy, services, referrals, and victim centered prosecution. The VWSs work primarily on victim cases. They provide information and assistance to people affected by crimes with compassion and professionalism. The VWSs guide victims through the criminal justice process and work to ensure that the victim's rights are protected in accordance with RSA 21-m:8.

- . The Victim/ Witness Specialists averaged 4014 telephone conferences and text communication, 3162 emails and 594 office conferences with victims and witnesses of crime in 2024.
- . The coordinators and interns generated 430 letters to go out to victims and witnesses in 2025.

INVESTIGATORS

The County Attorney's Office has two investigators, Christopher Fenerty and Thomas Grella. Both are retired law enforcement. The investigators review all cases involving victims. Other duties of the investigators include, but are not limited to, investigating public integrity cases related to local officials, assisting law enforcement agencies in follow-up investigations, locating missing witnesses, conducting witness interviews, and completing background checks for potential RCAO employees.

SUPPORT STAFF

The support staff at the County Attorney's Office consists of an Office Administrator, Megan McGowen, an Assistant Office Administrator Cassie Escabi, a Receptionist, Tracy Ryan, a Paralegal and numerous Legal Assistants. The support staff is responsible for duties such as transcribing, drafting pleadings, scanning documents, generating subpoenas, filing and mailing various legal correspondence and pleadings, coordinating and scheduling monthly Grand Jury proceedings, as well as assembling all felony files for review by the prosecutors.

- . The support staff generated approximately 503 trial subpoenas in fiscal year 2025 and processed approximately 1196 cases involving multiple items of trial evidence.
- . Additionally, our Assistant Office Administrator processed 16 Interstate Agreement on Detainers and 17 Governor's Warrants to prosecute out of state defendants.
- . The reception office received thousands of incoming calls in the fiscal year 2025.

CHILD ADVOCACY CENTER OF ROCKINGHAM COUNTY

Our Child Advocacy Center is the first established in New Hampshire. The Child Advocacy Center provides child friendly forums for multidisciplinary interviews of child victims and witnesses at sites in both Portsmouth and Derry. Assistant County Attorneys attend all interviews that involve an adult perpetrator.

Prosecutors attended 186 interviews at the Child Advocacy Center in the fiscal year 2025. The process is time consuming for attorneys, but is critical to successful resolutions to these types of cases. Additionally, one or more prosecutors will attend monthly case review meetings to ensure that all the cases are being handled appropriately.

ALTERNATIVE SENTENCING

County Attorney Conway recognizes that some defendants require alternative sentencing in order to reduce recidivism. Nationally, the recidivism rate is 67%. Thus, 67% of defendants who are incarcerated are arrested for another criminal offense within 3 years after being released from incarceration. This number is unacceptable. Accordingly, since being sworn into office several years ago, County Attorney Conway has encouraged the prosecutors in the office to recommend alternative sentencing programs in appropriate cases. These programs are not considered for those defendants who are violent and/or sexual predators and/or drug profiteers.

RECOVERY COURT (formerly known as Drug Court):

Several years ago, Justice Tina Nadeau brought Drug Court to Rockingham County. The program targets high risk, high need offenders. The offenders are highly addicted individuals. The program is divided into 4 separate phases. The participant will graduate after successfully completing the 3rd phase. The 4th phase focuses on preparing the participant for the “real” world without the support of drug court. It takes most participants 18 months to graduate from the program. The Drug Court Team consists of a superior court judge, the County Attorney or her designee, a public defender, a probation officer, a correctional officer, a police officer, treatment providers and case managers. Both the County Attorney’s Office and the Public Defender’s Office essentially volunteer one of their attorneys to work on the drug court team.

The National Statistics demonstrate that drug courts reduce recidivism rates. The National recidivism rate is 67%. The average recidivism rate for drug court graduates is 27%. The studies have shown that drug courts reduce recidivism rates by approximately 40%.

The State currently pays for our Recovery Court Program, including training required for the Assistant County Attorneys who work with our alternative courts.

We can have up to 50 participants in the program. 50 defendants we can keep out of the County Jail at approximately \$100.00 a day. Ultimately, this program will save the County millions of dollars. More importantly, this program will reduce crime in Rockingham County, save numerous lives and allow drug addicted individuals to become happy, stable, productive members of our community.

COMMUNITY WELLNESS OR MENTAL HEALTH COURT

Currently there is one mental health court in Rockingham County located at the Hampton Circuit Court. The program targets defendants with mental health issues. Like the recovery court, the program requires a team approach. The team involves the circuit court judge, an assistant

county attorney, a public defender and a treatment provider. These courts provide the participants with counseling and much needed structure. Just as recovery court, national statistics have also shown that mental health courts reduce crime and recidivism. It generally takes a participant 12 months to complete the mental health court program.

ADULT FELONY DIVERSION

Adult Felony Diversion targets low risk, low need offenders. The County Attorney recommends this program for first time, non-violent felony level offenders. This program is for defendants who have had little to no contact with the criminal justice system. Essentially, this program gives low risk offenders a second chance. If the participant/defendant agrees to enter Diversion, he/she will sign a contract agreeing to complete many tasks within a period of a year. For example, the participant may be required to complete counseling, write a letter of apology or complete community service. If the participant remains of good behavior and completes all the tasks, the felony charge against him/her will be dismissed.

VETERANS' TRACK:

Rockingham County commenced a Veterans' Track Program at the end of 2016. The combat experience leaves many of our veterans with Post-Traumatic Stress Disorder and/or Traumatic Brain Injury. In fact, one in five veterans experience symptoms of a mental health disorder or cognitive impairment. Our Veterans' Track requires regular court appearances and mandatory attendance at treatment sessions. A member of Veterans' Affairs works with the prosecutor, the defense attorney and the Court to connect the veteran with local and state resources that the veteran has earned and is entitled to. This alternative to incarceration results in fixing or treating the underlying issue and ultimately reduces the likelihood that the veteran will commit another crime.

NEW CHALLENGES AND OPPORTUNITIES

Rockingham County will face significant challenges in 2025. We have seen an increase in violent and aggravating crimes such as Aggravated Felonious Sexual Assaults, Possession and Manufacturing of Child Sexual Abuse Images, Robberies, Negligent Homicide, and First/Second Degree assaults against intimate partners and children. Making things worse, most, if not all, of the police departments in Rockingham County are short staffed and lack experienced officers and detectives who are trained on how to properly investigate these cases. This leads to attorneys becoming increasingly involved in police investigations. Working with police agencies in this regard takes a tremendous amount of time and resources.

Furthermore, we are processing and reviewing an increased volume of discovery and information associated with our cases due to advances in technology, including, body cam videos,

cruiser cam videos, surveillance videos, and forensic examinations of electronic devices such as cell phones, tablets, laptops, and desktops. Forensic examinations of these devices can produce literally thousands of documents and/or images to review. Reviewing this type of information, whether it's a body cam video or the electronic evidence produced in a forensic examination, can literally take days to months to complete depending on the nature of the evidence.

Moreover, our office commonly requests copies of the recordings of phone calls and emessages (inmates can send emails to people and call people on the outside virtually every day all day with their tablets) sent from a defendant to people on the outside to gather important evidence about the case. Reviewing this type of information takes days to months as well.

The result of the increase in evidence is that it takes much longer for an attorney to review cases in this day in age, than it did a year or two ago. It also takes much more time to prepare the cases for pre-trial hearings, trials, and sentencing hearings. It will be important for our office to maintain all ACA positions in next year's budget to keep up with the workload. It is also very important for our office to retain our current staff. Otherwise, attorneys will struggle to keep their heads above water while at the same time maintaining a healthy work/life balance. Moreover, County Attorney Conway is contemplating creating a third investigator position to investigate primarily sexual assault cases.

Additionally, our state and the country continue to struggle with the drug epidemic. The County Attorney's Office will continue to promote and advocate for alternative sentencing programs for those who are highly addicted; however, the drug dealers will be prosecuted to the fullest extent of the law. Furthermore, the County Attorney's Office will work closely with the Rockingham County Drug Task Force and other local agencies to aggressively fight the sale of drugs in Rockingham County. Additionally, the County Attorney's Office is encouraging and assisting law enforcement agencies in investigating sale of controlled drugs with death resulting cases.

In closing, I want to congratulate the entire staff of the Rockingham County Attorney's Office. They are dedicated and compassionate professionals who are committed to the mission of the office. They have and will continue to do what it takes to get the job done. The citizens of this county can be assured that the staff of this office serves them well.

I would also like to thank the Commissioners, Department Heads, Elected Officials and the Delegation for all your hard work and professionalism. I am fortunate to work alongside a great group of people. I look forward to working together in the coming year to do what is best for the citizens of Rockingham County!

Lastly, I am truly humbled and honored to be the County Attorney and I feel blessed to be given an opportunity to make our community safer.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Patricia G. Conway". The signature is fluid and cursive, with a long horizontal stroke at the end.

Patricia G. Conway
Rockingham County Attorney

Facilities Operations – Fiscal Year 2025 Summary

Department Lead: Ms. Jude Gates, Senior Director of Facilities, Planning, and IT

Reporting Period: July 1, 2024 – June 30, 2025

The mission of the Facilities Operations department is to provide, safely and efficiently, the infrastructure services that contribute to the quality of life for our residents, the safety of the personnel in the Correctional facility, and the maximum productivity of the employees. Operations are structured with an eye to the long term good of the County, focusing on preventive maintenance to foster equipment and facility longevity, and to maximize stability in expenditures. Land management strategies and conservation measures are employed consistently with our responsibility for stewardship of the natural resources.

Fiscal Year 2025 was a year of significant progress for Facilities Operations, marked by major advancements in long-term capital projects, improved staffing levels, and critical infrastructure upgrades. The department achieved full staffing on day shifts for the first time in years, adding electricians and plumbers to address a backlog of work. Although one shift technician position remains open, the team's expanded capacity has allowed for faster response times and reduced reliance on outside contractors.

Municipal Building Construction:

The new municipal building project, which began planning in 2017, reached key milestones this year, culminating with occupancy of our Registry of Deeds, County Attorney and Sheriff's Offices, and Sheriff's Dispatch. It has been gratifying so see the excitement of the employees who have watched the building construction for the past two years. The vision of the department heads and the support of the Board of Commissioners have ushered in this accomplishment which will serve the County for decades. A major goal of the project was incorporation of energy-efficient features, earning a **\$99,000 Eversource incentive** and positioning the County to receive a **\$3 million solar tax credit** under the Inflation Reduction Act.

Solar Array Implementation:

The solar array was one of the most transformative initiatives of FY 2025. With panels installed and operational, the project is expected to generate millions in energy savings over its life cycle, reduce environmental impact, and serve as a model for renewable energy integration in municipal operations. The County also pursued an **Energy Efficiency and Conservation Block Grant (\$244,460)** to support sustainability efforts.

Infrastructure & Maintenance Projects:

Facilities Operations managed numerous critical projects, including:

- **Water and Wastewater Improvements:** Replacement of water mains and installation of a fire main, coordinated with DOT pedestrian upgrades. Replacement of the Greensand filtration system at the Water Treatment Facility and installation of a new drinking water well. Numerous upgrades to the Wastewater Treatment Facility include UV disinfection, heating and ventilation, lighting, pumps and controls, and variable frequency drives.
- **HVAC and Boiler Repairs:** Addressed condensate issues in the biomass plant and completed major HVAC repairs and upgrades across the campus.
- **Security Enhancements:** Expanded card access systems in Long Term Care Department of Corrections and installed biometric key boxes for secure key management.

- **Roofing and Flooring:** Multi-roof replacements and epoxy flooring upgrades in LTC, dietary and DOC areas.
- **Delegation Building Renovation:** Completed ceiling, lighting, and flooring improvements to modernize office and meeting spaces.

Technology & Equipment:

The department oversaw IT-related procurements and installations, including O365 subscriptions, Forticare renewals, and computer equipment upgrades. These efforts improved operational efficiency and cybersecurity readiness.

Future Planning:

Facilities Operations secured approval from the Executive Committee to add new positions in FY 2026, including a **cybersecurity analyst**, additional shift technicians, and an IT role. These planned hires will further strengthen infrastructure resilience and support the growing technological demands of the County.

Looking Ahead:

The department's priorities for FY 2026 include completing the municipal building, continuing energy efficiency initiatives, and implementing planned staffing enhancements. These efforts will ensure Rockingham County facilities remain safe, efficient, and adaptable to future needs.

Human Resources Department Annual Report

July 1, 2024 – June 30, 2025

Human Resources continues to conduct an annual review of employee benefits in order to remain competitive and attractive to prospective staff. Our core benefits include two health insurance plans, which are high-deductibles, along with two dental plans, county-paid basic life insurance, and short-term disability coverage. In addition, a wide range of voluntary options are available, including vision coverage, supplemental life insurance, long-term disability, pet insurance, home and auto coverage, and accident insurance. To strengthen engagement and morale, the Board of Commissioners continued the Employee Recognition Program in which an employee from each department was recognized every month with appreciation items. The Human Resources Department oversaw the initiative. This was well received by the employees and helped to build positive connections between staff and the community.

Employee wellness continues to be a top priority. Our wellness incentive program also remained active, providing monetary rewards to employees and their spouses covered by the County's Cigna Health insurance plans for their participation in various health and wellness activities. In addition, we organized a variety of wellness events across the County designed to foster engagement, fitness, and overall well-being while promoting community and teamwork. Among the most popular offerings were the annual Scarecrow Contest and chair massages. Educational opportunities were also provided through webinars such as *Did you Hear Me? Active Listening as a Key to Success*, *Procrastination: Getting and Staying Motivated*, and *the Science of Happiness*, as well as sessions focused on deferred compensation for financial planning. Human Resources also collaborated with Employee Health Services to coordinate the County-wide influenza vaccine distribution.

Ensuring compliance and employee preparedness remains a core responsibility of the department. Human Resources provided a comprehensive Workers' Compensation Supervisors' training County-wide and various department specific trainings. The department also prepared and evaluated responses to a major Request for Proposals, reviewing submissions on service quality, costs, and overall value for a Document Management System in anticipation of presenting to the Board of Commissioners in early FY26.

Employee recognition was also highlighted this year during a fall 2024 celebratory event that was held at a local function facility to honor service milestones and present awards. A total of 67 employees were recognized for their years of service, including 19 individuals with more than 20 years of dedication - including 8 who had served 30 years or longer.

Recruitment and retention were key priorities throughout the year. To streamline the hiring process, our Recruiter introduced "Indeed Apply" in November 2024. This tool enables initial engagement with candidates before they complete the full application, reducing entry barriers and increasing applicant interest. Since implementation, we have seen an 85% increase in applications compared to Fiscal Year 2024.

Fiscal Year 2025 was a highly successful year for recruitment, marking a significant improvement in our ability to attract and retain talent across Rockingham County. This progress is attributed to multiple factors, including a shift in nursing staff from agency roles to in-house positions, as well as increased interest from professionals moving from for-profit organizations to the stability, benefits, and long-term opportunities offered by government employment.

Key hires this year include a Senior Director of Long Term Care, and Director of Nursing along with more than 120 additional employees across the County.

Recruitment advertising remains varied and position dependent to include Indeed, Government Jobs, Glassdoor, Handshake, LinkedIn, NH Bar Monthly Issue, LNA Health Careers, local trade schools and Seacoast School of Technology, and other social media platforms. In addition, Human Resources participated in multiple job fairs throughout the state and maintained proactive outreach to recent graduates and candidates through referral programs and direct communication.

Despite the challenges of a highly competitive labor market, Human Resources remains committed to supporting employees, strengthening workplace culture, and developing innovative

strategies to recruit and retain a skilled workforce. I am deeply grateful for the dedication of the Human Resources Department, the support of leadership, and the contributions of staff across the County. Together, we continue to build an engaged, resilient, and effective workforce that is prepared to meet the needs of our community.

Respectfully,



Alison Kivikoski
Senior Director of Human Resources



Rehabilitation and Nursing Center
Assisted Living Community

Long Term Care Services Fiscal Year 2025 Report

As Long Term Care Services closed fiscal year 2025, it is with great pride that we present our annual report highlighting our progress and accomplishments. This past year has been marked by meaningful improvements across key areas, including strengthening staffing through increased retention and successful hiring efforts with a significant reduction in our reliance of agency; expanded staff education and training initiatives, and renewed attention to responsible financial stewardship. These continued advancements, through a time of multiple leadership changes, reflect the dedication of the LTC team to the quality of care for our residents.

This year, the Center continued to maintain a high standard of care, which was reflected in the annual surveys. LTC received a deficiency-free survey for the third year in a row while Ernest P. Barka received one minor deficiency related to documentation. Both Long Term Care and Assisted Living continue to be a highly desired location for the residents of Rockingham County with a wait list for admission.

This past fiscal year brought with it several key leadership transitions that have shaped the continued growth and direction of the facility. A new Administrator joined the team three months into the fiscal year, followed by the appointment of a new Director of Nursing midway through the year. Two individuals on our leadership team, the Director of Clinical Services and Public Relations & Community Outreach Manager, concluded their tenure within the facility in recent months. With these changes, a restructuring was implemented to enhance operational efficiency, support retention initiatives, and to adhere to regulatory compliance. Several new positions were created, including a Medical Records Specialist, a Clinical Educator, and an Employee Engagement Supervisor. These strategic additions have strengthened our team structure and reinforced our commitment to both staff development, patient centered care, and staff retention.

Staff retention remains one of our most significant challenges. A significant effort has been made to address our ongoing staff shortages and continuation in reducing our reliance on agency. However, through a series of focused initiatives and changes, both within LTC and in conjunction with Human Resources, we have made meaningful progress. Over the course of the year, we have successfully canceled approximately 11 agency contracts and made consistent strides in direct hiring, positively impacting our continuity of care. Additionally, we strengthened staffing levels in ancillary departments such as housekeeping and laundry, resulting in a more robust support team and favorable variances in our staffing line. Our Employee Engagement Supervisor has begun to play an important role in this initiative providing support across all three shifts and developing initiatives to improve overall culture.

Additionally, our renewed emphasis on staff education and development, supported by the Clinical Educator position, has a positive impact on both our quality of care and our staffing competencies. We initiated a restructuring of our orientation process, moving to a more interdisciplinary, proactive, and comprehensive orientation experience. For example, during onboarding, staff take part in the Center's Virtual Dementia Tour, a simulation exercise and workshop aimed at increasing empathy and understanding before they begin providing care for our residents.

Our Admissions performance this year continued to remain strong as evidenced by the attached census report. Our census remains at capacity in Assisted Living and close to full (of our available beds not impacted by staffing) in the Nursing Home.

We are proud of the process made this fiscal year and remain committed to our mission of providing compassionate and high-quality care to our residents. There are additional initiatives which will be implemented in FY26 that will continue to support our mission while increasing efficiency and adhering to regulatory compliance. We appreciate the continued support and guidance provided by the Board of Commissioners and look forward to the upcoming fiscal year.

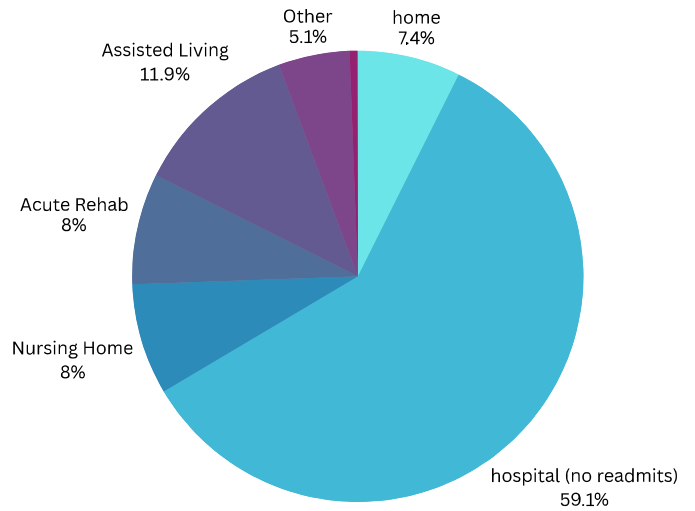
FY25 Census Report

Long Term Care

Total Admissions: 176

Admitted from:

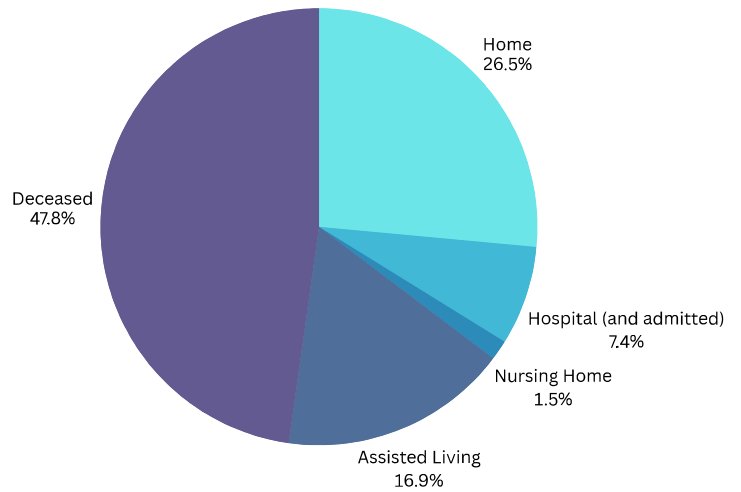
- Home= 13**
- Hospital (no readmissions)= 104**
- Nursing Home= 14**
- Acute Rehab= 14**
- Assisted Living= 21**
- Other= 9**
- Psychiatric hospital= 1**



Total Discharges: 136

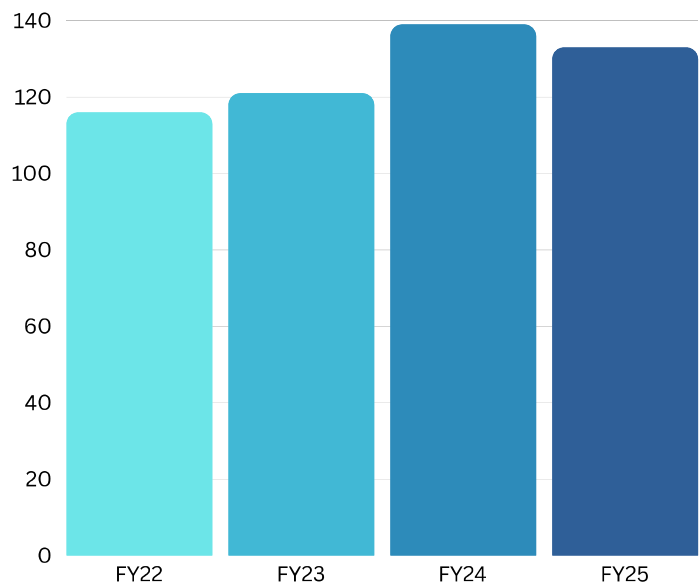
Discharged to:

- Home= 36**
- Hospital= 10**
- Nursing Home= 2**
- Assisted Living= 23**
- Deceased= 65**



Long Term Care Census FY view

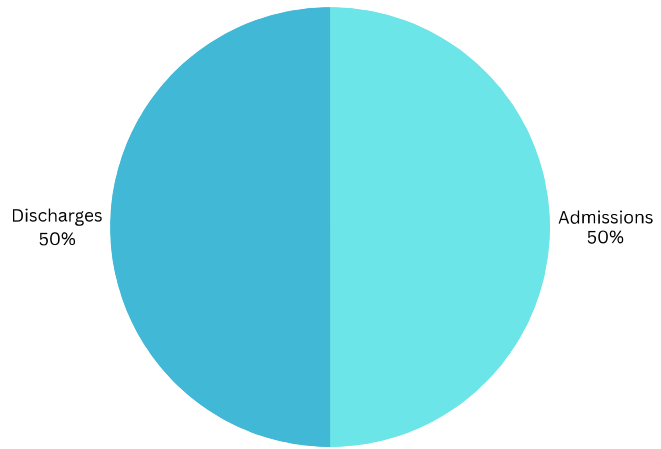
- FY22= 116**
- FY23= 121**
- FY24= 139**
- FY25= 133**



FY25 Census Report

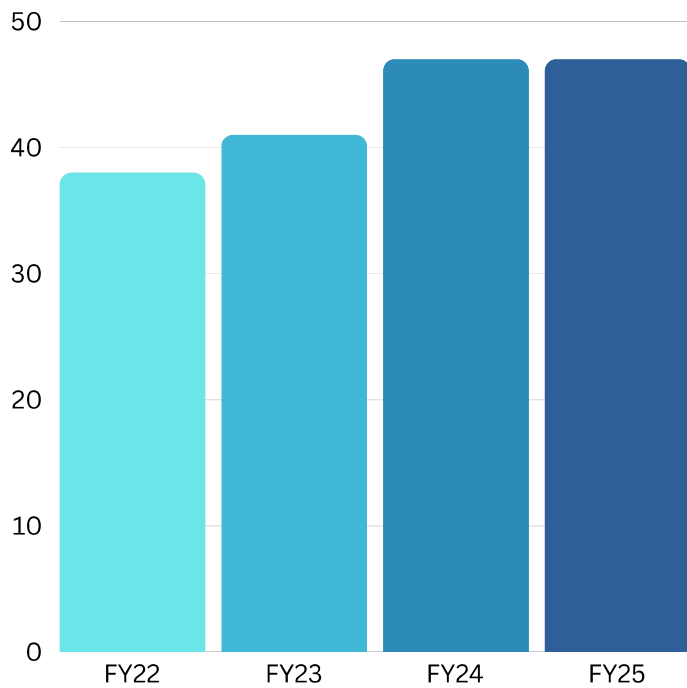
Assisted Living

Admissions= 19
Discharges= 19



Assisted Living Census FY view

FY22= 38
FY23= 41
FY24= 47
FY25= 47



OFFICE OF REGISTER OF DEEDS

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ROCKINGHAM COUNTY
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BRENTWOOD NH 03833

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2025 ANNUAL REPORT ROCKINGHAM COUNTY REGISTER OF DEEDS

TO THE HONORABLE BOARD OF COMMISSIONERS:

The Registry of Deeds experienced a small increase in activity throughout the County. This year the department experienced a 9% increase in the number of transactions; an 11% increase in receipts, a 12% increase in the Transfer Tax fee and a 12% increase of funds to LCHIP. These increases are in comparison to 2024 numbers. Low inventory and higher interest rates continue to stall the market.

I am pleased to add that our electronic filing system continues to grow, which has helped significantly during the past several years. E-filing simplifies the real estate closing process making it convenient for all parties concerned. Rockingham County Registry of Deeds remains the only Registry in the State to have 100% of its index and images available to the public via our website at no cost. We continue to grow the **Property Fraud Alert** offer to the public which provides a unique and valuable opportunity for property owners in Rockingham County. The interest in this product has grown given the increase in fraud schemes throughout the nation.

It is with the utmost sincerity that I applaud my staff and their continued dedication to the public we serve. Staff continue to work tirelessly to get the job done and provide exceptional service to the public. Additionally, I extend my deepest appreciation to the residents of Rockingham County for their continued support and confidence in me as their elected County Register of Deeds. It continues to be my pleasure to serve you and I pledge to continue my vision to make the Registry of Deeds records more accessible to the public and strive to discover ways to ensure continued fiscal responsibility in the budgeting and administration of this office.

My efforts in restoration of ancient books and plats continue with the special surcharge fund. This is a monumental task with the cost being offset using non-taxpayer funding. The finished product is exceptional.

The electronic filing platforms offered by this office continue to attract new Law firms, Banks, and Title Companies into our Electronic Filing Program. We have partnered with Simplifile and CSC to offer platforms to accomplish electronic filing of documents. A total of 23,460 documents were electronically filed for the fiscal year. This represents 55% of our recording.

The Registry of Deeds recorded a total of 43,018 documents for the 12-month period.

The following chart reflects annual transactions reported to each municipality within Rockingham County. A total of 26,151 town transfer transactions were reported for the twelve (12) month period.

MUNICIPAL TRANSACTIONS

| | | | | | |
|------------|------|-------------|------|------------|------|
| Atkinson | 566 | Greenland | 349 | Newington | 110 |
| Auburn | 473 | Hampstead | 690 | Newton | 360 |
| Brentwood | 373 | Hampton F | 185 | Northwood | 485 |
| Candia | 318 | Hampton | 1603 | Plaistow | 664 |
| Chester | 440 | Kensington | 153 | Portsmouth | 2062 |
| Danville | 398 | Kingston | 622 | Raymond | 915 |
| Deerfield | 412 | Londonderry | 2008 | Rye | 541 |
| Derry | 2624 | New Castle | 65 | Salem | 2249 |
| E Kingston | 191 | Newfields | 145 | Sandown | 556 |
| Epping | 779 | Nottingham | 513 | Seabrook | 735 |
| Exeter | 1253 | N Hampton | 455 | S Hampton | 85 |
| Fremont | 348 | Newmarket | 618 | Stratham | 651 |
| | | | | Windham | 1157 |
| All towns | 901 | | | | |

The foreclosure trend in Rockingham County continues to decline. During fiscal 2025 Rockingham County recorded 36 foreclosures.

Foreclosure Transactions

| | | | | | |
|------------|---|-------------|---|------------|---|
| Atkinson | 0 | Greenland | 0 | Newington | 0 |
| Auburn | 0 | Hampstead | 2 | Newton | 0 |
| Brentwood | 0 | Hampton F | 1 | Northwood | 0 |
| Candia | 0 | Hampton | 1 | Plaistow | 3 |
| Chester | 0 | Kensington | 0 | Portsmouth | 0 |
| Danville | 2 | Kingston | 0 | Raymond | 3 |
| Deerfield | 0 | Londonderry | 3 | Rye | 0 |
| Derry | 8 | New Castle | 0 | Salem | 3 |
| E Kingston | 1 | Newfields | 0 | Seabrook | 2 |
| Epping | 0 | Nottingham | 1 | S Hampton | 0 |
| Exeter | 1 | N Hampton | 0 | Sandown | 0 |
| Fremont | 1 | Newmarket | 0 | Stratham | 2 |
| | | | | Windham | 2 |

This office recorded a total of 10,056 Mortgages; 11,275 Deeds; 53 Attachments; 517 Liens; 390 UCC Financing Statements and 527 Subdivision Plans in addition to 20,200 other various documents.

I am happy to report the total County revenue collected by the Registry of Deeds in fiscal 2025 twelve (12) month budget year was **\$3,893,039.26.**

The total State revenue collected by the Registry of Deeds for the fiscal 2025 term was **\$58,360,837.00** and LCHIP was **\$760,425.00.**

2025 Revenue Collected by Register of Deeds

| | |
|---------------------------|------------------------|
| State Transfer Tax | \$56,026,403.52 |
| 4% RETT commission | \$ 2,334,433.48 |
| State LCHIP tax | \$ 730,008.00 |
| 4% LCHIP commission | \$ 30,417.00 |
| Copies/Faxes | \$ 283,298.22 |
| Recording Fees | \$ 1,244,890.56 |
| Document Surcharge offset | \$ 100,000.00 |

Total Revenue **\$ 3,893,039.26**

Total Documents recorded 43,018

Current year documents scanned/filmed **222,122 pages (73 books)**

Current year scanned plans **1,053 sheets**

Historical records rescanned **92 books**

TOTAL PAGES..... 268,122 pages

Again, Special Thanks to the Registry of Deeds staff who work tirelessly to ensure the accuracy and efficiency of this vital County Department.

Lastly, a special thanks to the Board of Commissioners and all other County Departments who help support the county mission. We have a great team in Rockingham County!

Respectfully submitted,

Cathy Ann Stacey

**Cathy Ann Stacey
Rockingham County Register of Deeds**

Rockingham County Sheriff's Office



FY2025 Annual Report
July 1, 2024 – June 30, 2025



Office of the Sheriff

Rockingham County

Charles S. Massahos, High Sheriff

I am honored to continue to serve the citizens of Rockingham County as High Sheriff. I extend my sincere appreciation to the employees of Rockingham County Sheriff's Office for their commitment and dedication to the work we perform.

Operations across most Sheriff's Office divisions have been on an upward trend, and we foresee this continuing into the next fiscal year.

The Sheriff's Office bailiffs and deputies assigned to Rockingham County Superior Courthouse maintained a secure facility for citizens and judicial staff. There was an increase in transports of 12% over the previous fiscal year. The termination of Felonies First in January of 2023 remains a significant factor in the increased demand for prisoner transports.

The Patrol/Civil Division processed an average of 530 court-issued writs per month for the thirty-seven towns within Rockingham County. All deputies were instrumental in traffic enforcement and rendering assistance to motorists. This enforcement action contributed to making the roadways in Rockingham County safer.

Rockingham County Communications Center logged 224,366 calls, an 8% increase over the previous year. The division continued to back up and assist neighboring communities when needed and has been aiding in the build of and preparing for the implementation of a new computer aided dispatch (CAD) and records management software program. The Sheriff's Office was awarded \$750,000.00 from the Department of Justice COPS Grant for technology to upgrade dispatch consoles. This equipment will be installed in the new building, allowing us to enhance and increase our communications and dispatching capabilities.

The Warrants Division perpetually managed a sizeable number of criminal warrants and conducted out-of-state extraditions. The Investigations Division was responsible for investigating 326 criminal cases. The Drug Task Force continues to create and sustain essential partnerships with various local agencies utilizing grant funding offered by the State of NH to help support efforts to keep dangerous drugs off our streets.

The Sheriff's Office two, dual purpose K9 Team's and Drug Task Force Team remain very busy and are a tremendous asset to the communities within Rockingham County. I am also pleased to report that we have entered into partnerships with Internet Crimes against Children as well as the United States Secret Service Cyber Fraud Task Force. Fostering these relationships has proven to be invaluable to the citizens and community.

We look forward to another successful year ahead and helping to keep our community safe.

Sincerely,

Charles S. Massahos

Charles S. Massahos, High Sheriff

Court Services Division

The Court Services Division transported 3,604 individuals in fiscal year 2025. The number of transports completed in fiscal year 2024 was 3,219, representing a 12% increase. The termination of Felonies First in January 2023 remains a significant factor in the increased demand for prisoner transports.

In fiscal year 2025, the Division transported 852 individuals to District Courts compared to just 352 in the fiscal year 2024 – a remarkable increase of 142%.

| | |
|----------------------------------|--------------|
| Transports for Other Agencies | 3,404 |
| Involuntary Emergency Admissions | 149 |
| Juvenile Transports | 51 |
| Total FY2025 | 3,604 |
| Total FY2024 | 3,219 |

Patrol / Civil Division

The Patrol Division processed a total of 6,360 court documents for the 37 towns within Rockingham County. A monthly average of 530 documents were served in-hand, by leaving at the places of business or residences, or recorded at the Rockingham County Registry of Deeds. This represents a decrease of 8.84% compared to the 6,977 paperwork services completed in FY2024.

Traffic enforcement is a crucial function of the Sheriff’s Office. Deputies stopped 3,480 motor vehicles for violations ranging from Unregistered Vehicle to Reckless Operation and Driving Under the Influence. Deputies play a critical role in ensuring that motorists travel safely throughout the County.

The Patrol Division also manages civil arrest warrants issued by all state courts to residents in Rockingham County. These orders for warrants are typically issued for failure to appear in court for cases related to a civil matter. We received 109 civil arrest warrants in FY2025 and cleared 80%, with the remaining balance of 22 warrants being actively pursued.

Additionally, deputies responded directly to 4,527 calls for service to include assisting local police agencies with criminal and non-criminal matters. The Sheriff’s Office continues to provide patrol support for several communities struggling with staffing issues, adding to the number of calls handled primarily by deputies.

| | |
|--|--------------|
| Civil Process Served | 6,360 |
| Motor Vehicle Enforcement | 3,480 |
| Calls For Service | 4,527 |
| Motor Vehicle Accident Investigations | 16 |

Warrants Division

FY2025 Statistics

| | |
|--|---|
| Warrants Executed | |
| Rockingham Superior & Family | 250 |
| Other agency warrants | 86 |
| Electronic Bench warrants | 72 |
| Civil Warrants | 34 |
| Total Warrants Executed | 442 |
| Active Warrant Breakdown | |
| Criminal Offenses | 910 |
| Civil Offenses | 24 |
| In Custody | 65 |
| Total Active warrants | 999 |
| Total Validations | 1,053 |
| Total Warrants received: | 621 (includes 2 Recovery warrants) |
| Total Warrants recalled | 275 (including 23 deceased defendants, 39 restitution warrants and 48 OCC warrants) |
| Defendants filed under Interstate Agreement on Detainers | 13 |
| Defendants who need to return under the IAD | 0 |
| Defendants paroled under the IAD | 0 |
| Defendants sent to other agencies under IAD-Form VIII | 0 |
| Defendants returned while filed under IAD statute | 13 |

FY2025 Out of State Extraditions

| | | | |
|---------------------|------------|-----------------------|-----------|
| Total: | 118 | | |
| Connecticut | 4 | Delaware | 1 |
| Florida | 1 | Massachusetts | 75 |
| Maine | 22 | New Hampshire | 1 |
| New York | 5 | Pennsylvania | 1 |
| Rhode Island | 2 | South Carolina | 1 |
| Vermont | 5 | | |

Defendants transported by outside private contractors 3 (FL, SC, PA)

Investigations Division & Drug Task Force

Investigations

The Criminal Investigations Division / Rockingham County Drug Task Force was responsible for 326 criminal cases that included drug investigations, background investigations, and cases that the Attorney General's Office, the Rockingham County Attorney's Office, and other law enforcement agencies referred to the Sheriff's Office due to conflicts of interest. The division is also responsible for investigating crimes and incidents occurring on Rockingham County grounds and within the population remanded to Rockingham County's Department of Corrections.

Investigations

| | |
|------------------------------------|------------|
| Backgrounds | 10 |
| Internet Crimes Against Children | 44 |
| Department of Corrections | 67 |
| Rockingham County Campus and Other | 205 |
| Total | 326 |

Rockingham County Drug Task Force (DTF)

Rockingham County's Drug Task Force (DTF) is a cooperative effort comprised of five full time Sheriff Deputies, two Sheriff K9's, and ten sworn police officers and three Police K9's from six participating agencies. Agencies assigned to the Drug Task Force, are the Rockingham County Sheriff's Office, Epping Police, Fremont Police, Hampton Police, Hampstead Police, Newington Police and Windham Police.

Under the supervision and direction of Rockingham County Sheriff's Office, the DTF coordinated and assisted in many joint narcotics investigations with multiple agencies that included our local, state, and federal law enforcement partners. Those joint investigations involved the following law enforcement agencies: almost all local law enforcement agencies within Rockingham County, Strafford County Sheriff's Office Problem Oriented Policing Unit (POP), agencies throughout Massachusetts along our southern border including the Massachusetts State Police, Lawrence Police, Lowell Police, Methuen Police, Haverhill Police, the United States Drug Enforcement Administration (DEA) in Massachusetts, New Hampshire, and Maine, Homeland Security Investigations (HIS) in New Hampshire and Massachusetts, the United States Postal Inspectors Service Task Force and the Federal Bureau of Investigation in New Hampshire and Massachusetts.

The Drug Task Force received assistance from patrol officers and Deputies throughout Rockingham County. The Sheriff's Office is thankful for the support we receive from the local police agencies within Rockingham County and their commitment to making our county safer for all citizens. Several major cases began with the initial contact of an alert Deputy/Officer or a member of the community who informed us of possible drug activity. The Rockingham County Department of Corrections also aids with investigations on a case-by-case basis. The Sheriff's Office recognizes that these partnerships are essential to make a real impact on drug abuse in Rockingham County.

Operation Granite Shield

The State of New Hampshire provided grant funding to assist State, Local and County Law Enforcement with disrupting the flow of Narcotics entering and being distributed in the State of New Hampshire. This grant is known as the Law Enforcement Substance Abuse Reduction Initiative (Operation Granite Shield). This grant provides overtime funding to allow for Task Force Deputies and Officers the ability to work cases and curtail the drug trade within New Hampshire and surrounding states.

Between July 1, 2024, and June 30, 2025, the DTF conducted numerous successful joint operations in Rockingham County. Several joint operations were conducted with Massachusetts Law Enforcement agencies, Massachusetts State Police and the Drug Enforcement Administration (DEA) targeting Drug Trafficking Organizations (DTO) in New Hampshire and Massachusetts who are involved in the distribution of illegal narcotics and counterfeit Controlled Prescription Drugs (CPD) into Rockingham County. These CPD's are extremely dangerous as they are trafficked/marketed as legal safe prescription drugs when in fact, they are dangerous illicit drugs such as methamphetamine and fentanyl. The Rockingham County Sheriff's Office Drug Task Force also continues to work in partnership with the Massachusetts State Police, Strafford County Sheriff's, to combat large scale cases within Rockingham County and surrounding counties. These partnerships are what allow for these cases to be so successful.

Fiscal year 2025 was extremely busy for the DTF and resulted in the arrest of over 30 individuals on felony drug charges of Sale, Distribution and Possession of Narcotic drugs.

Internet Crimes Against Children (ICAC)

In January of 2024, The Rockingham County Sheriff's Office was approached by the Internet Crimes Against Children Task Force (ICAC) looking to partnership with the Rockingham County Sheriff's Office. Due to the increased demand for law enforcement to investigate these crimes, Sheriff Massahos agreed to assign a Deputy onto ICAC to assist with the heavy caseload of the Task Force. Since January of 2024, Deputy Makayla Fowler continues to work with the Task Force to assist with any cases that get assigned to her. The Rockingham County Sheriff's Office is proud of the relationship we have with this Task Force, and we look forward to working together in the years to come.

United States Secret Service Cyber Fraud Task Force

Due to the increased amount of fraud and cybercrime cases, The Rockingham County Sheriff's Office partnered with the United States Secret Service and assigned 1 Lieutenant and 2 Deputies as Task Force Officers to the United States Secret Service Cyber Fraud Task Force. These Deputies are sworn in with the United States Secret Service and work directly with United States Secret Service Agents to combat the increased amount of Cyber Fraud cases within Rockingham County and the surrounding communities.

K9 Teams

The Rockingham County Sheriff's Office K9 Teams continue to be very busy assisting our county, local, state, and federal partners as they have been for the past 4 years. Between 7/1/2024 and 6/30/2025, the Rockingham County Sheriff K9 Teams responded to and assisted with 193 calls for service. These calls for service included searching for lost or missing persons, evidence recovery, criminal apprehension and searching for narcotics. These calls for service resulted in significant drug seizures, they located lost or missing persons, located evidence of crimes and apprehended suspects involved in criminal behavior. The Sheriff's Office is pleased to have these two K9 Teams available to assist any agency when called upon. The Sheriff's Office K9 Teams also assisted in countless community events and demonstrations.

Deputy Abele and K9 Saber are currently assigned to the Rockingham County Drug Task Force as well as the United States Marshall Service. Deputy Abele and K9 Saber have been instrumental in countless apprehensions of wanted fugitives alongside the US Marshalls and have located large quantities of Narcotics in cases involving the Rockingham County Drug Task Force. The Sheriff's Office is pleased with this K9 Teams success and ability to adapt to any situation.

Deputy Daniel Gilon and K9 Dundee are currently assigned to the Patrol Division and the Rockingham County Drug Task Force. Deputy Gilon and K9 Dundee have been instrumental in locating Narcotics and evidence directly related to drug cases and other criminal offences. The Sheriff's Office is pleased with this K9 Team and their ability to adapt and assist with any situation.

Drone Team

In September 2024, Sheriff Massahos saw the need for an ariel platform for the Sheriff's Office. After countless hours of research and with the assistance of asset forfeiture, the Rockingham County Sheriff's Office was able to purchase a DJI Maveric 3T Drone. Since being purchased and put in service in October 2024, the Rockingham County Sheriff's Office Drone Team has been requested and deployed to assist in 33 calls for service. These calls include assisting in lost or missing persons, evidence recovery, criminal apprehension and K9 Team assists, The Drone Team also assisted local Fire Departments on several occasions with locating hot spots during forest fires.

Federal Partnerships

The Rockingham County Sheriff's Office continues to coordinate and work with multiple federal task forces including The U.S. Marshall Service and Immigration and Customs Enforcement (ICE). The deputies often assist their federal partners in apprehending dangerous fugitives and well as effecting active ICE detainees and warrants during the course of their normal duties.

Warrant Entry Containment Team (WECT)

The Warrant Entry and Containment Team (WECT) currently operates with one Team Commander (Captain Lussier), one Team Leader (Sergeant McLellan) and six operators/members. Two of the operators, Deputies Gilon and Abele, are certified dual purpose canine handlers. The other team members, Deputy Bevere, Deputy Callahan, Deputy Furey and Deputy Wynn have completed and maintained their SWAT I and SWAT II Level Certifications.

The team maintained overall proficiency by participating in twenty (20) scheduled SWAT related training days, with additional days for some members that attended SWAT related courses. Additional training this fiscal year was conducted by firearms qualifications, safety training, hostage rescue, active shooter, barricaded subjects, motor vehicle take downs, use of force, officer rescue techniques with shields and vehicles, less lethal systems, to include less lethal shotguns, and tactical combat casualty care. The 2024-2025 training year included more frequent and advanced training on ballistic shield operations, firearms proficiency, and SWAT K9 operations.

Members of the WECT assisted local and federal agencies with multiple calls during the fiscal year, to include three (3) full team activation callouts and one (1) partial team activation callout. These are calls with an elevated risk, to include armed suspects, violent offenders, domestic disturbances, fights and motor vehicle pursuits. To aid in some of these operations, through grant funding, the WECT team acquired a Remington Eyeball camera. This tool will help to bridge the gap of not owning our own fully functioning SWAT Robot.

The WECT continues to maintain proficiency and actively seeks out further training to increase mission readiness. Team members are frequently recognized for their efforts and actions. They utilize their training and experience every day within the towns of Rockingham County and beyond. The team stands ready to serve the residents of Rockingham County.

Administrative Services Division

Rockingham County Communications Center logged 224,366 calls for service during fiscal year 2025. This is compared to 222,564 calls for service during the previous fiscal year. This equates to an 8.1% increase.

The Communications Center dispatched twenty-four (24) police departments, nineteen (19) fire/EMS departments, and the Sheriff's Office. This year, the dispatch center has started to transition to a new Computer Aided Dispatch (CAD) software from Central Square called Pro Suite. Although we have not yet gone live with implementation, the building and set-up of this new software has been a large undertaking with input and assistance from several members of the dispatch team.

The 2025 authorized strength of the dispatch center was four (4) dispatch supervisors, fourteen (14) full-time dispatchers and seven (7) on-call dispatchers.

Network Administration

Administration of our computer network is authorized at one Network Administrator. This year, Brynda Poggi is assisting with changing over from our legacy CAD/RMS platform to our new system, Pro Suite. This is a major undertaking and has been going on for over a year now with an expected "go live" date in September 2025.

Radio Shop:

The Radio Shop has the authorized strength of one Chief Engineer. Tobias Dannhausen assisted with the awarding of congressional funding for the core radio network to tie into the State of NH's core for interoperability and redundancy. Also, with this funding we will be purchasing five (5) additional dispatch consoles for the new building to bring the total to ten (10) dispatch workstations as well as bringing Motorola's SmartConnect to the State.

Wellness Program

Mental Health and Wellness Coordinator

Beginning in December 2024, High Sheriff Charles Massahos implemented the position of Mental Health and Wellness Coordinator for the Rockingham County Sheriff's Office.

As a result, Sheriff Massahos assigned Deputy David Goldstein to the position, Dr. David Goldstein, a 46+ year veteran of both state and municipal law enforcement. Dr. Goldstein had recently retired from the

Franklin, NH Police Department as Chief for the last 17 years. In addition, Dr. Goldstein holds a variety of degrees, board certifications, certifications, memberships, etc. in the fields of critical incident management and forensic traumatology.

Briefly, Doctor, now aka Deputy Goldstein brings a plethora of applicable experience in the experiential, clinical and academic fields of police work and Critical Incident Stress Management (CISM). Over the years, Deputy Goldstein has been engaged in such endeavors as uniform patrol, FTO, investigations of crimes against children, undercover narcotics investigations, Major Crimes (homicide, etc.) investigations, SWAT, polygraph examiner and a variety of administrative duties. Here also are a number of academic accomplishments to include adjunct positions at both the undergraduate and graduate university levels. In the clinical arena, the deputy has been offering stress, crisis and trauma interventionary services since the mid-1970s.

The purpose of the present program is to involve intimately the RCSO in the ever-expanding field of law enforcement and first responder mental health. As a result, the RCSO is now a full-fledged member of the Southern New Hampshire CISM Team. Our team, like others in the state, is regional in design. In fact, the Southern team includes approximately 15 law enforcement agencies ranging in size from the largest municipal and county agencies to some of the smallest.

All team members are affiliated with the International Critical Incident Stress Foundation (ICISF) and every member is required to have completed ICISF GRIN (i.e., Group and Individual Crisis Intervention education and training). Many members have opted to complete advanced certification in CISM (aka CCISM).

It is important to note that the lynchpin for the success of any program such as this is the ability to implement and guarantee absolute confidentiality. Beginning in 2013, legislative efforts in this regard have ensured this to be the case. One is referred to NHRSA 153-A:17-a which includes all first responder agencies including both sworn and non-sworn members. It is also of interest that as of the 2024/2025 legislative session, these services are available to all hospital Emergency Department-related personnel (e.g., physicians, PAs, paramedics, nurses, EMTs).

Since the initiation of the RCSO's program, members have participated in more than 2 dozen group and individual interventions for a variety of agencies. Team members have also provided several critical incident defusings (which occur immediately after a critical incident). Of importance here is the fact that the teams are available to all first responders 24/7/365.

Members have presented subject matter at 2 well attended conferences, instructed at 4 Critical Incident Trainings (CIT), 4 CISM Team Leader trainings/scheduled meetings, and the monthly Governor's PTSD Commission meetings. Team members have also participated in NH Police Academy (recruit officers) training as well as the development and acceptance of the first advanced in-service class concerned with LE stress, crisis and trauma.

It is the fervent hope and goal of the RCSO CISM team to become the leader in these endeavors and increase our roles in all mental health related issues for all law enforcement in the Granite State.

Chaplain Program

Pastor Christopher DiGiacomo continues to fulfill the responsibilities of the Rockingham County Sheriff's Office Chaplain. The Chaplain position is an on-call volunteer assignment, but you will find the Chaplain making weekly visits to all divisions within the Sheriff Office, checking in on all our employees. The Chaplain also does ride alongs with each deputy to better understand our Deputies' roles and responsibilities, the County and all the communities within the County. Our Chaplain is available to respond to calls if requested and he is available to any member of the Sheriff's Office, sworn or civilian 24/7.

PROMOTIONS / CHANGES / NEW HIRES / RESIGNATIONS

| | | | |
|------------|---------------------|--------------------------------|--|
| 7/1/2024 | Katelyn Drago | NCIC Technician: Per Diem | Position Change: NCIC Technician - Full Time |
| 7/8/2024 | Katie Bolton | Deputy Sheriff: Patrol | Reassigned: Investigations |
| 7/8/2024 | Matthew Niciu | Deputy Sheriff: Warrants | Reassigned: Court Services |
| 7/15/2024 | Chelsea Puntly | Dispatch Operator | New Hire |
| 7/19/2024 | Matthew Niciu | Deputy Sheriff | Resigned |
| 7/21/2024 | Joshua Barnett | Dispatch Operator | Resigned |
| 7/22/2024 | Daniel Gilon | Deputy Sheriff: Investigations | Reassigned: Patrol |
| 7/22/2024 | Amanda Bibeau | Deputy Sheriff: Court Services | Reassigned: Patrol |
| 7/22/2024 | Matthew Callahan | Deputy Sheriff: Patrol | Reassigned: Warrants |
| 7/29/2024 | Nicole Call | Dispatch Operator | New Hire |
| 7/29/2024 | Thomas Reid | Dispatch Operator | New Hire |
| 7/29/2024 | Corey Wynn | Deputy Sheriff | New Hire |
| 7/31/2024 | Katie Ingalls | Dispatch Operator | Position Change: On-Call Dispatcher |
| 8/1/2024 | Richard Fowler, Jr. | On-Call Dispatcher | Resigned |
| 8/10/2024 | Heather Dille | On-Call Dispatcher | Position Change: Dispatch Operator |
| 8/26/2024 | Steven Woitkun | Bailiff | New Hire |
| 8/26/2024 | Jon Hansen | Bailiff | New Hire |
| 8/26/2024 | Thomas Perkins | Bailiff | New Hire |
| 9/1/2024 | Alexis Callahan | Dispatch Operator | Position Change: On-Call Dispatcher |
| 9/9/2024 | Thomas Reid | Dispatch Operator | Resigned |
| 9/23/2024 | Matthew Furey | Deputy Sheriff | New Hire |
| 10/19/2024 | Connor Chisolm | On-Call Dispatcher | Resigned |
| 10/19/2024 | Gayle Panorelli | On-Call Dispatcher | Resigned |
| 10/21/2024 | Joseph Fournier | Bailiff | New Hire |
| 12/2/2024 | David Goldstein | Special Deputy | New Hire |
| 1/10/2024 | Melanie Heywood | Dispatch Operator | Position Change: On-Call Dispatcher |
| 1/13/2025 | Alden Somerville | Dispatch Operator | New Hire |
| 1/15/2025 | Nicole Call | Dispatch Operator | Resigned |
| 1/22/2025 | Kevin Collins | Special Deputy | Resigned |
| 1/25/2025 | Erin G. Coker | On-Call Dispatcher | Position Change: Sr. Office Administrator |
| 2/8/2025 | Katherin Mann | Sr. Office Administrator | Position Change: Per Diem Administrator |
| 2/18/2025 | McKayla Fowler | Deputy Sheriff: Patrol | Reassigned: Investigations |
| 6/30/2025 | Ronald George Frick | Bailiff | New Hire |
| 6/30/2025 | Christopher St. Cyr | Bailiff | New Hire |

Rockingham County Finance Office

Charles Nickerson, Senior Director of Finance

FYE 06/30/2025 ANNUAL REPORT SUBMISSION

The mission statement of the Rockingham County Finance Office is to ensure the County's financial affairs are conducted effectively in accordance with relevant Government policies and all relevant statutory and legal requirements. This is achieved by developing and maintaining effective systems for financial control and financial reporting, providing sound advice on the financial implications of decisions, establishing effective mechanisms for the preparation of annual budgets and estimates and for the production of reliable financial forecasts, maintaining appropriate financial policies and procedures, and supporting staff training and professional development.

The Finance Office plays an integral role at Rockingham County. Staff perform in-house payroll processing for approximately 460 employees (excluding elected officials), with assistance from departmental payroll editors. The Office coordinates the accounts payable process for the County, including processing of warrants, checks and electronic payments. General Ledger accounts and warrants are reviewed prior to posting to ensure accuracy of the accounting system. The Finance Office also prepares the County's budget, quarterly budget reviews and financial reporting, annual financial statements (which are audited), the Medicaid Cost Report and a multitude of ad hoc financial analyses, reports and filings. It also is the administrator over the UKG time & attendance and payroll systems and the MUNIS accounting system and performs the majority of the treasury function for the County. The Finance Office is the primary administrator for Federal grant programs for the County. We have a very talented team in the Finance Office, and I am very proud of the work we do for the County.

Fiscal Year 2025 was another eventful year for the Finance Office. We have been very busy with administration of several grant programs, the largest being the continued use and coordination of approximately \$60,000,000 of State and Local Fiscal Recovery Funds ("SLFRF") received by the County as part of the American Rescue Plan Act ("ARPA"). These funds are allocated towards a myriad of projects, which were first proposed by the County's ARPA Committee and then approved by the County Commissioners. Much of the funds are being allocated towards the new County municipal building, which will include a 90-day in-house mental health and substance use treatment center as part of Community Corrections, relocation of the Sheriff's Office, County Attorney's Office and the Registry of Deeds to a safe and uncrowded working environment, and a large public meeting space that is not located in the County nursing home. Other ARPA projects approved by the Commissioners provided much needed financial support to local nonprofit organizations and County businesses in the hospitality industry. Subawards to nonprofit organizations enhanced services to those communities disproportionately affected by COVID-19. All SLFRF monies must be, and were, obligated by December 31, 2024, with a performance date deadline of December 31, 2026. Regular, quarterly reporting is submitted to the U.S. Treasury regarding ARPA projects. The SLFRF Recovery Plan – Performance Report through the quarter ending June 30, 2025 is enclosed as part of the Annual Report. Through FY 2025, \$55,140,551 has been spent and \$60,168,997 has been obligated (including the \$55,140,551 spent).

I am pleased to announce that the County only needed to utilize about 35% of the \$14,193,944 in fund balance that was budgeted for FY 2025. Total revenues were almost \$2,000,000 more than budget, while expenses were under budget by about \$7,262,000. Assisted Living revenues came in at 20% over budget, the Registry of Deeds had another good year with revenues 10% over budget and investment income was, due to continued elevated interest rates, \$219,000 over budget. The County continues to maintain an adequate level of fund balance, with the ultimate goal of having an unassigned fund balance equivalent to three months of budgeted appropriations. Unassigned fund balance accounts for 8% of budgeted FY 2026 appropriations and was at 22% prior to budgeted use of \$15,142,253 to keep taxes lower for FY 2026. Unaudited Governmental Fund statements for FYE 06/30/2025 are included in the next pages of the Annual Report; finalized audited financial statements will be published on the County's website upon completion of the audit.

I look forward to continuing to work with the County Commissioners, County Delegation, Elected Officials, Division Directors, and Department Heads in the next year to further efforts in providing efficient processing of accounting information, reporting and analyses while generating savings

wherever possible for the County taxpayers. The County needs to be aware of grant and other funding opportunities that will help to offset inflationary pressures on expenses and to continue to improve the services provided, especially since grant resources are scarcer. We have accomplished many positive things in recent years at the County and I hope that trend continues. The new municipal building will be substantially completed in November 2025 and the solar array, which will save money for the taxpayers, was operational on June 26, 2025. I am very grateful, as always, for the hard work and dedication by my staff; I am very proud of all of their efforts and achievements. I am also thankful for the continued support of the Board of Commissioners.

Respectfully submitted,

A handwritten signature in blue ink that reads "Charles W. Nickerson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Charles W. Nickerson
Rockingham County Senior Director of Finance

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
GOVERNMENTAL FUNDS
BALANCE SHEET
June 30, 2025
(Unaudited)

| | General | Capital Projects Fund | Contingent Grants Fund | Nonmajor Governmental Funds | Total Governmental Funds |
|--|----------------------|-----------------------------|------------------------------|-----------------------------------|--------------------------------|
| Assets | | | | | |
| Cash and short-term investments | \$ 38,478,769 | \$ 1,755,030 | \$ - | \$ 142,290 | \$ 40,376,089 |
| Restricted cash and short-term investments | 1,278,725 | - | - | 150,187 | 1,428,912 |
| Investments | 5,645,598 | - | - | 85,668 | 5,731,266 |
| Accounts receivable, net | 719,664 | - | 10,103 | 50 | 729,817 |
| Due from Other Funds | 1,157,297 | 1,651,697 | 7,627,889 | 4,326,993 | 14,763,876 |
| Due from Other Governments, net | 3,379,773 | - | 540,653 | - | 3,920,426 |
| Prepaid Expenses | 824,819 | - | 663 | 25,433 | 850,915 |
| Inventory | 849,119 | - | - | - | 849,119 |
| Total Assets | <u>\$ 52,333,764</u> | <u>\$ 3,406,727</u> | <u>\$ 8,179,308</u> | <u>\$ 4,730,621</u> | <u>\$ 68,650,420</u> |
| Liabilities | | | | | |
| Accounts Payable | \$ 2,509,330 | \$ 382,047 | \$ 3,192,197 | \$ 390 | \$ 6,083,964 |
| Accrued Liabilities | (46,441) | - | - | - | (46,441) |
| Due to Other Funds | 18,220,299 | - | 1,026 | 1,704,815 | 19,926,140 |
| Due to Other Governments | 4,473,021 | - | 1,600 | - | 4,474,621 |
| Total Liabilities | <u>\$ 25,156,209</u> | <u>\$ 382,047</u> | <u>\$ 3,194,823</u> | <u>\$ 1,705,205</u> | <u>\$ 30,438,284</u> |
| Deferred Inflows of Resources | | | | | |
| Revenues collected in advance | \$ - | \$ - | \$ 4,984,485 | \$ 2,240,053 | \$ 7,224,538 |
| Fund Balances | | | | | |
| Nonspendable: | | | | | |
| Prepaid expenses | \$ 824,819 | \$ - | \$ - | \$ - | \$ 824,819 |
| Inventory | 849,119 | - | - | - | 849,119 |
| Nonexpendable permanent funds | - | - | - | 35,557 | 35,557 |
| Restricted for: | | | | | |
| Long term care (RSA 24:13) | 500,545 | - | - | - | 500,545 |
| Capital projects | - | 3,024,680 | - | - | 3,024,680 |
| LCHIP surcharges (RSA 478:17-g) | 778,180 | - | - | - | 778,180 |
| Special revenue funds | - | - | - | 749,806 | 749,806 |
| Assigned for: | | | | | |
| Subsequent year budget | 15,142,253 | - | - | - | 15,142,253 |
| Encumbrances | 819,429 | - | - | - | 819,429 |
| Unassigned | 8,263,210 | - | - | - | 8,263,210 |
| Total Fund Balances | <u>\$ 27,177,555</u> | <u>\$ 3,024,680</u> | <u>\$ -</u> | <u>\$ 785,363</u> | <u>\$ 30,987,598</u> |
| Total Liabilities, Deferred Inflows of Resources, and Fund Balances | | | | | |
| | <u>\$ 52,333,764</u> | <u>\$ 3,406,727</u> | <u>\$ 8,179,308</u> | <u>\$ 4,730,621</u> | <u>\$ 68,650,420</u> |

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
(Unaudited)

| | General | Capital Projects Fund | Contingent Grants Fund | Nonmajor Governmental Funds | Total Governmental Funds |
|--|-----------------------|-----------------------------|------------------------------|-----------------------------------|--------------------------------|
| Revenues | | | | | |
| Taxes | \$ 53,168,248 | \$ - | \$ - | \$ - | \$ 53,168,248 |
| Charges for Services: | | | | | |
| Long Term Care Services: | | | | | |
| Nursing Home | 25,222,401 | - | - | 18,226 | 25,240,627 |
| Assisted Living | 2,049,180 | - | - | 190 | 2,049,370 |
| Corrections | 55,939 | - | - | 2,020,587 | 2,076,526 |
| Administration and Other: | | | | | |
| Deeds | 3,875,371 | - | - | 86,036 | 3,961,407 |
| Maintenance | 68,762 | - | - | - | 68,762 |
| Sheriff | 1,903,054 | - | 223,687 | 126,564 | 2,253,305 |
| County Attorney | 50,054 | - | - | - | 50,054 |
| Intergovernmental | - | - | 36,011,622 | - | 36,011,622 |
| Investment income | 1,969,194 | 333,342 | - | 21,660 | 2,324,196 |
| Miscellaneous | 1,165,375 | - | - | - | 1,165,375 |
| Total Revenues | <u>\$ 89,527,578</u> | <u>\$ 333,342</u> | <u>\$ 36,235,309</u> | <u>\$ 2,273,263</u> | <u>\$ 128,369,492</u> |
| Expenditures | | | | | |
| Current: | | | | | |
| Long Term Care Services: | | | | | |
| Nursing Home | \$ 30,479,140 | \$ - | \$ - | \$ 20,832 | \$ 30,499,972 |
| Assisted Living | 3,126,546 | - | - | 4,497 | 3,131,043 |
| Categorical assistance | 18,624,218 | - | - | - | 18,624,218 |
| Corrections | 13,937,418 | - | - | 328,649 | 14,266,067 |
| Administration and Other: | | | | | |
| Maintenance | 5,445,616 | - | - | - | 5,445,616 |
| Deeds | 1,265,915 | - | - | - | 1,265,915 |
| Finance | 1,595,866 | - | - | - | 1,595,866 |
| General government | 840,105 | - | - | - | 840,105 |
| Human resources | 1,172,900 | - | - | - | 1,172,900 |
| Information technology | 1,070,075 | - | - | - | 1,070,075 |
| Statutory organizations | 553,854 | - | - | - | 553,854 |
| Non-county specials | 296,200 | - | - | - | 296,200 |
| Commissioners | 258,006 | - | - | - | 258,006 |
| Delegation | 123,663 | - | - | - | 123,663 |
| Medical Examiner | 75,371 | - | - | - | 75,371 |
| Treasurer | 16,002 | - | - | - | 16,002 |
| Grants | 5,910 | - | 35,998,807 | - | 36,004,717 |
| Sheriff | 8,101,257 | - | 236,502 | 66,137 | 8,403,896 |
| County Attorney | 4,476,327 | - | - | - | 4,476,327 |
| Capital outlay | 16,742 | 16,624,257 | - | - | 16,640,999 |
| Debt Service: | | | | | |
| Principal | 1,499,800 | - | - | - | 1,499,800 |
| Interest | 900,594 | - | - | - | 900,594 |
| Total Expenditures | <u>\$ 93,881,525</u> | <u>\$ 16,624,257</u> | <u>\$ 36,235,309</u> | <u>\$ 420,115</u> | <u>\$ 147,161,206</u> |
| Excess (deficiency) of revenues over expenditures | <u>\$ (4,353,947)</u> | <u>\$ (16,290,915)</u> | <u>\$ -</u> | <u>\$ 1,853,148</u> | <u>\$ (18,791,714)</u> |
| Other Financing Sources (Uses): | | | | | |
| Transfers: | | | | | |
| Deeds and other | \$ 100,000 | \$ - | \$ - | \$ (100,000) | \$ - |
| Capital projects | (685,900) | 685,900 | - | - | - |
| Opioid abatement SRF | - | 1,651,697 | - | (1,651,697) | - |
| Total Other Financing Sources (Uses) | <u>\$ (585,900)</u> | <u>\$ 2,337,597</u> | <u>\$ -</u> | <u>\$ (1,751,697)</u> | <u>\$ -</u> |
| Change in Fund Balance | \$ (4,939,847) | \$ (13,953,318) | \$ - | \$ 101,451 | \$ (18,791,714) |
| Fund Balances, at Beginning of Year | 32,117,402 | 16,977,998 | - | 683,912 | 49,779,312 |
| Fund Balances, at End of Year | <u>\$ 27,177,555</u> | <u>\$ 3,024,680</u> | <u>\$ -</u> | <u>\$ 785,363</u> | <u>\$ 30,987,598</u> |

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE
GENERAL FUND
STATEMENT OF REVENUES AND OTHER SOURCES,
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL
FOR THE FISCAL YEAR ENDED JUNE 30, 2025**

(Unaudited)

| | Original Budget | From Prior Years' Budget | Supplemental Appropriations | Approved Transfers | Final Budget | Actual Amounts (Budgetary Basis) | Variance with Final Budget Positive (Negative) |
|--|--------------------|-----------------------------|--------------------------------|-----------------------|--------------------|--|---|
| Beginning Budgetary Fund Balance | \$ 13,670,235 | \$ 523,709 | \$ - | \$ - | \$ 14,193,944 | \$ 4,939,847 | \$ (9,254,097) |
| Resources (Inflows): | | | | | | | |
| Taxes | 53,168,248 | - | - | - | 53,168,248 | 53,168,248 | - |
| Charges for Services: | | | | | | | |
| Long Term Care Services: | | | | | | | |
| Nursing Home | 24,834,789 | - | - | - | 24,834,789 | 25,222,401 | 387,612 |
| Assisted Living | 1,703,178 | - | - | - | 1,703,178 | 2,049,180 | 346,002 |
| Corrections | 66,501 | - | - | - | 66,501 | 55,939 | (10,562) |
| Administration and Other: | | | | | | | |
| Deeds | 3,630,000 | - | - | - | 3,630,000 | 3,975,371 | 345,371 |
| Maintenance | 139,601 | - | - | - | 139,601 | 68,762 | (70,839) |
| Sheriff | 1,665,852 | - | - | - | 1,665,852 | 1,903,054 | 237,202 |
| County Attorney | 50,001 | - | - | - | 50,001 | 50,054 | 53 |
| Investment income | 1,750,000 | - | - | - | 1,750,000 | 1,969,194 | 219,194 |
| Miscellaneous | 625,004 | - | - | - | 625,004 | 1,165,375 | 540,371 |
| Transfers from Other Funds | 2,000 | - | - | - | 2,000 | - | (2,000) |
| Amounts Available for Appropriation | <u>101,305,409</u> | <u>523,709</u> | <u>-</u> | <u>-</u> | <u>101,829,118</u> | <u>94,567,425</u> | <u>(7,261,693)</u> |
| Charges to Appropriations (Outflows): | | | | | | | |
| Current: | | | | | | | |
| Long Term Care Services: | | | | | | | |
| Nursing Home | 32,838,959 | 58,217 | - | - | 32,897,176 | 30,479,140 | 2,418,036 |
| Assisted Living | 3,306,175 | 26,503 | - | - | 3,332,678 | 3,126,546 | 206,132 |
| Categorical Assistance | 19,612,698 | - | - | - | 19,612,698 | 18,624,218 | 988,480 |
| Corrections | 14,949,026 | 49,591 | - | - | 14,998,617 | 13,937,418 | 1,061,199 |
| Administration and Other: | | | | | | | |
| Maintenance | 5,810,908 | 66,071 | - | - | 5,876,979 | 5,445,616 | 431,363 |
| Deeds | 1,480,913 | - | - | - | 1,480,913 | 1,265,915 | 214,998 |
| Finance | 1,705,511 | 29,292 | - | - | 1,734,803 | 1,595,866 | 138,937 |
| General Government | 1,109,920 | 4,800 | - | - | 1,114,720 | 840,105 | 274,615 |
| Human Resources | 1,243,075 | 78,745 | - | - | 1,321,820 | 1,172,900 | 148,920 |
| Information Technology | 1,097,491 | 151,409 | - | - | 1,248,900 | 1,070,075 | 178,825 |
| Statutory organizations | 553,854 | - | - | - | 553,854 | 553,854 | - |
| Non-County specials | 296,200 | - | - | - | 296,200 | 296,200 | - |
| Commissioners | 271,236 | 660 | - | - | 271,896 | 258,006 | 13,890 |
| Delegation | 351,319 | - | - | - | 351,319 | 123,663 | 227,656 |
| Medical examiner | 80,204 | - | - | - | 80,204 | 75,371 | 4,833 |
| Treasurer | 19,432 | - | - | - | 19,432 | 16,002 | 3,430 |
| Grants | 25,000 | - | - | - | 25,000 | 5,910 | 19,090 |
| Sheriff | 8,401,342 | 51,821 | - | - | 8,453,163 | 8,101,257 | 351,906 |
| County Attorney | 5,015,852 | - | - | - | 5,015,852 | 4,476,327 | 539,525 |
| Capital Outlay | 50,000 | 6,600 | - | - | 56,600 | 16,742 | 39,858 |
| Debt service: | | | | | | | |
| Principle | 1,499,800 | - | - | - | 1,499,800 | 1,499,800 | - |
| Interest | 900,594 | - | - | - | 900,594 | 900,594 | - |
| Transfers to other funds | 685,900 | - | - | - | 685,900 | 685,900 | - |
| Total Charges to Appropriations | <u>101,305,409</u> | <u>523,709</u> | <u>-</u> | <u>-</u> | <u>101,829,118</u> | <u>94,567,425</u> | <u>7,261,693</u> |



Lindsey M. Stepp
Commissioner

State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



MUNICIPAL AND PROPERTY
DIVISION
Samuel T. Greene
Director

Adam A. Denoncour
Assistant Director

September 9, 2025

Rockingham County
Attn: Commissioners
119 North Road
Brentwood, NH 03844

Re: 2025 County Apportionment

Dear Commissioners,

Please find enclosed the Rockingham County apportionment for 2025. This apportionment is based on the net tax commitment of \$55,434,428 as voted by the county convention and certified to us by its chairman and clerk.

If you have any questions, please feel free to contact me at (603) 230-5960 or Adam.A.Denoncour@dra.nh.gov.

Sincerely,

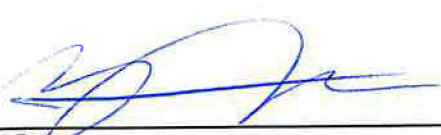
Adam Denoncour, Assistant Director
Municipal and Property Division

Enc: Apportionment
Cc: File

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

| 2025 ROCKINGHAM COUNTY | % Proportion to County Tax* | Apportionment of County Budget |
|--|--|---|
| ATKINSON | 2.0281% | \$ 1,124,249 |
| AUBURN | 1.5990% | \$ 886,392 |
| BRENTWOOD | 1.2459% | \$ 690,649 |
| CANDIA | 0.9824% | \$ 544,562 |
| CHESTER | 1.2711% | \$ 704,609 |
| DANVILLE | 0.9567% | \$ 530,339 |
| DEERFIELD | 1.3130% | \$ 727,875 |
| DERRY | 6.3393% | \$ 3,514,174 |
| EAST KINGSTON | 0.6229% | \$ 345,315 |
| EPPING | 1.7800% | \$ 986,734 |
| EXETER | 3.9822% | \$ 2,207,490 |
| FREMONT | 0.9585% | \$ 531,363 |
| GREENLAND | 1.6782% | \$ 930,296 |
| HAMPSTEAD | 2.2878% | \$ 1,268,225 |
| HAMPTON | 6.7483% | \$ 3,740,869 |
| HAMPTON FALLS | 0.9946% | \$ 551,325 |
| KENSINGTON | 0.7228% | \$ 400,698 |
| KINGSTON | 1.5441% | \$ 855,964 |
| LONDONDERRY | 7.6228% | \$ 4,225,637 |
| NEW CASTLE | 1.6248% | \$ 900,686 |
| NEWFIELDS | 0.5208% | \$ 288,722 |
| NEWINGTON | 1.3018% | \$ 721,636 |
| NEWMARKET | 1.8435% | \$ 1,021,916 |
| NEWTON | 1.0776% | \$ 597,359 |
| NORTH HAMPTON | 2.2210% | \$ 1,231,223 |
| NORTHWOOD | 1.2013% | \$ 665,952 |
| NOTTINGHAM | 1.4049% | \$ 778,781 |
| PLAISTOW | 1.9014% | \$ 1,054,043 |
| PORTSMOUTH | 10.7986% | \$ 5,986,162 |
| RAYMOND | 2.1001% | \$ 1,164,185 |
| RYE | 4.7026% | \$ 2,606,852 |
| SALEM | 9.4699% | \$ 5,249,610 |
| SANDOWN | 1.3772% | \$ 763,456 |
| SEABROOK | 5.2463% | \$ 2,908,244 |
| SOUTH HAMPTON | 0.3001% | \$ 166,360 |
| STRATHAM | 2.7617% | \$ 1,530,906 |
| WINDHAM | 5.4687% | \$ 3,031,570 |
| * Rounded for display. Actual apportionment based on detailed figures. | | |
| TOTALS | 100.0000% | \$ 55,434,428 |

Prepared By

Approved By

Rockingham County (New Hampshire) **Recovery Plan**

State and Local Fiscal Recovery Funds

Report through the Quarter Ending June 30, 2025

Rockingham County (New Hampshire)

Recovery Plan – June 30, 2025

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GENERAL OVERVIEW

Executive Summary

Rockingham County, New Hampshire (“the County”) was awarded approximately \$60.2 million from the State and Local Fiscal Recovery Fund (“SLFRF”) under the American Rescue Plan Act (“ARPA”). In May 2021, the County received \$30.1 million, representing one half of its total allotment of SLFRF monies. On June 13, 2022, the other half of SLFRF monies were received. The funds received are being treated as federal grant funds and therefore recorded as part of the County’s Contingent Grant Special Revenue Fund, outside of the General Fund.

The County set up an “ARPA” committee in mid-2021, comprised of State Representative Patrick Abrami, County Commissioner Brian Chirichiello, Human Resources Director Alison Kivikoski and Finance Director Charles Nickerson. This committee spent two months during the summer of 2021 conducting discussions with Division Directors and Elected Officials regarding potential projects that could be funded by the distributions from the SLFRF.

Based upon these discussions and current Treasury guidelines in place at the time, a framework of eligible projects was composed at the end of August 2021, which included the following items:

- \$25 million for construction of a new building to house the County Attorney’s Office, Registry of Deeds, Sheriff’s Office, and Delegation Office, which will alleviate overcrowded working conditions and poor HVAC systems at the State-owned courthouse building and provide a proper worksite for County public safety operations.
- \$8 million for construction and operation of a Community Corrections facility, which will be run by the Department of Corrections and provide mental health and substance use services with a 90-day in-house program.
- \$8 million for construction of a solar array on County property that will generate enough megawatts to cover 100% of the County complex’s electricity needs. This project would be funded from monies available from the Revenue Replacement expense category established by the U.S. Treasury.
- \$3.9 million for Countywide HVAC infrastructure projects to mitigate the occurrence and spread of COVID-19, notably in Long Term Care Services and the Department of Corrections.
- \$3.2 million for premium pay to essential County employees
- \$2.7 million for Job Training Assistance, including support for LNA, MNA and LPN training programs, employee scholarship programs, Nursing leadership education courses, and new hire/referral incentives for critical County positions (notably Nursing Department vacancies and Correctional Officers).
- \$2.2 million for services to disproportionately impacted communities
- \$2 million for water-related infrastructure projects
- \$1 million to provide assistance to nonprofit organizations and local businesses involved in tourism, travel or hospitality that were negatively impacted by COVID-19.

The Board of County Commissioners ultimately approved proposed ARPA projects and determined the allocated funds to be spent for each project. The listing of projects and allocated amounts have changed to various degrees from the prior years' 2021-2024 Recovery Plan and Performance Reports that were filed with the U.S. Treasury. There have been no changes to approved funding amounts for individual projects after December 31, 2024.

Uses of Funds

Rockingham County's initial listing of approved projects covered all of the Expenditure Categories cited by the U.S. Treasury in its Final Rule Compliance and Reporting guidance:

- a. Public Health (EC 1)
- b. Negative Economic Impacts (EC 2)
- c. Public Health – Negative Economic Impact: Public Sector Capacity (EC 3)
- d. Premium Pay (EC 4)
- e. Water, sewer, and broadband infrastructure (EC 5)
- f. Revenue replacement (EC 6)
- g. Administrative (EC 7)

The County's final listing of approved projects at December 31, 2024 covered all of the general Expenditure Categories except for Administrative (EC 7). The full amount of the SLFRF award to the County was obligated as of December 31, 2024, which was the deadline to do so.

Public Health

The largest project partially funded by SLFRF monies is the construction of a new building to house the County Attorney's Office, Registry of Deeds, Sheriff's Office, and Commissioners Office. The first two departments cited are in the State-owned courthouse building, which has a dilapidated HVAC system and extremely poor water/wastewater system which has led to those departments experiencing poor air quality and several septic system backups. The County Attorney's Office and Sheriff's Office Dispatch Center are also very overcrowded worksites, and in need of relocation.

There is not a better alternative to constructing a new building, as the State does not intend to perform needed improvements or expansion to the courthouse building, and the County should not be paying for such modifications that are the responsibility of the State. There is also no room for interior expansion or floorplan redesign at the Sheriff's Office which could alleviate their overcrowding issue with the Dispatch Center, which provides vital services to the 37 municipalities located within the County. Currently, the Sheriff's Office takes up a confined section of the Corrections building at the County Complex. The Dispatch Center, which is already overcrowded, also needs to expand to be able to take on the anticipated increase in the number of Rockingham County municipalities that are expected to close down their own dispatch services and instead have the County provide these services for their town's fire and police departments.

The County also does not have an adequate public meeting place in this era of COVID-19. The only public meeting place of note at the County that can accommodate more than 15 people is the Hilton Auditorium, which is located within the County nursing home. It is the location where the County Convention holds its public hearings and budget meetings. In addition to being located in the long-term care facility, the auditorium cannot even accommodate three feet of social distancing when a County Convention meeting is being held, which requires 46 members to be in attendance to have a quorum to conduct a meeting. This situation could result in an outbreak of COVID-19 in the nursing home, and there have been occurrences of Convention members testing positive for COVID-19 after having attended a Convention meeting in the Hilton Auditorium.

There are no current, vacant commercial or office buildings in Brentwood that could serve as the new location of the County departments referred to above. The least expensive alternative that would result in mitigation steps to prevent the occurrence and spread of COVID-19 in the workplace for the above-referenced departments and the long-term care facility is to construct a new municipal building. *(EC 6.1, and to a lesser degree EC 1.4)*

Another major project of the County is to construct a Community Corrections facility, which will provide a 90-day in-house treatment program with mental health and substance use services. The opioid epidemic has been an ongoing issue for Rockingham County, and there has been a sharp increase in inmates needing both mental health and substance use abuse services. There is an overall deficiency in substance use abuse services and mental health services in the State, and this facility will help alleviate that situation and hopefully result in a decrease in recidivism of inmates. *(EC 1.12 and EC 1.13)*

Rockingham County also plans to upgrade or replace HVAC equipment for several County buildings, including those for its nursing home, assisted living facility and Department of Corrections. This should help to mitigate the occurrence and spread of COVID-19 in the workplace and congregate settings. Many of the existing units, prior to replacement, were below current industry standards. *(EC 1.4)*

The Sheriff's Office had two communications projects on the ARPA Committee's proposed listing: one is to replace and improve their Dispatch Center communications system, and the other is to install an antenna that will provide adequate signal coverage for the western part of Rockingham County. The funds for the new antenna project were found in the Sheriff's Office FY 2022 budget, leaving the Dispatch Center communications system replacement as their remaining project to be approved by the Commissioners in the Public Health category. *(EC 1.7)*

Rockingham County also supported a project to cover COVID-19 testing for Long Term Care staff and residents, as other sources of State and Federal funding are set to expire at the end of the 2021 calendar year. It is also set aside a small amount of funds for mobile vaccination units, in case Federal passthrough monies to the State assigned for this purpose lapsed. *(EC 1.1 and EC 1.2)*

Several other Public Health projects were also funded by SLFRF monies; please see the project inventory section (starting on page 10) for details on individual projects.

Negative Economic Impacts

Rockingham County set aside funds to provide assistance to nonprofit organizations and local businesses involved in tourism, travel or hospitality that were negatively impacted by COVID-19, with a preference/focus on those organizations and businesses that received little or no prior financial assistance from prior COVID-19-related aid programs, such as Paycheck Protection Program (PPP) loans. (*EC 2.34 and EC 2.35, respectively*)

The County is also providing support for LNA, MNA and LPN training programs, employee scholarship programs, Nursing leadership education courses, and new hire/referral incentives for critical County positions (notably Nursing Department vacancies and Correctional Officers). There is a great shortage of direct care Nursing staff and Correctional Officers being experienced by Rockingham County and counties across the country. Hopefully, some of these programs and incentives will attract and retain employees in these key positions and also provide jobs to some individuals who are currently unemployed. (*EC 2.10*)

Services to Disproportionately Impacted Communities (f/k/a EC 3; now a variety of Expenditure Category 2 subcategories under the Final Rule)

The County supported services to disproportionately impacted communities by providing subawards to area nonprofit organizations to enhance the services that they are already providing to minority communities and/or lower income households. Depending upon the services being provided, these subawards covered several subcategories under the Final Rule, though all fell under an Expenditure Category 2 (Negative Economic Impacts) subcategory. Over \$125,000 was distributed under this nonprofit subaward program.

Rockingham County also provided services to disproportionately impacted communities by running its own Emergency Rental Assistance Program, which is funded from federal recovery funds under the Continuing Appropriations Act of 2021 and the American Rescue Plan Act. This program assisted many minority groups and lower income households, and the number of requests and program inquiries increased sharply over the program's last twelve months. Unfortunately, due to expiration of available ERA funding, the program effectively ended in May 2023.

Public Health – Negative Economic Impact: Public Sector Capacity (EC 3)

The County's ARPA primary project under this expenditure category was for the employer portion of FICA and retirement expenses on employee premium pay incurred under Expenditure Category 4. This project, in conjunction with the end of the Premium Pay project, was fully completed as of June 30, 2023. (*EC 3.1*)

More recently, the County has taken steps using SLFRF funds under Expenditure Category 3.2 to address the severe shortage of nursing staff at its Nursing Home. The County lost approximately 75% of its nursing staff between the start of COVID-19 and June 30, 2024. It has had to utilize contracted agencies to fill staffing holes to ensure that there is no reduction in resident care levels and quality. One *EC 3.2 (Rehiring Public Sector Staff)* project started in mid-2024 was to implement NeoGov Attract, a software platform that is used to attract new

nursing employees to the County. An additional EC 3.2 project that commenced in July 2024 provides weekly incentives for attracting and retaining nursing employees, with an ultimate goal of getting closer to pre-pandemic staffing levels for nursing.

Premium Pay (EC 4)

Rockingham County utilized some of its fiscal recovery funds for various premium pay programs in an effort to attract and retain essential workers, with higher amounts for critical staffing positions such as those in the Nursing Department and Correctional Officers. This project was fully completed as of June 30, 2023. (EC 4.1)

Water, sewer, and broadband infrastructure (EC 5)

Much of the County's water/wastewater infrastructure is in need of repairs and/or replacement. One project is to replace water main pipes that run under North Road, the major thoroughfare that runs through the County complex. Other funds will be dedicated for individual water-related projects that have not been fully analyzed yet. Please see the project inventory section (starting on page 10) for details on other water/wastewater-related projects. (primarily EC's 5.1, 5.5, 5.10 and 5.11)

Revenue replacement (EC 6)

The County supported many projects with funds under this category, due to the four-year cumulative lost revenue calculations under SLFRF. One major capital project under EC 6 is the installation of a 3.25 megawatt solar array on County property. A solar project of this magnitude will cover all of the complex's electricity needs, generate renewable energy credits, help reduce future budgetary impacts to County taxpayers, and have a positive environmental impact. The solar array "went live" on June 26, 2025. Another major use of funds under this category is for the aforementioned new municipal building. Several other Revenue Replacement projects were also funded by SLFRF monies; please see the project inventory section (starting on page 10) for details on individual projects. (EC 6.1)

Administrative (EC 7)

Under the Preliminary Final Rule, amounts were allocated under Evaluation and Data Analysis (EC 7.2); under the Final Rule, the new subcategory is Public Sector Capacity: Effective Service Delivery (EC 3.4). Some of the administrative expenses incurred to implement the County's ARPA projects may actually fall under Public Sector Capacity: Administrative Needs (EC 3.5).

While the \$60.2 million award under the SLFRF has been allocated amongst the approved Expense Categories by the ARPA committee in August 2021, details of several projects were a work in progress, and many were modified upon approval by the Commissioners. In the end, no amounts were approved by the Commissioners for projects covering the internal administrative expenses of managing SLFRF projects.

The ultimate breakdown of projects was also affected by the final (2023) lost revenue calculation, which was presented in the SLFRF compliance report for the quarter ending December 31, 2023. Expenditure categories have been updated to reflect the nomenclature designated in the Final Rule issued by Treasury.

Promoting equitable outcomes

Rockingham County is looking to equitably distribute assistance to *local* small nonprofits and businesses negatively impacted by the coronavirus pandemic by placing a focus on distributing funds to those organizations that received little or no assistance from previous COVID-19 aid programs, such as the Payroll Protection Program. Through review of a detailed application process, it will be determined which entities should receive financial assistance.

The County has a detailed application process for area nonprofit organizations to apply for subawards to enhance their efforts in providing services to communities disproportionately affected by the coronavirus pandemic. Preference will be given to those nonprofits that provide vital assistance to the most vulnerable communities in Rockingham County. Through subrecipient monitoring, metrics and various data points will be collected to determine how services are being distributed to minority groups and low-income households. As part of individual subrecipient agreements, nonprofit agencies will agree to collect such data and provide it to the County in a timely manner. The County started issuing a small number of subawards in the middle of June 2022 and most of the awards were below the funding requested. As a result, most of the nonprofits that received funds under the subaward program had not provided evidence of positive effects that such funds have had on enhancing assistance to those communities disproportionately affected by COVID-19, as they are trying to decide how funds should best be utilized. Continued follow-up by Finance Office personnel will be made until all nonprofit organizations have submitted required information.

To promote awareness of Rockingham County programs and services funded by the SLFRF, the County has done the following steps:

1. Publish details of the SLFRF projects, programs and services on the County website
2. Communicate directly to the 36 towns in the County details of programs and services available to residents and businesses
3. Make posts to the County's Facebook page and Twitter account to inform the general public of SLFRF-funded programs and services
4. Periodically place notices in local newspapers regarding availability of programs and services
5. Reach out directly to area nonprofit organizations to inform them of programs and services funded by the SLFRF
6. Post ARPA application details with the New Hampshire Center for Nonprofits

Community Engagement

The County's ARPA Committee met with and received feedback from Division Directors and Elected Officials for potential projects that could be funded with SLFRF monies. A few nonprofit organizations have also reached out to inquire if Rockingham County would be issuing subawards so that they could enhance/increase services that they were already providing in the community, which would benefit those disproportionately impacted by the coronavirus pandemic. The County also had details of its two nonprofit ARPA project programs furnished to the New Hampshire Center for Nonprofits. As a result, several nonprofit organizations sent applications to the County in June and July 2022, and thereafter the number of applications has

increased substantially. Multiple quarterly application periods were conducted until the last round was closed December 31, 2023.

Labor Practices

Reporting on workforce practices (as applicable) for approved infrastructure projects will be included in future compliance reports to the U.S. Treasury.

Use of Evidence

The listing of Commissioner-approved projects does include some that would include SLFRF funds being used for evidence-based interventions or rigorous program evaluations that are designed to build evidence. However, assistance provided towards such projects did not occur until mid-June 2022 or afterwards, and most of the awards were below the funding requested. As a result, most of the nonprofits that received funds under the subaward program had not provided evidence of positive effects that such funds have had on enhancing assistance to those communities disproportionately affected by COVID-19, as they were trying to decide how funds should now best be utilized. When these specific (and other applicable project) amounts are utilized, the resulting evidence-based data will be part of future compliance reporting to the U.S. Treasury. Continued follow-up by Finance Office personnel will be made until all nonprofit organizations have submitted required information.

Table of Expenses by Expenditure Category

Note: The Category rows represented below are indicative of the subcategories based upon County Commissioner-approved projects.

| Category | | Cumulative expenditures to date (\$) | Amount spent since last Recovery Plan |
|----------|---|--------------------------------------|---------------------------------------|
| 1 | Expenditure Category: Public Health | | |
| 1.1 | COVID-19 Vaccination | 1,160.00 | 0.00 |
| 1.2 | COVID-19 Testing | 41,075.56 | 21,129.56 |
| 1.4 | Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.) | 7,812,430.75 | 5,460,320.04 |
| 1.7 | Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) | 444,938.13 | 0.00 |
| 1.12 | Mental Health Services | 2,422,096.93 | 21,375.00 |
| 1.13 | Substance Use Services | 2,226,955.09 | 0.00 |
| 1.14 | Other Public Health Services | 125,000.00 | 55,000.00 |
| 2 | Expenditure Category: Negative Economic Impacts | | |
| 2.1 | Household Assistance Food Programs | 5,000.00 | 0.00 |
| 2.10 | Assistance to Unemployed or Underemployed Workers (e.g., job training subsidies) | 26,102.82 | 15,102.82 |

| Category | | Cumulative expenditures to date (\$) | Amount spent since last Recovery Plan |
|----------|---|--------------------------------------|---------------------------------------|
| 2.16 | Long-term Housing Security: Services for Unhoused Persons | 71,375.00 | 0.00 |
| 2.19 | Social Determinants of Health: Community Health Workers or Benefits Navigators | 5,000.00 | 0.00 |
| 2.27 | Addressing Impacts of Lost Instructional Time | 15,000.00 | 0.00 |
| 2.31 | Rehabilitation of Commercial Properties or Other Improvements | 10,000.00 | 0.00 |
| 2.34 | Assistance to impacted nonprofit organizations | 274,000.00 | 0.00 |
| 2.35 | Aid to Tourism, Travel, or Hospitality | 168,386.34 | 15,381.30 |
| 2.37 | Economic Impact Assistance – Other | 20,000.00 | 0.00 |
| 3 | Public Health – Negative Economic Impact: Public Sector Capacity | | |
| 3.1 | Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19 | 513,582.55 | 0.00 |
| 3.2 | Rehiring Public Sector Staff | 490,419.72 | 480,662.39 |
| 4 | Expenditure Category: Premium Pay | | |
| 4.1 | Public Sector Employees | 2,292,425.00 | 0.00 |
| 5 | Expenditure Category: Infrastructure | | |
| 5.1 | Clean Water: Centralized wastewater treatment | 176,775.50 | 176,775.50 |
| 5.5 | Clean Water: Other sewer infrastructure | 1,712,590.18 | 1,119,111.48 |
| 5.10 | Drinking water: Treatment | 928,957.00 | 924,857.00 |
| 5.11 | Drinking water: Transmission & distribution | 528,320.30 | 296,523.36 |
| 5.15 | Drinking water: Other water infrastructure | 11,291.03 | 0.00 |
| 6 | Expenditure Category: Revenue Replacement | | |
| 6.1 | Provision of Government Services | 34,809,854.21 | 27,221,417.67 |
| 6.2 | Non-Federal Match for Other Federal Programs | 7,815.09 | 0.00 |
| 7 | Administrative and Other | | |
| 7.1 | Administrative Expenses | 0.00 | 0.00 |
| | | | |
| | Grand Totals | 55,140,551.20 | 35,807,656.12 |

Project Inventory

The ARPA committee composed a preliminary listing of SLFRF eligible projects with allotted amounts (which were in part disclosed under the Executive Summary and Use of Funds sections). The County Commissioners approved of the vast majority of the projects proposed by the ARPA committee with many adjustments to individual project totals. There were also

several projects that were proposed to the Commissioners by County departments and various stakeholders that received approval by the Commissioners subsequent to the August 2021 preliminary listing furnished by the ARPA committee. Project Numbers and Expenditure Categories have been updated to reflect expenditure categories cited in the United States Treasury's Final Rule. Funding amounts have all been updated for obligations as of December 31, 2024 and the full amount of the County's SLFRF award, \$60,168,997.00, was obligated as of that date.

Project 1.1.A: COVID-19 Vaccination

Funding amount: \$1,160.00

Amount expensed through 06/30/25: \$1,160.00

Project Expenditure Category: 1.1 Public Health: COVID-19 Vaccination

Project overview

- Amounts allocated to this project primarily supported legal costs in formulating the healthcare worker vaccination policies that have been implemented by the County.
- Initial allocation of funding was higher, but the State of New Hampshire provided mobile vaccination clinics that came to the Long Term Care facility. The belief was that, at some point in time, the County would have to cover the costs of mobile vaccination clinics, and that is the primary reason this project was initially proposed- to promote COVID-19 vaccinations, which in turn will help to protect our LTC resident populace and the County workforce.
- QE 06/30/25 update: In late 2024, the County Commissioners voted to further reduce the funded amount and reallocate funds to other projects.
- Project is completed as of 06/30/25.

Project 1.2: COVID-19 Testing

Funding amount: \$41,075.56

Amount expensed through 06/30/25: \$41,075.56

Project Expenditure Category: 1.2 Public Health: COVID-19 Testing)

Project overview

- Separate Federal (e.g., CARES Act) and State COVID-19 testing grants/awards have come to an end but needed COVID-19 testing continued especially among the Long Term Care facilities and the Department of Corrections.
- This project will cover the expenses of performing COVID-19 testing outside lab charges and other testing-related expenses.
- County use of CARES Act COVID-19 Infection Prevention funds and State COVID-19 testing grants have reduced the need to allocate SLFRF monies for this project.
- QE 06/30/25 update: In late 2024, the County Commissioners voted to further reduce the funded amount and reallocate funds to other projects.
- Project is completed as of 06/30/25.

Project 1.4.A: HVAC Improvements

Funding amount: \$4,306,876.48

Amount expensed through 06/30/25: \$3,728,668.48

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- Many Rockingham County buildings are in need of HVAC improvements and/or equipment replacements, with much of the current HVAC equipment being antiquated and past the usable life expectancy per ASHRAE and industry standards.
- Improving/replacing existing HVAC equipment will help to mitigate the occurrence and spread of COVID-19 at the County complex. This project will address air handling deficiencies in several Long Term Care buildings, the Carlisle building, the Department of Corrections/Sheriff's Office building and other County Complex buildings.
- Minor improvements were completed through 06/30/23 as it was difficult to get vendors to bid on the larger rooftop unit replacements that are needed. That portion of the project had gone out to bid a second time.
- Two vendors subsequently were awarded contracts for the rest of the HVAC replacements/improvements: CES for the engineering/consulting services, and KPMB Enterprises LLC for the purchase and installation of the equipment. Expenses under this project have increased significantly in the last six months.
- For the twelve months ending 06/30/25, many rooftop HVAC units were replaced across the County complex, with over \$3.3 million being expended during this timeframe.
- Project is over 85% complete as of 06/30/25.

Project 1.4.B: Remote Work Setups

Funding amount: \$1,260.00

Amount expensed through 06/30/25: \$1,260.00

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- Due to COVID-19, many employees have had to quarantine due to various and ever-changing guidelines in place. Some of these individuals' duties can be performed remotely but there are not enough LogMeIn accounts, laptops, and related equipment to accommodate current and future needs.
- Utilization of County laptops will allow for proper equipment security protocols to be in place (instead of employees potentially using their own equipment) and there will be a decrease in lost worker productivity.
- There are departments across the County where employees cannot properly socially distance to complete tasks, and during a localized outbreak it may be desirable for a portion of the workforce to be remote, if duties allow for it. This project also covers

IT/AV upgrades to better allow for remote work possibilities and better enable effective, remote participation in meetings by employees.

- QE 06/30/23 update: Most of the expenses covered in the original project detail above have now been supported instead by a grant through the State of New Hampshire. Therefore, the project scope and expenses have been reduced.
- The balance of funding available was reallocated to other projects for the quarter ending 09/30/24.
- Project is completed as of 06/30/25.

Project 1.4.C: LTC Resident Communications

Funding amount: \$7,027.00

Amount expended through 06/30/25: \$7,027.00

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- COVID-19 has presented communication barriers to residents, as visitations have been severely restricted, with negative mental health impacts to our Long-Term Care (LTC) residents. By improving resident communications, there will be positive mental health impacts for the residents while still being able to mitigate the occurrence and spread of COVID in the facilities.
- Improving LTC resident communications is just one way to restrict physical visitations (hence mitigating the occurrence and spread of COVID) while still having a positive impact on the mental health of our residents.
- QE 06/30/23 update: Most of the expenses covered in the original project detail above have now been supported instead by a grant through the State of New Hampshire. Therefore, the project scope and expenses have been reduced.
- The balance of funding available was reallocated to other projects for the quarter ending 09/30/24.
- Project is completed as of 06/30/25.

Project 1.4.D: COVID-19 Screening

Funding amount: \$18,390.00

Amount expended through 06/30/25: \$16,262.00

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- COVID-19 sign-in and health screening kiosks, including software app support charges.
- Commissioners approved a slight increase in funding allocation to this project in 2024.
- Project is more than 85% complete as of 06/30/25.

Project 1.4.F: HVAC equipment for the new municipal building

Funding amount: \$4,023,142.54

Amount expensed through 06/30/25: \$4,023,142.54

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- HVAC and other equipment for the new municipal building to help mitigate the occurrence and spread of COVID-19 in dense worksite settings.
- This project will ensure that all HVAC units and related equipment installed at the new municipal building are current with ASHRAE and industry standards, especially since departments that are being relocated to the new building are coming from overcrowded locations and/or areas that have been experiencing water and air quality issues.
- Project is completed as of 06/30/25.

Project 1.4.G.: Payroll Expenses for COVID-19 Prevention-Mitigation Personnel

Funding amount: \$26,070.73

Amount expensed through 06/30/25: \$26,070.73

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Project overview

- Payroll expenses (wages, employer FICA, employer retirement) for personnel engaged directly in COVID-19 infection prevention, mitigation and testing.
- The unspent balance of the original \$40K funding was reallocated to other projects in 2024.
- Project was completed as of 06/30/24.

Project 1.4.H: COVID-19 Personal Protective Equipment

Funding amount: \$10,000.00

Amount expensed through 06/30/25: \$10,000.00

Project Expenditure Category: 1.4 Public Health: Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Childcare facilities, etc.)

Project overview

- COVID-19 personal protective equipment (PPE) needed to be purchased as the County's supplies were running out.
- Commissioners approved reallocations from other projects to this project in 2024.
- Project is completed as of 06/30/25.

Project 1.7: Sheriff's Office Communications Project

Funding amount: \$839,110.99

Amount expensed through 06/30/25: \$444,938.13

Project Expenditure Category: 1.7 Public Health: Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation and Quarantine)

Project overview

- The current Sheriff's Office communication system, IMC, that is utilized by many law enforcement first responder functions including dispatch services is being sunset and a new system is needed to replace it.
- This project will replace that system which also provides ancillary services to the approximately 25 communities that the Sheriff's Office provides dispatch services for.
- Central Square is the contracted firm supplying the new system.
- A majority of the County's residents will be impacted by this project whether directly or indirectly.
- The project is in the middle stages, with Central Square personnel onsite to perform configuration and installation tasks.

Project 1.12.A: Suicide Prevention Cells

Funding amount: \$77,796.00

Amount expensed through 06/30/25: \$77,796.00

Project Expenditure Category: 1.12 Public Health: Mental Health Services

Project overview

- There is an increasing mental health crisis occurring in New Hampshire's county jails and the Rockingham County facility needs to retrofit certain holding cells to help mitigate the chance that an inmate may harm themselves or commit suicide.
- Included in the cell renovations will be padding replacement doors and suicide prevention cameras from Honeywell which will work seamlessly with the current monitoring system.
- This project was completed as of QE 03/31/24.

Project 1.12.B: Employee Mental Health Services

Funding amount: \$112,345.85

Amount expensed through 06/30/25: \$112,345.85

Project Expenditure Category: 1.12 Public Health: Mental Health Services

Project overview

- COVID-19 has not only resulted in an increase in mental health issues for inmates and long-term care residents but also for the County's employees.
- This project is to provide mental health services to employees.
- Part of the project includes retrofitting rooms in one of the County buildings so that it is an appropriate space for delivery of mental health services to employees and the majority of project expenses will be for the cost of contracted professional mental health services.

- QE 6/30/23 update: Retrofitting of the rooms has been completed and now mental health services are being provided onsite to County employees in need of assistance.
- QE 6/30/24 update: Services are being provided 2-3 times a week by the onsite mental health clinician.
- Late in 2024, Exeter Hospital, the ultimate supplier of these clinical services, discontinued offering mental health services. The Commissioners then voted to reallocate unspent funds to other SLFRF projects.
- Project was completed at 12/31/24.

Project 1.12.C: Inmate Mental Health Services

Funding amount: \$2,226,955.08

Amount expensed through 06/30/25: \$2,226,955.08

Project Expenditure Category: 1.12 Public Health: Mental Health Services

Project overview

- COVID-19 has resulted in an increase in mental health issues for inmates.
- This project is to provide funding towards the construction of a Community Corrections facility whose sole purpose will be to provide 90-day in-house mental health and substance use abuse services for inmates.
- Oftentimes, mental health and substance use abuse are co-occurring conditions for several inmates, and there are no 90-day treatment facilities in Rockingham County and an overall, severe shortage exists for provision of mental health and substance use services in the County.
- Only the costs of equipment and capital materials will be included in the project budget - the actual full cost of constructing the facility will be much more than the \$4,453,910 (which is split 50% for mental health services and 50% towards substance use services) budgeted from SLFRF (between project ID's 1.12C and 1.13A).
- While there isn't an amount cited towards evidence-based interventions for SLFRF reporting, there will obviously be a continuous review of the results of the treatment programs after construction is completed and the facility is open. July 2025 is the targeted month for "substantial completion".
- The certificate of occupancy should be received for the quarter ending September 30, 2025.
- Amounts for this project were fully expended as of 06/30/24.

Project 1.13A: Substance Use Services

Funding amount: \$2,226,955.09

Amount expensed through 06/30/25: \$2,226,955.09

Project Expenditure Category: 1.13 Public Health: Substance Use Services

Project overview

- COVID-19 has resulted in an increase in substance use abuse issues for inmates.
- This project is to provide funding towards the construction of a Community Corrections facility whose sole purpose will be to provide 90-day in-house mental health and substance use abuse services for inmates.
- Oftentimes, mental health and substance use abuse are co-occurring conditions for several inmates, and there are no 90-day treatment facilities in Rockingham County

and an overall, severe shortage exists for provision of mental health and substance use services in the County.

- Only the costs of equipment and capital materials will be included in the project budget - the actual full cost of constructing the facility will be much more than the \$4,453,910 (which is split 50% for mental health services and 50% towards substance use services) budgeted from SLFRF (between project ID's 1.12C and 1.13A).
- While there isn't an amount cited towards evidence-based interventions for SLFRF reporting, there will obviously be a continuous review of the results of the treatment programs after construction is completed and the facility is open. July 2025 is the targeted month for "substantial completion".
- The certificate of occupancy should be received for the quarter ending September 30, 2025.
- Amounts for this project were fully expended as of 06/30/24.

Project 1.14.A: Subcontracted Prosecution Services

Funding amount: \$125,000.00

Amount expended through 06/30/25: \$125,000.00

Project Expenditure Category: 1.14 Public Health: Other Public Health Services

Project overview

- To fund subcontracted prosecution services for May 2023 through May 2025 which will reduce the time spent by pre-trial inmates at the Department of Corrections facility, thereby helping to mitigate the occurrence and spread of COVID-19 and reducing mental impact that the court case backlog is having on the inmates, and also on the employees at the County Attorney's Office and the Sheriff's Office.
- Project is just over 50% complete as of QE 6/30/24.
- Project is 100% complete as of 06/30/25.

Project 2.1: Gather NH

Funding amount: \$5,000.00

Amount expended through 06/30/25: \$5,000.00

Project Expenditure Category: 2.1 Negative Economic Impacts: Household Assistance Food Programs

Project overview

- ARPA grant subaward to Gather NH, a Portsmouth NH 501(c)(3) organization, which provides a variety of food assistance services those who are low-income and/or homeless across the NH Seacoast.
- The payment/award was much less than the \$50,000 they had requested so the organization is currently trying to determine how to best utilize the funds received.
- No evidence-based metrics are available for reporting as of 06/30/23.
- Continued follow-up by Finance Office personnel will be made until all nonprofit organizations (including Gather NH) have submitted required information.

Project 2.10.A: MNA and LNA Training Programs

Funding amount: \$29,600.00

Amount expensed through 06/30/25: \$26,102.82

Project Expenditure Category: 2.10 Negative Economic Impacts: Assistance to Unemployed or Underemployed Workers (e.g., job training, subsidized employment, employment supports or incentives))

Project overview

- Provide job training assistance to current and prospective LNA's (Licensed Nursing Assistants) to become Medication Nursing Assistants (MNA's).
- This acts to recruit new LNAs who may be currently unemployed/underemployed individuals and retain current LNAs who want to further their career and skills in the Nursing industry.
- Since the start of the COVID-19 pandemic, the County has lost approximately 75% of its LNA's and MNA's. Providing this educational support to potential LNA and MNA candidates who may be currently unemployed or underemployed will give them much needed job assistance while helping to increase the nursing staffing levels for the County's nursing home and assisted living facility.
- Project is over 85% completed as of 06/30/25.

Project 2.16: Services for Unhoused Persons

Funding amount: \$54,000.00

Amount expensed through 06/30/25: \$54,000.00

Project Expenditure Category: 2.16 Long-Term Housing Security: Services for Unhoused Persons

Project overview

- Funds classified to Expenditure Category 2.16 are to provide subawards to NFP's that in turn will provide services to individuals in Rockingham County who are unhoused.
- QE 6/30/23 update: The NFPs have not had the time to evaluate and implement the funds provided given the timing and that funding was far short of the requested amount. As a result, these organizations have not had the time to utilize the funds and show the impacts of the limited funding provided on evidence-based interventions. Follow-up shall be performed with the two nonprofit organizations in the next quarter for an update on the utilization of funds and evidence of positive effects of its use.
- Continued follow-up by Finance Office personnel will be made until all nonprofit organizations have submitted required information.
- Funds awarded to the Town of Hampton Falls in FYE 6/30/24 were utilized by the Town to cover rental assistance expenses for three displaced families who were in the 0-30% AMI bracket.

Project 2.16.A.: Portsmouth Women’s Club

Funding amount: \$17,375.00

Amount expensed through 06/30/25: \$17,375.00

Project Expenditure Category: 2.16 Long-Term Housing Security: Services for Unhoused Persons

Project overview

- Portsmouth Women’s Club provides housing at below-market rates for nine single women who otherwise would potentially be in danger of becoming unhoused.
- The building that is utilized has a roof that has fallen into disrepair and is in need of replacement or else these individuals could become displaced.
- The roof for the building has been replaced and nine single women of very low income are able to retain their secure, safe housing.
- This project is 100% completed as of 06/30/24.

Project 2.19: Peace of Mind Medicaid Consultants

Funding amount: \$5,000.00

Amount expensed through 06/30/25: \$5,000.00

Project Expenditure Category: 2.19 Social Determinants of Health: Community Health Workers or Benefits Navigators

Project overview

- The Commissioners approved a \$5,000 award to Peace of Mind Medicaid Consultants, a nonprofit organization.
- Peace of Mind acts as consultants to individuals who qualify for Medicaid, assisting them through the Medicaid application process. Seniors will be educated on benefits and features of the Medicaid program, and hopefully be approved for NH Medicaid.
- Continued follow-up by Finance Office personnel will be made until all nonprofit organizations have submitted required information.

Project 2.25: Arts In Reach

Funding amount: \$5,000.00

Amount expensed through 06/30/25: \$5,000.00

Project Expenditure Category: 1.12 Public Health: Mental Health Services

Project overview

- Arts in Reach (“AIR”), a 501(c)(3) organization, provides free programming outside of school to teenage girls and gender expansive youth ages 11-18 who encounter adverse childhood experiences and who are also from lower income families.
- AIR engages vulnerable youth in innovative community arts programs and mentoring focused on creative social and emotional development and positive mental health support in a safe non-judgmental setting.

- At AIR youth explore and express themselves as they build protective factors coping strategies and skills for fulfilling and productive lives.
- The award to the organization was far less than the \$50,000 requested and as a result the nonprofit was taking some time to determine how to best utilize the funds received.
- Follow-up shall be performed with the nonprofit organization in the next quarter for an update and evidence of positive effects of the funding provided.

Project 2.27: Friends of Seabrook Community

Funding amount: \$15,000.00

Amount expended through 06/30/25: \$15,000.00

Project Expenditure Category: 2.27 Addressing Impacts of Lost Instructional Time

Project overview

- ARPA grant/subaward to the Friends of Seabrook Community who had requested \$50,000 towards having two afterschool student assistance counselors at the SAZ Middle and Elementary schools in Seabrook to help students make up for falling behind during COVID-19.
- At-risk students would be provided with support, guidance and resources to navigate the elevated need for SEL (social and emotional learning) and mental health supports for students.
- The award to the organization was far less than the \$50,000 requested and as a result the nonprofit was taking some time to determine how to best utilize the funds received.
- Follow-up shall be conducted again with this nonprofit organization in the next quarter for an update and evidence of positive effects of the funding provided.

Project 2.31.A: Portsmouth NH 400 Legacy Task Force

Funding amount: \$10,000.00

Amount expended through 06/30/25: \$10,000.00

Project Expenditure Category: 2.31 Rehabilitation of Commercial Properties or Other Improvements

Project overview

- Portsmouth NH 400 Legacy Task Force requested \$50,000 towards renovating outdoor spaces just outside of the downtown for a rock and sculpture garden.
- This would be a beautification project that would provide a place of relaxation and contemplation for visitors while providing employment to local artists that have been negatively impacted by the COVID-19 pandemic.
- The award to the organization was far less than the \$50,000 requested and as a result the nonprofit was taking some time to determine how to best utilize the funds received. Follow-up shall be performed with the two nonprofit organizations in the next quarter for an update and evidence of positive effects of the funding provided.

Project 2.34: Nonprofit Assistance Program

Funding amount: \$274,000.00

Amount expensed through 06/30/25: \$274,000.00

Project Expenditure Category: 2.34 Assistance to Impacted Nonprofit Organizations

Project overview

- The purpose of the Rockingham County Nonprofit Assistance Program is to support those Rockingham County nonprofit organizations that have incurred negative financial impacts due to the COVID-19 pandemic. Negative financial impacts include a reduction in revenues/funding, business disruption or closure, event cancellation, increase in operating costs related to implementing COVID-19 prevention and/or mitigation measures or other cost increases related to the pandemic, and/or other similar circumstances during the pandemic that created an economic hardship.
- A preference will be given to providing assistance to Rockingham County nonprofits that received little or no State of New Hampshire “Main Street” or federal Payroll Protection Program funds.
- Individual award amounts range from \$1,000 to \$25,000, with the opportunity for applicants to appeal for a higher amount.
- The initial application period closed July 31, 2022. Additional application periods were provided, with the last one closing December 31, 2023.

Project 2.35: Local Business Gift Card Purchase Program

Funding amount: \$73,386.34

Amount expensed through 06/30/25: \$73,386.34

Project Expenditure Category: 2.35, Aid to Tourism, Travel, or Hospitality

Project overview

- Gift cards are purchased by the County from local business in the tourism, travel or hospitality industries.
- The gift cards are then distributed to County essential workers that were nominated by their supervisors and have shown exceptional performance during the coronavirus pandemic. Individual employees are only eligible to be awarded one gift card, unless all others in a particular department have already received one.
- Purchase of the gift cards help support local businesses that experienced negative financial impacts during COVID-19, with an added goal/benefit of increasing employee morale and retention.
- Project is completed as of 06/30/25.

Project 2.35A: Business Assistance Program

Funding amount: \$95,000.00

Amount expended through 06/30/25: \$95,000.00

Project Expenditure Category: 2.35 Aid to Tourism, Travel or Hospitality

Project overview

- The purpose of the Rockingham County Business Assistance Program is to support those Rockingham County local businesses in the tourism, travel or hospitality industries that have incurred negative financial impacts due to the COVID-19 pandemic. Negative financial impacts include a reduction in revenues/funding, business disruption or closure, event cancellation, increase in operating costs related to implementing COVID-19 prevention and/or mitigation measures or other cost increases related to the pandemic, and/or other similar circumstances during the pandemic that created an economic hardship.
- A preference will be given to providing assistance to qualifying Rockingham County local businesses that received little or no State of New Hampshire “Main Street” or federal Payroll Protection Program funds.
- Individual award amounts range from \$1,000 to \$25,000, with the opportunity for applicants to appeal for a higher amount.
- The initial application period closed July 31, 2022. Additional application periods were provided, with the last one closing December 31, 2023.

Project 2.37: NH Legal Assistance Fund

Funding amount: \$10,000.00

Amount expended through 06/30/25: \$10,000.00

Project Expenditure Category: 2.37 Economic Impact Assistance - Other

Project overview

- ARPA grant/subaward to the New Hampshire Legal Assistance Fund which provides a variety of legal services and advice to generally those who are low-income and/or elderly 60 years old with a focus on civil legal issues that impact basic needs such as housing safety from domestic violence and access to public benefits.
- All funds have been utilized to fund casework for 19 low-income clients.

Project 2.37.A.: Waypoint

Funding amount: \$10,000.00

Amount expended through 06/30/25: \$10,000.00

Project Expenditure Category: 2.37 Economic Impact Assistance - Other

Project overview

- ARPA grant/subaward to Waypoint to support the building of an outdoor nature-based classroom at their Family Resource Center in Stratham (at the Richie McFarland Center location).
- Waypoint, through the Family Resource Center, provides supportive services to address stressors for children and families that improve well-being and health. Services include (1) developmental and therapeutic services for children (birth-3 years

old) with an identified developmental disability, (2) a home-based early intervention and child abuse prevention program that provides families with education and support, and (3) care coordination for families with children with a chronic illness. In addition, all families are provided with access to parental education, children's playgroups, opportunities for families to socialize, and connections to other services.

- Waypoint broke ground on this project in the fall of 2023, including site preparation work and installing a fence. Equipment and supplies have been ordered and the expectation was that the classroom would be completed in Spring 2024.
- Funds made under this award have been expended in full to HJD Builders, LLC, for fence installation at the site.
- The outdoor classroom and programming are focused on getting families back outside and supporting early childhood mental health and socialization.
- This work falls under the Expenditure Category of 3.9 Healthy Childhood Environments: Other and 3.13 Social Determinants of Health: Other. (Note: these were outdated EC classification - current classification is EC 2.37, *Economic Impact Assistance - Other*)
- The outdoor nature-based classroom will support this work including improving children's health, strengthening children's development, and learning, and building children's connections with nature.
- Increases in Protective Factors - Research studies have demonstrated that nature can help a child cope with adversity and engagement with nature can reduce stress and anxiety.
- Improvements in Social and Emotional Learning - Waypoint will be integrating the outdoor nature-based space into our current playgroups and utilizing the space with our early support and services for children experiencing developmental delays.
- Enhancing the Parent/Child Bond - Many parents we work with have experienced trauma and a high rate of adverse childhood experiences and need support to develop positive relationships with babies and children. Interacting in nature strengthens the bonds of parents and children.
- Improvements in Managing Disabilities - For children with special needs, time spent in natural settings can offer liberation from their challenges and an environment that helps them to think differently as they begin to craft new strategies for managing their disabilities.
- Follow-up with Waypoint will be conducted again regarding how many individuals and families have been served by the new outdoor nature-based classroom, and for any demographic (and other) information that can be provided for participants. Apparently, there were some major delays in the outdoor classroom having its official opening which will delay demographic and evidence-based reporting for this project.

Project 3.1A: Payroll Expenses on Premium Pay 4.1

Funding amount: \$513,582.55

Amount expended through 06/30/25: \$513,582.55

Project Expenditure Category: 3.1 Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers

Project overview

- Funds were allocated to this project and expended to only cover payroll expenses (NH Retirement and Employer FICA) on Employee Premium Pay from Expenditure Category 4.1 for County employees.
- The last premium pay installment to employees occurred April 2023.
- The project was completed for QE 6/30/23.

Project 3.2A: NeoGov Attract

Funding amount: \$22,421.33

Amount expended through 06/30/25: \$22,421.33

Project Expenditure Category: 3.2 Public Sector Workforce: Rehiring Public Sector Staff

Project overview

- Funds are being utilized to purchase the NeoGov Attract software platform that is to be utilized for the goal of attracting nursing staff candidates for the positions of Licensed Nursing Assistant (LNA), Medication Nursing Assistant (MNA), Licensed Practical Nurse (LPN) and Registered Nurse (RN).
- The County nursing home has lost about 75% of its nursing employees during the COVID-19 pandemic, and the costs to cover staffing holes with contracted/agency nursing is astronomical. Additional efforts must be made to attract new nursing staff with the goal of getting back to pre-pandemic staffing levels.
- Project is completed as of 06/30/25.

Project 3.2B: Nursing Staffing Incentive

Funding amount: \$500,000.00

Amount expended through 06/30/25: \$467,998.39

Project Expenditure Category: 3.2 Public Sector Workforce: Rehiring Public Sector Staff

Project overview

- Funds are being utilized to provide weekly nursing staff incentives for the positions of Licensed Nursing Assistant (LNA), Medication Nursing Assistant (MNA), Licensed Practical Nurse (LPN) and Registered Nurse (RN) for the purpose of increasing nursing staffing back to pre-pandemic levels.
- The County nursing home has lost about 75% of its nursing employees during the COVID-19 pandemic, and the costs to cover staffing holes with contracted/agency nursing is astronomical. Additional efforts must be made to attract new nursing staff with the goal of getting back to pre-pandemic staffing levels.
- Project is over 90% complete as of 06/30/25.

Project 4.1.A: County Employee Premium Pay

Funding amount: \$2,292,425.00

Amount expended through 06/30/25: \$2,292,425.00

Project Expenditure Category: 4.1 Public Sector Employees

Project overview

- The County Employee Premium Pay provided financial compensation to County employees that have continued performing essential work in delivering County services during the public health emergency.

- Two classifications of employees were identified - one group would get a "Premium Pay Stipend" which would be weekly at first in September 2021 and then transitioning to a semiannual payment starting January 2022 and ending July 2023. All Long Term Care positions (the County runs a nursing home, rehabilitation center, and an assisted living facility) and Correctional Officers were considered "critical staffing" due to the nature of the work performed and also the unfortunate turnover rate that exists for these positions and therefore received this first type of premium pay.
- All other County employees are eligible for employee premium pay that is coded as a "Retention Appreciation Stipend", which is semiannual in nature and scheduled to run from October 2021 through July 2023 (six payments in total). Part-time and per diem individuals in this second grouping would be eligible for a prorated stipend based upon scheduled hours and hours worked in the previous year, respectively.
- Of the employees that have thus far received Employee Premium Pay as part of this project, only two did not meet the two specific criteria listed by Treasury: they are both salaried individuals and they did earn (for 2021) wages that exceeded 150% of the average annual wage for all occupations for the State of New Hampshire (which is higher than the average for Rockingham County). One individual is the County's Nurse Practitioner, and she has worked continuously during the pandemic, providing direct care to our nursing home and assisted living residents. She has also provided weekend coverage for making determinations on inquiries from staff performing employee screenings. The Nurse Practitioner also served as interim administrator from late August 2020 through most of December 2020, continuing and spearheading PPE practices and other policies that mitigated the spread of COVID at the facilities. The other employee is the Long Term Care Services Director. He has worked countless hours in formulating and implementing protocols that helped keep the facilities as safe as possible for the residents, staff and visitors. He petitioned the Commissioners to approve a vaccine mandate for healthcare workers before the final version came out from CMS. As a result of his leadership, and the efforts of all the employees at the facility, not one nursing home resident was lost to COVID-19. It is sincerely requested of Treasury that they accept this written justification as being sufficient to permit these two key Long Term Care employees to receive Employee Premium Pay. The same individuals received payments under this project in 2022 and 2023, utilizing the above rationale as reasons to provide them with employee premium pay under EC 4.1.
- With the ending of the public health emergency in May 2023, the last Employee Premium Pay was issued in April 2023 for services performed up through 04/08/23. This project was 100% completed for QE 6/30/23.

Project 5.1A Wastewater Treatment Facility Electrical Upgrades

Funding amount: \$376,820.00

Amount expended through 06/30/25: \$24,775.50

Project Expenditure Category: 5.1 Clean Water: Centralized Wastewater Treatment

Project overview

- The County's wastewater treatment facility is in need of some major electrical upgrades.
- Contracts were awarded to Richardson Engineering (\$28,650) and Richardson Electrical (\$348,170) to perform the upgrades.
- Project is less than 50% completed as of 06/30/25.

Project 5.1B Wastewater Treatment Facility Upgrades and Repairs

Funding amount: \$495,000.00

Amount expended through 06/30/25: \$152,000.00

Project Expenditure Category: 5.1 Clean Water: Centralized Wastewater Treatment

Project overview

- The County’s wastewater treatment facility is in need of some other major upgrades, in addition to the electrical upgrades being addressed by Project 5.1A (above).
- The Commissioners awarded a \$495,000 contract in 2024 to PB Construction to perform a myriad of upgrades and repairs.
- Project is less than 50% completed as of 06/30/25.

Project 5.5A: Water/Wastewater Infrastructure Improvements

Funding amount: \$317,647.07

Amount expended through 06/30/25: \$263,369.54

Project Expenditure Category: 5.5 Clean Water: Other Sewer Infrastructure

Project overview

- Overall, the Commissioners approved \$2,000,000 for overall water/wastewater improvements. \$575,000 of that had been allocated to 5.11A for specific replacement of water main pipes at the County Complex. The remainder of the balance, \$1,425,000, is going to be utilized for a myriad of water/wastewater improvements.
- QE 6/30/23 update: Thus far, only the water/wastewater programmable controller has been replaced (\$20,650.00) and an assessment has been completed to determine other appropriate water/wastewater projects.
- If subsequent items should be given a different EC 5 subcategory, amounts will be reclassified out of EC 5.5 to the appropriate designation.
- QE 6/30/24 update: Additional expenses were incurred under this project, and other previously allocated funds were reallocated to other water/wastewater projects, notably for the water main pipe replacement project (Project 5.11A). Coughlin Environmental Services LLC was awarded a contract for \$256,250 for engineering, consulting and permitting services for wastewater treatment plant (“WWTP”) infrastructure improvements. \$10,330 of the contracted amount was spent for FYE 6/30/24.
- WWTP improvements are being performed to bring the plant up to optimum condition to handle future capacity pressures. Specific improvements will include the following: repairs/upgrades to the grit processing system, the tertiary filter, UV disinfection, the final effluent pump station, ventilation, a replacement blower, updated aeration and treatment systems in lagoons #1 and #2, and a feasibility assessment regarding capacity expansion through drip irrigation.
- A portion of funds for this project were approved by the Commissioners in 2024 for reallocation towards a specific wastewater treatment project (*see project 5.1B*). The contract amount for Coughlin for this project was subsequently reduced by \$21,350 as a result.
- Project is over 80% completed as of 06/30/25.

Project 5.5B: Water/Wastewater Infrastructure Equipment and Upgrades
Funding amount: \$1,733,766.48
Amount expended through 06/30/25: \$1,449,220.64
Project Expenditure Category: 5.5 Clean Water: Other Sewer Infrastructure

Project overview

- This project will fund infrastructure equipment, fixtures and upgrades related to the construction of the new municipal building. It will include modifications that will be made to the existing water treatment plant/wastewater treatment plant ("WTP/WWTP") to account for the increased demands on the currently existing WTP/WWTP.
- Costs for this project are incurred under the contract with Harvey Construction Corporation.
- About \$270K of the original approved amount of \$2 million was reallocated to Project 5.1B for upgrades and repairs to the existing wastewater treatment facility.
- Project is over 80% completed as of 06/30/25.

Project 5.10A: Water Treatment Plant – Greensand Filtration Replacement
Funding amount: \$931,457.00
Amount expended through 06/30/25: \$928,957.00
Project Expenditure Category: 5.10 Drinking Water: Treatment

Project overview

- The Greensand Filtration Replacement project was identified during an assessment of the Water Treatment Facility (WTF) in 2023 as a priority repair. The filters remove iron and manganese from the raw water and are original to the facility.
- A \$881,100 contract was awarded to Hampstead Area Water Services, Co. ("HAWSCo") to replace the WTF tank, media (the greensand), piping and valves.
- Work on this project by the vendor just started for QE 6/30/24.
- Subsequent \$50,357 change order to HAWSCo was approved by the Commissioners 08/09/24.
- Project is nearly completed as of 06/30/25.

Project 5.11A: Upgrade North Main Street Water Main Pipes
Funding amount: \$1,099,051.84
Amount expended through 06/30/25: \$298,672.38
Project Expenditure Category: 5.11 Drinking Water: Transmission & Distribution

Project overview

- The water main pipes for the County Complex that run under/near North Road need to be upgraded to 12". The existing pipes are the wrong size and also need to be replaced due to age and wear & tear, in order to ensure reliable delivery of clean drinking water

from the County aquifer to the Complex and surrounding households that rely on this aquifer for their water supply.

- This project has been approved by the Commissioners but has not started as of 6/30/23.
- 6/30/24 updates: (1) The County Commissioners voted in March 2024 to increase the funding amount from \$575,000 to \$1,100,000. (2) A \$99,600 contract was awarded to Nobis Engineering, Inc. for civil engineering services in relation to this project. (3) \$22,057.17 has been spent as of 6/30/24 under this contract.
- Late in 2024, a contract was awarded (via a change order) to Harvey Construction for \$999,451.84 to coordinate the project.
- The project is less than 30% completed as of 06/30/25 but is anticipated to be fully completed for QE 09/30/25 SLFRF reporting.

Project 5.11B: Well #4

Funding amount: \$237,321.90

Amount expensed through 06/30/24: \$229,647.92

Project Expenditure Category: 5.11 Drinking Water: Transmission & Distribution

Project overview

- Design, engineering and related costs with establishing a new well ("Well #4") at the County Complex. Most expenses have gone through the firm providing design/engineering services, Warrenstreet Architects.
- Work on this project did not start until QE 9/30/23 and will not be completed until several months after the initial 3/1/24 estimated completion date.
- Project is over 95% completed as of 06/30/25 and the new well is operational and fully approved by the State of New Hampshire DES.

Project 5.15A: DOC Water Bottle Refilling Stations

Funding amount: \$11,291.03

Amount expensed through 06/30/25: \$11,291.03

Project Expenditure Category: 5.15 Drinking Water: Other Water Infrastructure

Project overview

- Department of Corrections water bottle refilling stations were installed on the various cell blocks. Existing water bubblers were removed. This is also a Covid-19 prevention measure and could also qualify under EC 1.4.
- Work on this project was completed as of 6/30/24.

Project 6.1A: Solar Array

Funding amount: \$10,058,130.00

Amount expended through 06/30/25: \$10,058,130.00

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- The County is utilizing a significant portion of funds from EC6 (Revenue Replacement) on a 3.25 megawatt solar array. Such a project will be the largest of its kind in New Hampshire, and would promote renewable energy, satisfy 100% of the electricity demand at the County complex, help mitigate future tax increases to County residents, and have a positive effect on the environment.
- If other funding options become available (e.g. Federal infrastructure funding), then the amount of funds dedicated from SLFRF for the solar array project will be decreased in proportion. The final design is completed, with the contract awarded by the GC to Revision Energy. Eversource has not yet initiated its review (the project was submitted to them last September), which could be a four-month process.
- QE 6/30/24 updates: (1) Eversource completed its review of the project 1/10/24. (2) An interconnection agreement between Eversource and the County was executed early May 2024. (3) Significant progress has been made by Revision Energy since the finalization of the interconnection agreement.
- This project is completed as of 06/30/25, with the solar array being operational on June 26, 2025.

Project 6.1B: Employee Retention

Funding amount: \$28,512.73

Amount expended through 06/30/25: \$28,512.73

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- To assist with creating incentives for employees to remain with the County during the pandemic, funds were authorized by the Commissioners towards various Employee Retention programs and events, such as an Employee Years of Service Awards event, at which many employees were recognized for years of service to the County and provided with \$50 gift cards to local restaurants.
- Project fully expended at 06/30/24.

Project 6.1C: EV Charging Stations

Funding amount: \$115,212.32

Amount expended through 06/30/25: \$114,511.25

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- Installation of medium-speed electric vehicle charging stations at the County complex on North Road. The project is nearly 100% completed. All of the charging stations are operational as of 06/30/25.

Project 6.1D: TruNas Device Upgrade

Funding amount: \$197,500.24

Amount expended through 06/30/25: \$197,500.24

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- TruNas device upgrade and replacement of four units for County network security and redundancy. The project was 100% completed as of 06/30/24.

Project 6.1E: Rockingham County Dairy Farm Assistance

Funding amount: \$225,000.00

Amount expended through 06/30/25: \$225,000.00

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- To provide financial assistance to the handful of Rockingham County dairy farms who have experienced severe negative financial impacts from COVID-19 and received little or no Federal PPP or State Main Street loan funding to assist them through the pandemic. The project was 100% completed as of 06/30/24.

Project 6.1F: Employee Training

Funding amount: \$3,188.86

Amount expended through 06/30/25: \$3,188.86

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- To provide funding for attendance by one employee at the Society for Human Resource Management (“SHRM”) Talent Conference. The project was 100% completed as of 06/30/24.

Project 6.1G: Hobart Dishwasher for LTC

Funding amount: \$249,721.79

Amount expended through 06/30/25: \$249,721.79

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- Funding towards a new commercial dishwasher needed for Long Term Care Services operations. The final portion of the installation was done during FYE 6/30/24. The project is 100% completed as of 06/30/25.

Project 6.1H: Rock Talk Podcast

Funding amount: \$1,757.70

Amount expensed through 06/30/25: \$1,757.70

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- The HR Department shall host a Rock Talk podcast with the goal of promoting Rockingham County; informing the public of County operations and hopefully aiding in attracting potential candidates for position openings. Project is 100% completed.

Project 6.1I: Recruitment Marketing

Funding amount: \$1,950.00

Amount expensed through 06/30/25: \$1,950.00

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- The County DOC was short-staffed by about 20 Correctional Officer positions. These funds went towards enhanced recruitment/marketing efforts to assist with attracting new employees. Project is 100% completed.

Project 6.1J: New Municipal Building

Funding amount: \$25,863,087.59

Amount expensed through 06/30/25: \$23,813,101.70

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- Part of Revenue Replacement funds dedicated towards the construction of a new municipal building which will include the following:
 - Relocation of the overcrowded especially the Dispatch Center Sheriff's Office to a proper location
 - Relocation of the County Attorney's Office where there is severe overcrowding notably with the County Attorneys offices with 2-3 employees per each small office.
 - Relocation of the Registry of Deeds - there have been severe mold, septic and other water and HVAC issues at the State-owned courthouse where this department and County Attorney's Office are located.
 - A new Community Corrections facility that will provide 90-day in-house treatment for Mental Health and Substance Abuse services.
 - An appropriate public meeting place for County Convention and other large-scale public meetings to be held. The current meeting space is located within the interconnected nursing home buildings.
- Costs incurred to this project shall be for labor and some of the materials associated with the project. The adopted budget and other figures increased after the last year's 2023

lost revenue calculation was completed and included in the SLFRF report filed for the quarter ending 12/31/2023.

- Significant progress on the new municipal building has taken place for FYE's 6/30/24 and 6/30/25.
- Certificate of occupancy should be received sometime in QE 09/30/25. The relocation of County departments mentioned above should occur in October 2025.

Project 6.1K: ASCOM Wireless Upgrade

Funding amount: \$177,566.60

Amount expended through 06/30/25: \$54,236.72

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- Funding is for a major ASCOM wireless phone system upgrade for Long Term Care Services and support staff at the County Complex. This will provide better communications for not just LTCS staff, but for residents and their families.
- There have been delays in scheduling additional work on this project for FYE 06/30/25. Work should start again on this project in the next six months. The unspent amount was fully obligated at 12/31/24.

Project 6.1L: Facilities Operations Vehicle Lease

Funding amount: \$19,433.97

Amount expended through 06/30/25: \$19,433.97

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- Funding is to cover one-year expense of a vehicle capital lease for the Facilities Operations department.
- This project is 100% complete as of 6/30/24.

Project 6.1M: Solar Array Insurance Policy

Funding amount: \$12,834.00

Amount expended through 06/30/25: \$12,834.00

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- Funding is for additional property and liability insurance coverage that Eversource required for the solar array. NH Primex, the self-insured insurance risk pool that provides property and liability coverage for a wide array of New Hampshire governmental units, was unable to accommodate the additional levels of insurance required by Eversource.
- This project is 100% complete as of 6/30/24.

Project 6.1N: Ice Maker for Dietary Services

Funding amount: \$8,583.50

Amount expensed through 06/30/25: \$8,583.50

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- The previous ice maker used by Dietary Services (a Long Term Care Services department) broke, necessitating replacement, which was not anticipated during the FY 2025 budget process.
- Replacement was completed in August 2024.

Project 6.1O: Delegation Building Upgrades

Funding amount: \$16,750.00

Amount expensed through 06/30/25: \$16,750.00

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- Delegation building upgrades and equipment replacements as requested by the County Convention and not accounted for as part of the FY 2025 budget.
- Project is completed as of 06/30/25.

Project 6.1P: Application for Eversource Building Efficiency Program

Funding amount: \$4,641.75

Amount expensed through 06/30/25: \$4,641.75

Project Expenditure Category: 6.1 Revenue replacement: Provision of Government Services

Project overview

- Project funded purchased services from a vendor who completed the complicated Eversource building efficiency rebate program application for the County.
- Project is completed as of 06/30/25.

Project 6.2: FEMA Port Security Grant

Funding amount: \$0.00

Amount expensed through 06/30/24: \$0.00

Project Expenditure Category: 6.2 Revenue replacement: Non-Federal Match for Other Federal Programs

Project overview

- Funds allocated to this project will go towards covering the non-federal portion of a FEMA Port Security Grant that is being utilized to purchase a mobile incident command center, which can also be an emergency backup Dispatch Center for the Rockingham County Sheriff's Office. The application window has closed for this competitive grant and for the second year in a row, the County was not awarded funds under the Port Security Grant program.

- \$26,000 was reallocated from this project to the Sheriff's Office Communications project (under EC 1.7) in 2024.
- The remainder of previously approved funding was reallocated later in 2024 by the Commissioners.

Project 6.2B: State of NH County Emergency Equipment Grant

Funding amount: \$7,815.09

Amount expended through 06/30/25: \$7,815.09

Project Expenditure Category: 6.2 Revenue replacement: Non-Federal Match for Other Federal Programs

Project overview

- Funds allocated to this project will go towards covering the 10% non-federal portion of a State of NH County Emergency Equipment Grant. This project was 100% completed as of 06/30/23

Performance Report

As applicable project funds are expended, future reports will provide key performance indicators for projects in the Expenditure Categories that include mandatory performance indicators. Additional follow-up shall be performed in the next quarter with those nonprofit organizations that received funds but did not provide evidence-based metrics to provide to the County to show the positive effects that the amounts had on meeting stated goals and objectives that were included in respective ARPA application submissions to Rockingham County. The evidence-based metrics/results for Projects 2.16A and 2.27 are listed in the section above.

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Kenneth L. Weyler, Chairman
Sherman A. Packard, Vice Chairman
John Potucek, Clerk*

EXECUTIVE COMMITTEE

*David E. Milz, Chairman
Doug Thomas, Vice Chairman
John Potucek, Clerk*

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MINUTES
ROCKINGHAM COUNTY
EXECUTIVE COMMITTEE MEETING
Friday, October 25, 2024
9:30 a.m.
Hilton Auditorium
Rockingham County Rehabilitation & Nursing Center
Brentwood, NH

The Rockingham County Executive Committee met on Friday, October 25, 2024, at 9:30 a.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was to conduct the FY-2025 first quarter budget review.

Rep. David E. Milz, Chairman, called the meeting to order at 9:35 a.m.

Chairman Milz recognized Rep. Kenneth L. Weyler who delivered the Invocation.

Chairman Milz recognized Rep. John Potucek who led the Pledge of Allegiance.

Chairman Milz recognized Rep. Potucek, Clerk, to conduct the attendance roll call. Clerk Potucek called the roll and reported a total of 14 members present. A quorum was declared.

Present were Rep. David E. Milz, Reps. DeSimone, Edgar, Janigian, Lynn, MacDonald, Malloy, Packard, Potucek, Sytek, Thomas Vosc, Wallace, Weyler; Excused: Reps. DeLorenzo, Edwards, Gilman, Hobson, Pratt and S. Pearson.

Also Present: Commissioners Chirichiello, Coyle, Goddu; Charles Nickerson, Finance Director; Cathy Stacey, Register of Deeds; High Sheriff Chuck Massahos; Katherine Arsenault, Corrections; Chantal, Long-Term Care Director; Jude Gates, Facilities Operations Director; Rich Zabroski, Facilities Operations; Robin Bernier, IT Manager; Brian, IT; Alison Kivikoski, Human Resources

Director; Cheryl A. Hurley, Delegation Coordinator, and David A. Welch, Former State Representative.

Salary - Chairman Milz recognized Rep. Thomas in Rep. Edwards absence, Chairman of the Salary Subcommittee, who made a motion to approve the FY 2025 Quarter 1 Proposed Position List. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Delegation - Chairman Milz recognized Rep. Thomas in Rep. Pratt's absence, Chairman of the Delegation Subcommittee, who made a motion to approve the Delegation budget at \$45,394 at 13 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Treasurer - Chairman Milz recognized Rep. MacDonald, Chairman of the Treasurer Subcommittee, who made a motion to approve the Treasurer budget at \$3,714 at 19 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

County Attorney - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve \$1,556,249 at 31 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

District Court - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve 0 dollars expended for the District Court budget. Rep. Wallace seconded the motion. Chairman Milz asked for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve the Medical Examiner budget at \$20,165 at 25 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Sheriff – Chairman Milz recognized Rep. Wallace, Chairman of the Sheriff Subcommittee, who made a motion to approve the Sheriff budget at \$2,580,264 at 31 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Milz recognized Rep. Thomas, in Rep. Hobson's absence, Chair of the Deeds Subcommittee, who made a motion to approve the Registry of Deeds budget at \$488,308 at 33 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Milz recognized Rep. Rep. MacDonald, Chairman of the Commissioners Subcommittee, who made a motion to approve \$103,495 at 38 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Milz recognized Rep. MacDonald, Chairman of the General Government Subcommittee, who made a motion to approve \$721,931 at 21 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Projects – Chairman Milz recognized Rep. Janigian, Chairman of the Long-Range Planning Subcommittee, who made a motion to approve \$690,550 at 93 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Milz recognized Rep. MacDonald, Chairman of the Grants Subcommittee, who made a motion to approve the Grants budget at 0 dollars expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Milz recognized Rep. Malloy, Chairman of the Finance Subcommittee, who made a motion to approve \$564,103 at 33 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Facilities Operations – Chairman Milz recognized Rep. Sytek, Chairman of the Facilities Operations Subcommittee, who made a motion to approve \$1,707,240 at 29 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

IT – Chairman Milz recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve \$468,110 at 37 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Milz recognized Rep. Lynn, Chairman of the Department of Corrections Subcommittee, who made a motion to approve \$4,664,569 at 31 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Milz recognized Rep. MacDonald, Chairman of the Human Resources Subcommittee, who made a motion to approve \$434,459 at 33 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Milz recognized Rep. Rep. Thomas in Rep. Gilman’s absence, Chair of the Conservation District Subcommittee, who made a motion to approve \$30,000 at 25 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Milz recognized Rep. Thomas in Rep. Gilman’s absence, Chair of the UNH Cooperative Extension Subcommittee, who made a motion to approve \$108,464 at 25 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Milz recognized Rep. Thomas, in Rep. DiLorenzo’s absence, Chair of the Non-County Specials Subcommittee, who made a motion to approve \$74,050 at 25 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Chairman Milz recognized Rep. DeSimone, Chair of the Long-Term Care Services Subcommittee, who made a motion to approve \$9,708,085 at 27 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Milz recognized Rep. Thomas, in Rep. S. Pearson’s absence, who made a motion to approve \$4,375,103 at 22 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Milz recognized Rep. Malloy, Chairman of the Revenues Subcommittee, who made a motion to approve \$7,217,880 at 8 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

The next order of business was the approval of the line-item transfer requests.

Line Item Transfer Requests:

Long-Term Care Services – Transfer from line 11713000-51002 Life Enrichment-Staff Line \$16,563.00 to line 11713000-53600 Life Enrichment Service Contracts \$16,563.00.

Comments/Explanation: See attached calculation spreadsheet. This transfer will allow for increased Reiki service hours per request of residents and physicians. Reiki services support regulatory requirements for non-pharmaceutical interventions while potentially decreasing med costs.

Chairman Milz recognized Rep. DeSimone who read the transfer request and made a motion to approve as presented. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Building Oversight Committee Report – Rep. Milz recognized Rep. Edgar, Chairman of the Building Oversight Committee, who gave the members a brief report and update on the building project. He noted that the committee has met regularly over the last several two months with Ms. Gates, Facilities Operations Director, to obtain an update on the construction project. He noted that Ms. Gates is doing a great job, and that there are no problems or concerns to report to the Executive Committee. He noted that the building is on schedule and on budget, and that there are no problems and concerns to report to the Executive Committee. A handout entitled, Rockingham

County Municipal Complex Construction Update dated October 2024, was distributed to the members. Chairman Milz asked if there were any questions. There were none. Chairman Milz noted that Rep. Weyler, Chairman of the County Convention, has arranged for the members of the Executive Committee to tour the new building immediately following the meeting.

Chairman Milz referred the members to the following reports prepared by the Finance Office for review: Categorical Assistance Total by Town, for information and review; the Department Overtime Report for information and review; Fund Statements – Capital Projects, Internal Service Funds, Drug Forfeiture Fund, Inmate Commissary Fund, Deeds Equipment Fund, and Contingent Grant Fund. Chairman Milz called for questions. There were none.

Chairman Milz recognized Speaker Packard who read and presented Commissioner Brian Chirichiello with a citation of recognition for his years of service as County Commissioner and State Representative.

Chairman Milz recognized Commissioner Chirichiello who introduced Chantal the new Long-Term Care Services Director. Chantal was welcomed by the Board.

Chairman Milz brought up a request that was presented to Rep. Weyler from the Commissioners just before the start of the meeting for the need to address repurposed positions requested by the Human Resources Department as follows: MNA (FT) and Sewing Aide (PT 24-hours) 2 positions to Nurse Practitioner Occupational Health Services 1 position. Ms. Kivikoski distributed copies of a memorandum that she wrote to the Board of Commissioners, dated 10/25/24, regarding the repurposed positions and a Change in Position Request Form signed by the Board of Commissioners on 10/25/24. Chairman Milz recognized Ms. Kivikoski who explained that on September 10, 2024, the Exeter Hospital Center for Occupational and Employee Health notified the County that they would no longer be able to provide Occupational and Employee Health Services to the County, effective December 9, 2024. Ms. Kivikoski further explained. Chairman Milz recognized Commissioners Chirichiello and Coyle who also explained noting the urgency of the situation. It was noted that due to the fact that neither Chairmen were made aware of the request prior to the meeting, Chairman Milz called a 10-minute recess at 10:25 a.m. to discuss how to handle the request. It was determined that the Board of Commissioners did not vote the change in position request in a posted public meeting prior to bringing it the Executive Committee Meeting for approval. Therefore, it was determined that the Commissioners should vote the request at one of their upcoming posted public meetings prior to the next Executive Committee Meeting so that the request can be properly submitted and placed on the agenda for consideration for approval at an upcoming Executive Committee Meeting.

Chairman Milz called the meeting back to order 10:35. He recognized Rep. John Sytek who made the following motion:

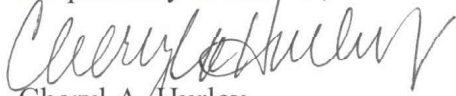
To recommend the two positions to be repurposed, submitted by the Board of Commissioners, contingent upon the Commissioner's ratification of their already approved motion to recommend these positions. Rep. Wallace seconded the motion. Chairman Milz recognized Rep. DeSimone questioned if the Delegation had to vote on this motion. Chairman Milz responded no.

Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

There being no further business to come before the members, Chairman Milz recognized Rep. Sytek who made a motion to adjourn. Rep. Wallace seconded the motion. The motion was approved by a voice vote.

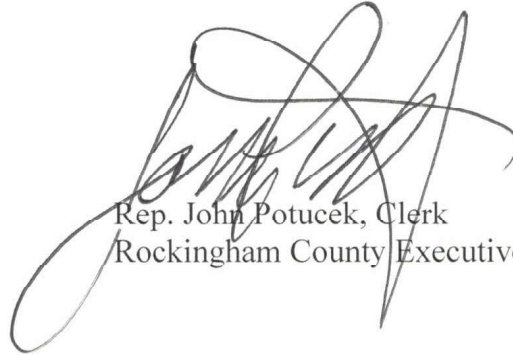
The meeting was adjourned at 11:30 a.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator

/cah



Rep. John Potucek, Clerk
Rockingham County Executive Committee

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Kenneth L. Weyler, Chairman
Sherman A. Packard, Vice Chairman
John Potucek, Clerk*

EXECUTIVE COMMITTEE

*David E. Milz, Chairman
Doug Thomas, Vice Chairman
John Potucek, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, January 31, 2025
9:30 a.m.

Hilton Auditorium
Rockingham County Rehabilitation & Nursing Center
Brentwood, NH

The Rockingham County Executive Committee met on Friday, January 31, 2025, at 9:30 a.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was to conduct the FY-2025 second quarter budget review.

Rep. David E. Milz, Chairman, called the meeting to order at 9:38 a.m.

Chairman Milz recognized Rep. Kenneth L. Weyler who delivered the Invocation.

Chairman Milz recognized Rep. Mike Edgar who led the Pledge of Allegiance.

Chairman Milz recognized Rep. Potucek, Clerk, to conduct the attendance roll call. Clerk Potucek called the roll and reported a total of 20 members present. All members were in attendance. A quorum was declared.

Present were Rep. David E. Milz, Reps. Cahill, DeSimone, Edgar, Edwards, Gilman, Janigian, Lynn, MacDonald, Malloy, Packard, S. Pearson, Potucek, Roy, Sytek, Thomas, Turer, Vose, Walsh, and Weyler.

Also Present: Commissioners Coyle, Goddu, Tombarello; Charles Nickerson, Finance Director; Pat Conway, County Attorney; High Sheriff Chuck Massahos; Jason Henry, Superintendent of Corrections; Chantal Long-Term Care Director; Jude Gates, Facilities Operations Director; Rich

Zabroski, Facilities Operations; Robin Bernier, IT Manager; Alison Kivikoski, Human Resources Director; Cheryl A. Hurley, Delegation Coordinator, and David A. Welch, Former State Representative.

Salary – Regrade Requests - Chairman Milz recognized Rep. Edwards, Chairman of the Salary Subcommittee, who explained the regrade requests for approval for the LTC Department and Department of Corrections. Rep. Edwards made a motion to approve the regrade requests as presented. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Edwards who made a motion to approve the FY 2025 Quarter 2 Proposed Position List. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Edwards who made a motion to approve the FY 2025 Pay Plan – Proposed Changes effective 2.9.25. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Delegation - Chairman Milz recognized Rep. Turer, Chairman of the Delegation Subcommittee, who made a motion to approve the Delegation budget at \$70,562 at 20 percent expended. Rep. Wallace seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Treasurer - Chairman Milz recognized Rep. MacDonald, Chairman of the Treasurer Subcommittee, who made a motion to approve the Treasurer budget at \$7,428 at 38 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

County Attorney - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve \$2,434,553 at 49 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

District Court - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve 0 dollars for the District Court budget explaining that the line is a place holder in the budget. Rep. Potucek seconded the motion. Chairman Milz asked for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve the Medical Examiner budget at 30,598 at 38 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Sheriff – Chairman Milz recognized Rep. Roy, Chairman of the Sheriff Subcommittee, who made a motion to approve the Sheriff’s budget at \$4,364,568 at 52 percent expended. Rep. Potucek

seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Milz recognized Rep. Walsh, Chair of the Deeds Subcommittee, who made a motion to approve the Registry of Deeds budget at \$722,894 at 49 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Milz recognized Rep. MacDonald, Chairman of the Commissioners Subcommittee, who made a motion to approve \$148,787 at 55 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Milz recognized Rep. MacDonald, Chairman of the General Government Subcommittee, who made a motion to approve \$833,897 at 24 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Projects – Chairman Milz recognized Rep. Janigian, Chairman of the Long-Range Planning Subcommittee, who made a motion to approve \$692,500 at 93 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Milz recognized Rep. MacDonald, Chairman of the Grants Subcommittee, who made a motion to approve the Grants budget at 0 dollars expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Milz recognized Rep. Malloy, Chairman of the Finance Subcommittee, who made a motion to approve \$902,180 at 52 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Facilities Operations – Chairman Milz recognized Rep. Sytek, Chairman of the Facilities Operations Subcommittee, who made a motion to approve \$2,807,401 at 48 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

IT – Chairman Milz recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve \$642,180 at 51 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Milz recognized Rep. Lynn, Chairman of the Department of Corrections Subcommittee, who made a motion to approve \$7,867,050 at 52 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Milz recognized Rep. MacDonald, Chairman of the Human Resources Subcommittee, who made a motion to approve \$688,608 at 52 percent expended. Rep.

Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Milz recognized Rep. Gilman, Chair of the Conservation District Subcommittee, who made a motion to approve \$60,000 at 50 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Milz recognized Rep. Gilman, Chair of the UNH Cooperative Extension Subcommittee, who made a motion to approve \$216,927 at 50 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Milz recognized Rep. Cahill, Chair of the Non-County Specials Subcommittee, who made a motion to approve \$148,100 at 50 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Chairman Milz recognized Rep. DeSimone, Chair of the Long-Term Care Services Subcommittee, who made a motion to approve \$16,536,488 at 46 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions and recognized Rep. Packard who asked where we stand on the nursing staffing situation and the trend. Chairman Milz recognized Chantal, LTC Director, who explained that the Nursing Home is not operating at full capacity, and the agency percentage is below the house staff. She noted that we are making progress hiring employees and lowering outside agency staff. Rep. Cahill asked if we have a training program and Ms. Kivikoski, HR Director, explained the LNA Apprentice Program that the county offers for assistance into a college training program which allows individuals who participate in the program to work at the county. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Milz recognized Rep. S. Pearson, Chairman of the Categorical Assistance Subcommittee, who made a motion to approve \$9,125,179 at 47 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Milz recognized Rep. Malloy, Chairman of the Revenues Subcommittee, who made a motion to approve \$67,477,622 at 77 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

The next order of business was the approval of the line-item transfer requests.

Line Item Transfer Requests:

Long-Term Care Services – Transfer from line 11700000-53600 Service Contracts \$10,000 to line 1170000-53900 Conference \$10,000.

Comments/Explanation: Re-evaluated Pendulum Risk Contract needs while utilizing a portion of the monies to apply toward Leadership Training for both LTC and AL. Recordings of the seminars can be viewed by all shifts, allowing for education, retention, and employee satisfaction.

Chairman Milz recognized Rep. DeSimone who read the transfer and made a motion to approve as presented. Rep. Potucek seconded the motion. Chairman Milz called for questions and recognized Rep. DeSimone who referred to Chantal who explained we already use a risk company, so we wanted to transfer to leadership training which is an important aspect to offer to staff. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Facilities Operations – Transfer from line 11300002-55200 RCRNC Fuel 8,400, from 11300003-55200, to 11300017-55500 Boiler Plant Purchased Services \$16,800.

Comments/Explanation: Transfer is requested due to an unanticipated failure of the electrostatic precipitator associated with biomass boiler #2. We are currently unable to run boiler #2, are burning oil to compensate, and are not generating TRECs as a result of the failure.

Chairman Milz recognized Rep. Sytek who made a motion to approve the transfer as presented. Rep. Potucek seconded the motion. Chairman Milz asked for questions and recognized Ms. Gates who explained the equipment is 11 years old and not under warranty. Chairman Milz asked for further questions. There were none. The motion was approved by a voice vote.

Building Oversight Committee Report – Rep. Milz recognized Rep. Edgar, Chairman of the Building Oversight Committee, who gave the members a brief report and update on the building project. He noted that the committee has met regularly over the last several two months with Ms. Gates, Facilities Operations Director, to obtain an update on the construction project. He noted that Ms. Gates is doing a great job, and that there are no problems or concerns to report to the Executive Committee. He noted that the building is on schedule and on budget, and that there are no problems and concerns to report to the Executive Committee. A handout entitled; Rockingham County Municipal Complex Construction Update dated January 2025 was distributed to the members. Chairman Milz asked if there were any questions. Rep. Thomas asked if the solar would be ready to use before the completion of the building. Ms. Gates explained it should be on target with the building. Mr. Nickerson confirmed that the solar panels are paid for with federal funds and state and local recovery funds. HE noted that the solar can come online before the building is done and bring in funds prior to the building being occupied. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Chairman Milz referred the members to the to the Categorical Assistance Total by Town, for information and review; the Department Over-time Report for information and review; Fund Statements – Capital Projects, Internal Service Funds, Drug Forfeiture Fund, Inmate Commissary Fund, Deeds Equipment Fund, and Contingent Grant Fund for information and review. Chairman

Milz called for questions. There were none. Mr. Nickerson pointed out that taxes were collected in December, which explains revenues at 70 percent.

Chairman Milz asked if there was any further business to come before the members. There being none, Chairman Milz recognized Rep. Sytek who made a motion to adjourn. Rep. Potucek seconded the motion. All were in favor. The meeting was adjourned at 10:21 a.m.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator


Rep. John Potucek, Clerk 5-9-2025
Rockingham County Executive Committee

/cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Kenneth L. Weyler, Chairman
Sherman Packard, Vice Chairman
John Potucek, Clerk*

EXECUTIVE COMMITTEE

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Telephone (603) 679-9369
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MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, May 9, 2025

9:30 a.m.

Hilton Auditorium

Rockingham County Rehabilitation & Nursing Center
Brentwood, NH

The Rockingham County Executive Committee met on Friday, May 9, 2025, at 9:30 a.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was to conduct the FY-2025 third quarter budget review.

Rep. David E. Milz, Chairman, called the meeting to order at 9:39 a.m.

Chairman Milz recognized Rep. Kenneth L. Weyler who delivered the Invocation and called for a Moment of Silence in remembrance of Rep. Norman L. Major and Laura Pantelakos.

Chairman Milz led the Pledge of Allegiance.

Chairman Milz recognized Rep. Potucek, Clerk, to conduct the attendance roll call. Clerk Potucek called the roll and reported a total of members present. All members were in attendance. A quorum was declared.

Present: Rep. David E. Milz, Reps. Cahill, Edgar, Janigian, MacDonald, Malloy, Pearson, Potucek, Sytek, Thomas, Turer, Vose, Walsh, and Weyler.

Excused: Reps. DeSimone, Edwards, Gilman, Lynn, Malloy, Packard, and Roy

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Page 1 of 1

Also Present: Commissioners Coyle, Goddu, Tombarello; Charles Nickerson, Finance Director; Pat Conway, County Attorney; High Sheriff Chuck Massahos and Major Chris Bashaw, Sheriff's Department; Jason Henry, Superintendent of Corrections; Katherine Arsenault, Department of Corrections; Chantal Long-Term Care Director; Jude Gates, Facilities Operations Director; Rich Zabroski, Facilities Operations; Robin Bernier, IT Manager; Alison Kivikoski, Human Resources Director; Cheryl A. Hurley, Delegation Coordinator, and David A. Welch, Former State Representative.

Rep. Potucek reported a total of 13 members present. Chairman Milz declared that a quorum was present.

Chairman Milz noted that Rep. Edwards was not in attendance and recognized Ms. Kivikoski, Human Resources Director, who explained the regrade requests for before the board approval.

Salary - Chairman Milz recognized Rep. Thomas who made a motion to approve the transfer request as presented:

- Regrade/Title Change from (1) Full Time Wellness Manager to (1) Full time Director of Resident Care (Assisted Living). Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.
- Regrade/Title Change from (1) Full Time Fiscal Services Manager to (1) Full Time Fiscal and Reception Services Manager (LTC Admin). Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.
- Regrade/Title Change from (1) Full Time Medical Biller to (1) Full Time Billing and Accounts Technician (LTC Admin). Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.
- Regrade/Title Change from (1) Full Time Records management Technician to (1) FT Records Management Specialist (HR). Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.
- Regrade – Senior Director of Finance; no change in title – grade level and financial. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Thomas who made a motion to approve the FY 2025 Quarter 3 Proposed Position List. Rep. S. Pearson seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Thomas who made a motion to approve the FY 2025 Pay Plan – Proposed Changes effective 5.18.25. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Delegation - Chairman Milz recognized Rep. Turer, Chairman of the Delegation Subcommittee, who made a motion to approve the Delegation budget at \$96,187 at 27 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Treasurer - Chairman Milz recognized Rep. MacDonald, Chairman of the Treasurer Subcommittee, who made a motion to approve the Treasurer budget at \$7,428 at 38 percent

expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

County Attorney - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve \$2,434,553 at 49 percent expended. Rep Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

District Court - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve 0 dollars for the District Court budget explaining that the line is a place holder in the budget. Rep. S. Pearson seconded the motion. Chairman Milz asked for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve the Medical Examiner budget at 30,598 at 38 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Sheriff – Chairman Milz recognized Rep. Thomas who made a motion to approve the Sheriff's budget at \$4,364,568 at 52 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Milz recognized Rep. Walsh, Chair of the Deeds Subcommittee, who made a motion to approve the Registry of Deeds budget at \$722,894 at 49 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

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Grants – Chairman Milz recognized Rep. MacDonald, Chairman of the Grants Subcommittee, who made a motion to approve the Grants budget at 0 dollars expended. Rep. S. Pearson seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Milz recognized Rep. Malloy, Chairman of the Finance Subcommittee, who made a motion to approve \$902,180 at 52 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

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IT – Chairman Milz recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve \$642,180 at 51 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Milz recognized Rep. Lynn, Chairman of the Department of Corrections Subcommittee, who made a motion to approve \$7,867,050 at 52 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Milz recognized Rep. MacDonald, Chairman of the Human Resources Subcommittee, who made a motion to approve \$688,608 at 52 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Milz recognized Rep. Rep. Gilman, Chair of the Conservation District Subcommittee, who made a motion to approve \$60,000 at 50 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Milz recognized Rep. Gilman, Chair of the UNH Cooperative Extension Subcommittee, who made a motion to approve \$216,927 at 50 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Milz recognized Rep. Cahill, Chair of the Non-County Specials Subcommittee, who made a motion to approve \$148,100 at 50 percent expended. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Chairman Milz recognized Rep. DeSimone, Chair of the Long-Term Care Services Subcommittee, who made a motion to approve \$16,536,488 at 46 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Milz recognized Rep. S. Pearson, Chairman of the Categorical Assistance Subcommittee, who made a motion to approve \$9,125,179 at 47 percent expended. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Milz recognized Rep. Thomas, who made a motion to approve \$67,477,622 at 77 percent expended. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

The next order of business was the approval of the line-item transfer requests.

Line-Item Transfer Requests:

Sheriff's Office – Transfer from line 15100000-51150 Sheriff's Deputies \$63,858.00 to line 15104000-51150 Outside Detail Sheriff's Deputies \$58,346.00 to line 15104000-52103 Outside Details Retirement \$5,512.00.

Comments/Explanation: Outside police details expenses are trending higher than anticipated. This is primarily due to providing patrol coverage for town police departments that are short-staffed. On a positive note, these details exceed revenue projections and will be fully reimbursed to the County by each vendor or municipality.

Chairman Milz made a motion to approve the transfer as presented. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Facilities Operations – Transfer from line 16100000-54100 Delegation Contingency to line 11300020-55500 Generator Plant Purchased Services \$41,795.00

Comments/Explanation: Transfer is requested for replacement of the 2000 Amp main breaker on the electric service in the Long-Term Care Facility. The breaker failed during a recent attempt to exercise it.

Chairman Milz recognized Rep. Sytek who made a motion to approve the transfer as presented. Rep. Potucek seconded the motion. Chairman Milz recognized Ms. Gates who explained. Chairman Milz asked for questions. There were none. The motion was approved by a voice vote.

Facilities Operations – Transfer from line 113000002-55100 RCNH Electricity \$37,125.00 to 11300000-57131 Vehicle Lease \$37,125.00; Transfer from 113000007-55100 Facilities Electricity \$7,000.00 to 11300022-55500 Building Repairs Purchased Service \$7,000.

Comments/Explanation – Due to an oversight when preparing the FY-2025 budget, the second of three, and the third of three, lease payments were omitted. Unanticipated expenses for the fire alarm, fire sprinkler, pest control, and scanning led to expected over expenditure in the Building Repairs line.

Chairman Milz recognized Rep. Sytek who made a motion to approve the line-item transfer requests as presented. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Facilities Operations – Transfer from line 113000003-55200 Jail Fuel \$15,000.00 to 11300003-55500 Jail Purchased Services \$15,000.00; transfer from 11300002-55100 Nursing Home Electricity \$6,500.00, from 113000003-55100 Jail Electricity \$6,500.000 to 11300017-55500 Boiler Plant Purchased Services \$13,000.00.

Comments/Explanation: Jail Purchased Services have run very high this fiscal year, in particular HVAC and elevator repairs. Boiler Plant Purchased Services ran high due to repairs related to the ESP.

Chairman Milz recognized Rep. Sytek who made a motion to approve the transfer requests as presented. Rep. S. Pearson seconded the motion. Chairman Milz called for questions. Rep. Weyler commented. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services - Transfer from line 11718000-53600 Service contracts \$10,000.00 to 11718000-53501 Equipment Expendable \$10,000.00.

Comments/Explanation: Assisted Living created a meeting space to allow for care plans and staff meetings. The furniture taken from different areas of the building are old, not stable, no arm rests, etc. The goal is to create a space presentable and safe for all. We did not engage in a contract with Pendulum under service contracts.

Chairman Milz recognized Rep. Thomas who made a motion to approve the transfer request as presented. Rep. Weyler seconded the motion. Chairman Milz called on Chantal, Long-Term Care Director, who further explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Transfer from line 11701000-53501 Dietary Equipment Expendable \$21,818.00 to 11701000-53400 Dietary Office Expense Supplies \$21,818.00.

Comments/Explanation: Cutlery and Small wares and Dinex was removed FY-2025 to the Equipment Expendable line item and the Finance Department explained it should have remained in the Dietary Office Supply line.

Chairman Milz recognized Rep. Thomas who noted that the amounts on the transfer form need to be corrected to delete a period and add a comma for the amount to be \$21,818.00. Rep. Thomas corrected his motion. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Transfer from line 11704000-59400 Linen/Bedding/Cubical Curtains \$8,000.00 to 11704000-59401 Mattresses and Pillows \$8,000.00

Comments/Explanation: The need for replacement mattresses is greater than what was originally budgeted for in this fiscal year due to a number of different factors. Chairman Milz recognized Rep. Thomas who made a motion to approve the transfer as presented. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – T2000-51002 Nursing Staff \$170,000.00 to 11702000-52100 Nursing Employer FICA \$70,000.00 to 11702000-52103 Nursing Employer Retirement \$100,000.00.

Comments/Explanation: During FY-2025, there has been a shift from 30/70 in-house/agency Nursing Staff ratio to a 60/40 in-house/agency nursing staff ratio. As a result, there will be savings on the Nursing Staff line, but the Employer FICA and Employer Retirement lines would be overspent without a line-item transfer.

Chairman Milz made a motion to approve noting a correction in the amount to replace a comma with a period, so the amount reads correctly on the transfer form. Rep. Potucek seconded the motion. Chairman Milz called for questions. Rep. Weyler asked how many beds are currently empty. Chantal reported 135 empty beds out of 202 beds. Chairman Milz called for further questions. Chairman Milz recognized Rep. Walsh who recommended that all the LTC transfers be corrected to reflect the proper amount deleting the periods and replacing them with commas where appropriate. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

Rep. Milz recognized Rep. Edgar, Chairman of the Building Oversight Committee, who gave the members a brief report and update on the building project. He noted the committee continues to meet on a regular basis and has covered various aspects of the project in specialized talks. Commissioning of the entire plant is underway. He referred the members to the handout provided by Harvey Construction dated May, 2025. Rep. Edgar thanked Dove Jaffee for the report. He noted that it is hoped that money will be left over after the project is complete. Chairman Milz recognized Rep. S. Peason who asked if the solar filed was generating usable power right now. Rep. Edgar responded no, but hopefully soon. Ms. Gates further explained the solar. Rep. Thomas had questions. Rep. Edgar answered. Rep. Cahill explained the solar. Rep. Potucek wanted to know the date for the ribbon cutting. Rep. Edgar noted that it is hoped to be sometime in September. Rep. Sytek referred to the solar switching station and how it interfaces. He commented that it would be nice to see it in the pictures.

Chairman Milz referred the members to the to the Categorical Assistance Total by Town, for information and review; the Department Over-time Report for information and review; Fund Statements – Capital Projects, Internal Service Funds, Drug Forfeiture Fund, Inmate Commissary Fund, Deeds Equipment Fund, and Contingent Grant Fund for information and review. Chairman Milz called for questions. There were none. Mr. Nickerson pointed out that taxes were collected in December, which explains revenues at 70 percent.

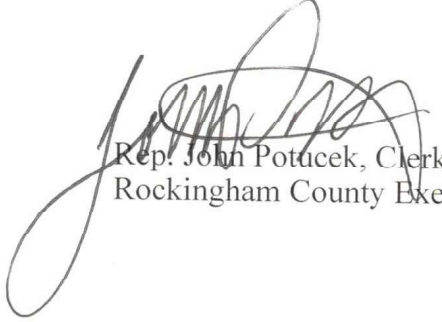
Chairman Milz recognized Rep. Weyler who made an announcement about the State and County Committee in Concord and recognized the leadership in Rockingham County. He thanked those involved.

Chairman Milz asked if there was any further business to come before the members. There being none, Chairman Milz recognized Rep. Sytek who made a motion to adjourn. Rep. Potucek seconded the motion. All were in favor. The meeting was adjourned at 10:21 a.m.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator

/cah


Rep. John Potucek, Clerk 5/23/25
Rockingham County Executive Committee

ROCKINGHAM COUNTY CONVENTION



DELEGATION

*Kenneth L. Weyler, Chairman
Sherman Packard, Vice Chairman
John Potucek, Clerk*

EXECUTIVE COMMITTEE

*David E. Milz, Chairman
Doug Thomas, Vice Chairman
John Potucek, Clerk*

118 North Road, Brentwood, New Hampshire 03833
Telephone (603) 679-9369
Fax 679-9370 (24 hours)

MINUTES ROCKINGHAM COUNTY EXECUTIVE COMMITTEE MEETING

Friday, May 23, 2025, at 9:30 a.m.

Hilton Auditorium

Rockingham County Rehabilitation & Nursing Center
Brentwood, NH

The Rockingham County Executive Committee met on Friday, May 23, 2025, at 9:30 a.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was for subcommittee chairs to report the FY-2026 subcommittee budget recommendations and vote on the budget to be submitted to the Rockingham County Convention (RSA 24:13-c.), and to recommend Union Contract Cost Items to the County Convention for approval (RSA 273-A:3).

Rep. David E. Milz, Chairman, called the meeting to order at 9:37 a.m.

Chairman Milz recognized Rep. Kenneth L. Weyler who delivered the Invocation. Chairman Milz recognized Rep. John Potucek who led the Pledge of Allegiance.

Chairman Milz recognized Rep. Potucek, Clerk, who conducted the attendance roll call. Clerk Potucek called the roll and reported a total of 12 members present. A quorum was declared. Those in present were: Rep. David E. Milz, Chairman; Reps. DeSimone, Edgar, Gilman, Lynn, Malloy, S. Pearson, Potucek, Sytek, Vose, Walsh, Weyler; Excused: Reps. Edwards, Gilman, Janigian, MacDonald, Thomas, and Roy. Also Present: Commissioners Coyle and Goddu; Charles Nickerson, Finance Director; High Sheriff Chuck Massahos, Sheriff's Office; Pat Conway, County Attorney; Chantal Long-Term Care Director, Supt. Jason Henry, Corrections; Jude Gates, Facilities Operations Director; Rich Zabroski, Facilities Operations; Robin Bernier, IT Manager; Chris Bashaw, Sheriff's Office; Alison Kivikoski, HR Director, and Cheryl A. Hurley, Delegation Coordinator.

Salary - Chairman Milz recognized Rep. Weyler, in Rep. Edward's absence, who asked Ms. Kivikoski, HR Director, to walk the members through the Proposed FY-2026 Salary Summary of Pay and Benefits. Ms. Kivikoski deferred to Mr. Nickerson, Finance Director, who explained the subcommittees recommendations noting that there were no changes made by the subcommittee from the Commissioners proposal. Mr. Nickerson explained the Position Adds, deletes and regrades as well as the benefits outlined in the summary. Rep. Weyler made a motion to approve the Salary Subcommittee's Proposed Fiscal Year 2026 Summary Proposal of Pay and Benefits for approval. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Weyler who made a motion to approve the Subcommittee FY-2026 Position List. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Weyler who made a motion to approve the Subcommittee FY 2026 Proposed Pay Plan. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

The next order of business was for subcommittee chairs to present their subcommittee recommendations and consider approval of the FY-2026 Subcommittee Proposed Budget.

Delegation - Chairman Milz recognized Rep. Turer, Chairman of the Delegation Subcommittee, who noted a correction in the Delegation proposed budget to reflect an adjustment in the longevity amount. Rep. Turer made a motion to approve the Delegation budget at \$357,457, a 1.75 percent increase. Rep. Weyler seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Treasurer - Chairman Milz recognized Rep. Weyler, in Rep. MacDonald's absence, who made a to approve the Treasurer's budget at \$19,288 at -0.74 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

County Attorney - Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve \$5,212,957 a 3.93 percent increase. Rep Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Medical Examiner – Chairman Milz recognized Rep. Vose, Chairman of the County Attorney Subcommittee, who made a motion to approve the Medical Examiner budget at \$77,804 at -2.99 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Sheriff's Office – Chairman Milz recognized Rep. Weyler, in Rep. Roy's absence, who made a motion to approve the Sheriff's budget at \$9,224,632 a 9.80 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Registry of Deeds – Chairman Milz recognized Rep. Walsh, Chair of the Registry of Deeds Subcommittee, who made a motion to approve \$1,453,348 a -1.86 percent Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Commissioners – Chairman Milz made a motion to approve \$282,668, a 4.21 percent increase. Rep. S. Pearson seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

General Government – Chairman Milz recognized Rep. Weyler who made a motion to approve \$3,371,116 a -3.07 percent decrease. Rep. S. Pearson seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Projects – Chairman Milz recognized Rep. Weyler who made a motion to approve \$2,753,600 a 274.18 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Grants – Chairman Milz made a motion to approve \$25,000 at 0 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Finance – Chairman Milz recognized Rep. Malloy, Chairman of the Finance Subcommittee, who made a motion to approve \$1,785,122 a 4.67 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Facilities Operations – Chairman Milz recognized Rep. Sytek, Chairman of the Facilities Operations Subcommittee, who made a motion to approve \$6,156,642 a 5.95 percent increase. Rep. Lynn seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

IT – Chairman Milz recognized Rep. Edgar, Chairman of the IT Subcommittee, who made a motion to approve \$1,814,496 a 65.33 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Department of Corrections – Chairman Milz recognized Rep. Lynn, Chairman of the Department of Corrections Subcommittee, who made a motion to approve \$15,494,944 a 3.65 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Human Resources – Chairman Milz recognized Rep. Weyler who made a motion to approve \$1,299,780, a 4.56 percent increase. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Statutory Organizations:

Conservation District – Chairman Milz recognized Rep. Gilman, Chair of the Conservation District, who made a motion to approve \$138,000, a 15 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

UNH Cooperative Extension – Chairman Milz recognized Rep. Gilman, Chair of the UNH Cooperative Extension, who made a motion to approve \$445,345, a 2.65 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Non-County Specials – Chairman Milz recognized Rep. Cahill, Chair of the Non-County Specials Subcommittee who made a motion to approve \$291,111 a decrease of 1.72 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Long-Term Care Services – Chairman Milz recognized Rep. DeSimone, Chair of the Long-Term Care Subcommittee, made a motion to approve \$37,739,437 p a 7.65 percent increase. Rep. DeSimone noted that the amount reflects the change in moving a position from LTC to IT. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Categorical Assistance – Chairman Milz recognized Rep. S. Pearson, Chairman of the Categorical Assistance Subcommittee, who made a motion to approve \$18,504,282 a decrease of 5.65 percent. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Revenues – Chairman Milz recognized Rep. Malloy, Chairman of the Revenues Subcommittee, who made a motion to approve \$91,320,777 a 4.21 percent increase. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Weyler who made a motion to approve the FY 2026 Projects List. Rep. Potucek seconded the motion. Chairman Milz called for further questions. There were none. The motion was approved by a voice vote.

The next order of business was to recommend the Rockingham County Executive Committee Proposed Fiscal Year 2026 Resolutions, (07/01/25-06/30/26) to the County Convention for approval on June 18, 2025. Rep. Weyler read the following resolutions:

Chairman Milz recognized Rep. Weyler who made a motion to approve the proposed resolutions as written. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz noted the next order of business was to recommend approval of union contract cost items to the County Convention approval. Rep. Weyler read the following letter:

The Rockingham County Board of Commissioners respectfully requests the Delegation's approval of the following cost items for union contracts, in accordance with NH RSA 273-A:3,II(b):

- **Supervisory Employees of the Department of Corrections.**

Total cost items for the 07/01/2025 to 06/30/2028 CBA: \$9,043,991.

- **Rockingham County Dispatchers.**

Total cost items for the 07/01/2025 to 06/30/2028 CBA: \$4,959,925.

- **Rockingham County Deputy Sheriffs.**

Total cost items for the 07/01/2025 to 06/30/2028 CBA: \$6,911,330.

- **Rockingham County Rehabilitation and Nursing Center/State Employees' Association of New Hampshire, Inc., SEIU Local 1984.**

Total cost items for the 07/01/2025 to 06/30/2028 CBA: \$34,593,352.

As the contracts are set to expire on June 30, 2025, we would greatly appreciate it if the Delegation could vote on these items before the end of this fiscal year. This timely approval will ensure that the new union contracts are fully in effect by July 1, 2025. Attached, please find detailed breakdowns of the contract cost items. Thank you for your attention to this matter.

Rep. Potucek seconded the motion. The motion was approved by a voice vote.

Chairman Milz noted the next order of business was the following line-item transfer requests:

Line-Item Transfers:

Commissioners' Office – Transfer from line 11100000-53900 Conferences \$2,679.000 to line 11100000-51002 Staff \$2,679.00.

Comments: Eight weeks of 10 hours per week per-diem office staff.

Facilities Operations – Transfer from line 11300001-53502 \$4,945, from 11300001-53501 Expendable Equipment, from line 11300001-53701 Software \$10,396.00 to line 11300001-53000 Telephone \$10,506.00.

Comments: The increased delivery line costs from consolidated Communications to Friest Light have been passed down to Rockingham County leading to a substantial rise in telephone and communication expense this year. This account covers the essential communication link between the main complex at 117 North Road and the courthouse at 110 Rt. 225 in Brentwood, NH.

Long-Term Care Services – Transfer from 11707000-59600 PPS Services \$5,500.00 to line 11711000-53501 Therapy Equipment Expendable \$5,500.00

Comments: The current machine being used is not able to be repaired. This machine is used for prescribed therapy with residents and being without the machine is impacting patient care. The PPS line item has 56.35 percent remaining year to date.

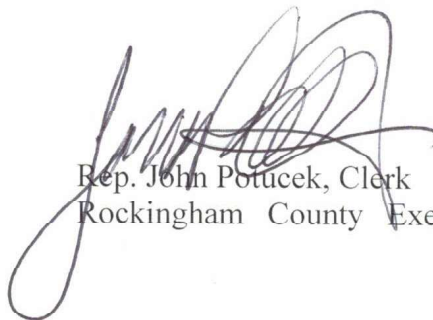
Chairman Milz recognized Rep. DeSimone who made a motion to approve the transfer as presented. Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Sytek who made a motion to adjourn. Rep. Potucek seconded the motion. There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator
/cah



Rep. John Potucek, Clerk
Rockingham County Executive Committee

ROCKINGHAM COUNTY CONVENTION



DELEGATION

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**ROCKINGHAM COUNTY
EXECUTIVE COMMITTEE PUBLIC HEARING
Wednesday, June 4, 2025, at 6:00 p.m.
Hilton Auditorium
Rockingham County Rehabilitation and Nursing Center
117 North Road, Brentwood, NH**

The Rockingham County Executive Committee held a Public Hearing on June 4, 2025, at 6:00 p.m., in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the Public Hearing was to present an overview of the Executive Committee's Proposed FY-2026 County Budget (RSA 24:13-c) and Union Contract Cost Items for Supervisory Employees, Department of Corrections; Rockingham County Dispatchers, Rockingham County Deputy Sheriff's, and Rockingham County Rehabilitation and Nursing Center/State Employees' Association of New Hampshire, Inc., SEIU Local 1984 (RSA 273: -A).

Rep. David A. Milz, Chairman called the Public Hearing to order at 6:04 p.m. Chairman Milz recognized Rep. Edgar who led the Pledge of Allegiance. Rep. Milz stated the Ground Rules for Public Hearing.

Chairman Milz recognized Rep. Potucek, Clerk, who conducted the roll call. The Clerk reported 18 members present. A quorum was declared.

Those present were Rep. Milz, Chairman; Reps. Cahill, DeSimone, Edgar, Edwards, Gilman, Janigian, MacDonald, Malloy, Packard, S. Pearson, Potucek, Sytek, Thomas, Turer, Vose, Walsh, and Weyler. Excused was Rep. Lynn. Absent was Rep. Roy.

Chairman Milz recognized Rep. Weyler who made a motion to open the Public Hearing. Rep. Potucek seconded the motion. Chairman Milz stated that the Public Hearing was open.

Chairman Milz recognized Rep. Kenneth L. Weyler, Chairman of the Rockingham County Convention, who gave an overview of the Executive Committee FY-2026 Proposed Budget.

Rep. Weyler explained two major challenges – inflation and staffing. He noted there are many empty jobs within the County, with 408 positions filled out of a total of 580 approved positions. He noted the challenges are mostly related to nursing staff in a competitive market with competition from local hospitals. He also explained increases related to staffing the new building. He noted the total budget increase of 5.08 percent which reflects a 4.26 percent increase, but minimal to property taxes. He noted revenues from elected officials; namely, Registrar of Deeds and Sheriff, and an increase in general government for new federal tax credits. He noted an increase in facilities due to the new electric/solar field. He noted that the County is trying to bring in revenue and congratulated the department heads and elected officials for their efforts.

Chairman Milz recognized Rep. Weyler who read the Executive Committee FY-2026 Proposed County Budget Appropriations by department as follows:

General Fund – Appropriations:

Delegation - \$357,457, an increase of 1.75 percent. Chairman Milz called for questions. There were none.

Treasurer - \$19,288, -0.74 percent. Chairman Milz called for question. There were none.

County Attorney - \$5,212,957, an increase of 3.93 percent. Chairman Milz called for questions. There were none.

Medical Examiner - \$77,804, -2.99 percent. Chairman Milz called for questions. There were none.

Sheriff's Office - \$9,224,632 an increase of 9.80 percent. Chairman Milz called for questions. There were none.

Registry of Deeds - \$1,453,348, at -1.86 percent. Chairman Milz called for questions. Chairman Milz recognized Brian Chirichiello from Derry who congratulated Ms. Stacey on budgeting. He stated that the County needs a County Administrator and recommended Ms. Stacey. Chairman Milz called for further questions. There were none.

Commissioners Office - \$282,668 an increase of 4.21 percent. Chairman Milz called for questions. Chairman Milz recognized Brian Chirichiello from Derry who noted that the Commissioner's budget came in at 4.21 percent and stated the Commissioners did not follow their own request that departments come in under a 4 percent increase.

General Government - \$3,371,116, at -3.97 percent. Chairman Milz called for questions. There were none.

Projects - \$2,753,600 an increase of 274.18 percent. Chairman Milz called for questions. Chairman Milz recognized Brian Chirichiello from Derry who asked about the dollars for the solar array. Mr. Nickerson explained that the amount budgeted is offset by revenues and there is no impact.

Grants - \$25,000, at 0 percent. Chairman Milz called for questions. There were none.

Finance Office - \$1,785,122 a 4.67 percent increase. Chairman Milz called for questions. There were none.

Facilities Operations - \$6,156,643 - a 5.95 percent increase. Chairman Milz called for questions. There were none.

IT - \$1,912,804 - a 74.29 percent increase. Chairman Milz called for questions. There were none.

Department of Corrections - \$15,494,944 - a 3.65 percent increase. Chairman Milz called for questions. There were none.

Human Resources - \$1,299,780, a 4.56 percent increase. Chairman Milz called for questions. There were none.

Statutory Organizations:

Conservation District - \$138,000, a 15 percent increase. Chairman Milz called for questions. There were none.

UNH Cooperative Extension - \$433,854,445,345 a 2.65 percent increase. Chairman Milz called for questions. There were none.

Non-County Specials - \$291,111, -1.72 percent. Chairman Milz called for questions. There were none.

Long-Term Care Services - \$37,641,129, a 4.14 percent increase. Chairman Milz called for questions. There were none.

Total County Appropriations - \$87,942,748, a 7.65 percent increase. Chairman Milz called for questions. Chairman Milz recognized Brian Chirichiello from Derry who noted that he is concerned that the County is spending a lot of money. He stated that extra revenues will start to dry up and will head down the path to overspending. Chairman Milz called for further questions. There were none.

Categorical Assistance - \$18,504,282, -5.65 percent. Chairman Milz called for questions. There were none.

Grant Total Appropriations - \$106,447,030, a 5.08 percent increase. Chairman Milz called for questions. There were none.

Total Revenues - \$91,320,777, a 4.21 percent increase. Chairman Milz called for questions. There were none.

Chairman Milz asked the public if they had any questions or comments on the FY-2026 Executive Committee Proposed Budget. Chairman Milz recognized Brian Chirichiello from Derry who asked the Executive Committee to add \$500,000 of unreserved fund balance to offset the increase to bring the budget in line with a 3.1 percent increase which is the northeast CPI.

Chairman Milz asked for further questions from the public. Chairman Milz recognized Tara Bergeron from Auburn who spoke on behalf of the Court Appointed Services (CASA) who explained the agency's request for funding in the Non-County Specials budget. She explained the application for funding was not submitted on time to the Board of Commissioners and asked the Executive Committee to consider funding. Chairman Milz called for questions. Rep. Edwards spoke in favor and requested that the application be considered for funding at \$6,000.

Chairman Milz recognized Maggie Martin, who represented Issaiah 58 who noted that their application was late and asked that the Executive Committee consider funding at \$10,000. Chairman Milz recognized Commissioner Tombarello who explained. Chairman Milz recognized Rep. Weyler who spoke in opposition noting the importance of adhering to budget deadlines. Chairman Milz recognized Rep. DeSimone who spoke in favor of funding. Rep. Sytek commented. There were no further comments.

Chairman Milz recognized Rep. Weyler who read a letter dated May 14, 2025, from the Board of Commissioners as follows:

The Rockingham County Board of Commissioners respectfully requests the Delegation's approval of the following cost items for union contracts, in accordance with NH RSA 273-A:3,II(b):

- **Supervisory Employees of the Department of Corrections.**
Total cost items for the 07/01/2025 to 06/30/2028 CBA: \$9,043,991.
- **Rockingham County Dispatchers.**
Total cost items for the 07/01/2025 to 06/30/2028 CBA: \$4,959,925.
- **Rockingham County Deputy Sheriffs.**
Total cost items for the 07/01/2025 to 06/30/2028 CBA: \$6,911,330.
- **Rockingham County Rehabilitation and Nursing Center/State Employees' Association of New Hampshire, Inc., SEIU Local 1984.**
Total cost items for the 07/01/2025 to 06/30/2028 CBA: \$34,593,352.

As the contracts are set to expire on June 30, 2025, we would greatly appreciate it if the Delegation could vote on these items before the end of this fiscal year. This timely approval will ensure that the new union contracts are fully in effect by July 1, 2025. Attached, please find detailed breakdowns of the contract cost items.

Chairman Milz called for questions. Chairman Milz recognized Brian Chirichiello from Derry who requested a copy of the breakdown of cost items. Chairman Milz suggested that he request a copy from the Board of Commissioners.

Chairman Milz recognized Rep. Potucek who made a motion to close the Public Hearing. Rep. S. Pearson seconded the motion. The motion was approved by a voice vote. Chairman Milz declared the Public Hearing was closed.

Chairman Milz recognized Rep. Potucek who made a motion to open the Executive Committee Meeting. Rep. Weyler seconded the motion. The motion was approved by a voice vote.

Chairman Milz recognized Rep. Cahill who made a motion to extend grace to the agencies who did not get their applications in on time. Rep. Potucek seconded the motion. Discussion ensued.

Rep. Cahill withdrew his motion and made a motion to fund the two organizations at \$2,500 per agency. Chairman Milz called for questions. Rep. S. Pearson spoke in favor of funding. Discussion ensued around funding the organizations at their requested amount. Rep. Cahill withdrew his motion.

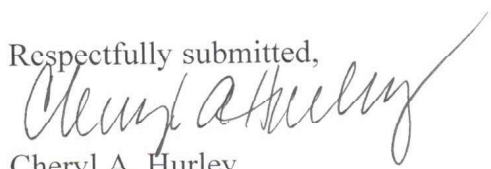
Chairman Milz recognized Rep. Cahill who made a motion to add \$6,000 for CASA and \$10,000 for Issiah 58. Rep. Potucek seconded the motion. Chairman Milz asked the Clerk to conduct a roll call vote. The Clerk called the roll and reported 16 yes, 2 no. The motion was approved by a roll call vote.

Chairman Milz recognized Rep. Weyler who made a motion that the \$16,000 increase for funding CASA and Issaiah 58 be taken from unassigned fund balance. Rep. Vose seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

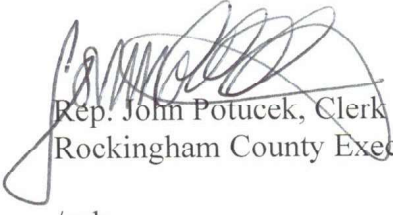
Mr. Nickerson briefly explained that changes that will be necessary to appropriations, revenues, and fund balance. A letter explaining those changes and revisions to Resolution 11 and the budget will be sent to the County Convention Members. The revised Resolution 11 will go before the Executive Committee on 6/18/25 for recommendation for approval to the County Convention.

Chairman Milz recognized Rep. Sytek who made a motion to adjourn. Rep. Potucek seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 7:10 p.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator



Rep. John Potucek, Clerk 6-18-25
Rockingham County Executive Committee

/cah

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Kenneth L. Weyler, Chairman
Sherman Packard, Vice Chairman
John Potucek, Clerk

EXECUTIVE COMMITTEE

David E. Milz, Chairman
Doug Thomas, Vice Chairman
John Potucek, Clerk

118 North Road, Brentwood, New Hampshire 03833

Telephone (603) 679-9369

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MINUTES
ROCKINGHAM COUNTY
EXECUTIVE COMMITTEE MEETING
Wednesday, June 18, 2025
5:30 p.m.
Hilton Auditorium
Rockingham County Rehabilitation & Nursing Center
Brentwood, NH

The Rockingham County Executive Committee met on Wednesday, June 18, 2025, in the Hilton Auditorium at the Rockingham County Rehabilitation and Nursing Center in Brentwood, NH. The purpose of the meeting was to finalize any unfinished business before the Convention Meeting at 6:00 p.m., and to consider approval of line-item transfer requests.

Rep. David E. Milz, Chairman, called the meeting to order at 5:35 p.m.

Chairman Milz recognized Rep. Potucek, Clerk, who conducted the attendance roll call. Rep. Potucek called the roll and reported a total of 16 members present. Chairman Milz declared that quorum was present.

Those present were Rep. David E. Milz, Chairman; Reps. Cahill, DeSimone, Edgar, Edwards, Janigian, Lynn, MacDonald, Malloy, Potucek, Pratt, Sytek, Thomas, Vose, Wallace, and Weyler. Excused: Reps. DeSimone, Lynn, MacDonald, Roy, Sytek, Thomas, Turer, Vose, Walsh. Excused: Reps. Packard, S. Pearson, Weyler. Also Present: Commissioners K. Coyle, Goddu, Tombarello; Charles Nickerson, Finance Director; Cathy Stacey, Register of Deeds; High Sheriff Chuck Massahos; Superintendent, Chantal Long-Term Care Director; Jude Gates, Director of Facilities Operations; Robin Bernier, IT Manager; Alison Kivikoski, Human Resources Director, and Cheryl A. Hurley, Delegation Coordinator.

Chairman Milz stated the purpose of the meeting was to finalize any unfinished business prior to the Convention Meeting at 6:00 p.m. and consider line-item transfer requests for approval.

Chairman Milz explained that based upon the changes that were made by the Executive Committee at its meeting on June 4, 2025, the Executive Committee recommends approval of revised Resolution 11-2026 to the County Convention as follows:

RESOLUTION 11 – 2026

That the Rockingham County Convention, in accordance with RSA 24:13, authorizes **\$106,463,030** in appropriations for the use of the County during Fiscal Year 2026. That **\$55,434,428** be raised in new county taxes; that **\$35,886,349** be accepted as an estimate of revenues from other sources, and that **\$15,142,253** is accepted as fund balance for a total of **\$106,463,030** in resources.

Chairman Milz made a motion to approve the resolution as revised. Rep. Cahill seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz made a motion to approve the following line-item transfer request as read for approval. Rep. Potucek seconded the motion. Rep. Roy explained, as well as Major Bashaw. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Sheriff's Office | | | ▼ |
|---|----------------|-------------------------------------|-----------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From | 15101000-51002 | Dispatch Salaries - Disp. Operators | 14,000.00 |
| Transfer To | 15100000-51152 | Sheriff Salaries - Bailiffs | 14,000.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
 Bailiff Salary expenses are trending higher than anticipated. This is primarily due to the court's case load. The additional Bailiff salary amount will be eligible for reimbursement to the County from the State.

Chairman Milz made a motion to approve the following line-item transfer request as read for approval. Rep. Roy seconded the motion. Major Bashaw explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Sheriff's Office | | | |
|---|----------------|----------------------------------|-----------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: | 15100000-54204 | Sheriff's Uniform Equipment Line | 6,390.00 |
| Transfer To: | 15100000-53502 | Sheriff's Non-Expendable Equip | 6,390.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
 This request is to cover an AP reclassification to the 151*53502 line from the 151*54204 line that will over expend 151*53502 by more than \$5000.00. Item is a non-expendable equipment expense due to the cost.

Chairman Milz made a motion to approve the following line-item transfer request as read. Rep. Malloy seconded the motion. Mr. Nickerson explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Finance Office | | | |
|---------------------------------------|----------------|--------------------|-----------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: | 10300000-58105 | Borrowing Expenses | 7,999.00 |
| Transfer From: | 10300000-58300 | Legal | 10,000.00 |
| Transfer To: | 10300000-58600 | Audit Fees | 17,999.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
 Expenses will be over budget for FY 2025 due to multiple years of Single Audits occurring at once, with each year having 2-3 "major" federal programs that have to be fully tested, and there will also be FY 2025 preliminary audit work being conducted in June 2025, prior to the FY 2025 year-end.

Chairman Milz recognized Rep. Sytek who made a motion to approve the following line-item transfer request as read. Rep. Potucek seconded the motion. Mr. Nickerson explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Facilities Operations | | | <input type="checkbox"/> |
|--|---------------|--------------------------|--------------------------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: <input checked="" type="checkbox"/> | 1130002 55100 | RCRNC Electricity | 14,000.00 |
| Transfer To: <input checked="" type="checkbox"/> | 1130002 55500 | RCRNC Purchased Services | 14,000.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
Transfer is requested due to an unexpected failure of an elevator motor in the Blaisdell building.

Chairman Milz recognized Rep. Sytek who made a motion to approve the following line-item transfer request as read. Rep. Potucek seconded the motion. Mr. Nickerson explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Facilities Operations | | | <input type="checkbox"/> |
|--|---------------|------------------------|--------------------------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: <input checked="" type="checkbox"/> | 1130003 55100 | DOC Electricity | 15,000.00 |
| Transfer To: <input checked="" type="checkbox"/> | 1130003 55500 | DOC Purchased Services | 15,000.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
Transfer is requested due to unanticipated HVAC equipment failures, and an issue with the inmate elevator.

Chairman Milz recognized Rep. Lynn who made a motion to approve the following line-item transfer request as read. Rep. Potucek seconded the motion. Mr. Nickerson explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Corrections ▼ | | | |
|---|----------------|-----------------------------|-----------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: <input checked="" type="checkbox"/> | 11600000/54816 | Inmates at Other Facilities | 57,000.00 |
| Transfer To: <input checked="" type="checkbox"/> | 11600000/53502 | Equipment Non-Expendable | 57,000.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
 Transfer of funds requested to replace the DOC passenger van out of commission as of Sept. 2025. The estimated cost to repair has been deemed futile for the vehicle year and current value. Requested transfer amount will be sufficient to cover the cost of out-right purchase of a new passenger van.

Chairman Milz recognized Rep. DeSimone who made a motion to approve the following line-item transfer request as read. Rep. Potucek seconded the motion. Mr. Nickerson explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Long Term Care Services | | | |
|--|----------------|---------------------------|------------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: | 11402000-56102 | Intermediate Nursing Care | 110,927.00 |
| Transfer To: | 11700000-59032 | Bed Assessment | 110,927.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
 Overall Nursing Home revenues are estimated to come in well over budget, which means that the 5.5% Bed Tax assessed on "net patient revenues" will also be higher than budgeted, requiring a line item transfer prior to paying the QE 6/30/25 liability by July 15, 2025.

Chairman Milz recognized Rep. DeSimone who made a motion to approve the following line-item transfer request as read. Rep. Potucek seconded the motion. Mr. Nickerson explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Long Term Care Services | | | |
|--|----------------|---------------------------|------------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: | 11402000-56102 | Intermediate Nursing Care | 261.706.00 |
| Transfer To: | 11701000-53600 | Dietary Service Contracts | 261.706.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
 Glendale Senior Dining budget provided to the County for FY 2025 budgeting purposes has proven to be extremely inaccurate and understated; April 2025 invoicing much higher due to need to maintain required level of emergency food supply per governmental regulations/requirements.

Chairman Milz recognized Rep. DeSimone who made a motion to approve the following line-item transfer request as read. Rep. Potucek seconded the motion. Mr. Nickerson explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Long Term Care Services | | | |
|--|----------------|--------------------------------|-----------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: <input checked="" type="checkbox"/> | 11704000-53502 | LaundryEquipment Non-Expenable | 7,608.00 |
| Transfer To: <input checked="" type="checkbox"/> | 11706000-53502 | EVS Equipment Non-Expendable | 7,608.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
 Floor scrubbing machine purchased to replace broken equipment. Was not anticipated, but monies available under the Laundry non-expedable line.

Chairman Milz recognized Rep. DeSimone who made a motion to approve the following line-item transfer request as read. Rep. Potucek seconded the motion. Mr. Nickerson explained. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

| Requesting Department: Long Term Care Services | | | |
|--|----------------|---------------------------|------------|
| TRANSFER FROM / TO | LINE ITEM # | DESCRIPTION | \$ AMOUNT |
| Transfer From: | 11402000-56102 | Intermediate Nursing Care | 141,000.00 |
| Transfer To: | 11718000-54808 | Assisted Living Meals | 141,000.00 |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |
| Transfer | | | |

Comments/explanation:
 Glendale Senior Dining budget provided to the County for FY 2025 budgeting purposes has proven to be extremely inaccurate and understated; April 2025 invoicing much higher due to need to maintain required level of emergency food supply per governmental regs/requirements and other AL-specific cost situations. ■

Chairman Milz explained that there are a few items that were submitted late that have been requested to come before the Executive Committee. To consider those items, he explained that Resolution 11-2025 would need to be suspended by a vote of the members. Chairman Milz read the following motion:

We, the Rockingham County Executive Committee, vote to suspend Resolution 14 to consider requests submitted after the submission deadline from the Board of Commissioners on the Transfer of a Cemetery Lot at the Hillside Cemetery to the Town of Seabrook, NH (NH RSA28:8-c), and request from the Sheriff’s Office for Fees of Sheriffs and Deputy Sheriffs (NH RSA 130:31, XIII), and a regrade requests for the Long-Term Care Department.

Rep. DeSimone seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz read the following motion:

Pursuant to NH RSA 28:8-c, upon the request of the Rockingham County Board of Commissioners, vote to approve the transfer of cemetery lot 34, Section E, at the Hillside Cemetery, to the Town of Seabrook, NH, for no consideration.

The Commissioners’ approximate assessed value of the plot is \$400, and the intention is to allow Seabrook to administer the plot.

Rep. Lynn seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz read the following motion:

To approve a three percent increase to fees of sheriffs and deputy sheriffs per NH RSA 130:31, XIII. The Rockingham County Sheriff's Office performs "civil services" which include, but are not limited to, services for writs, demands for rent, eviction notices, small claims notices, notices of execution, subpoenas, bills, libels, petitions, petitions with restraining orders, attachments of personal property and civil orders of arrest. RSA 130:31, paragraphs I through IV and paragraphs VII through IX-b provide a detailed listing of all services for which the three percent increase would apply to.

Rep. Potucek seconded the motion. Chairman Milz called for questions. There were none. The motion was approved by a voice vote.

Chairman Milz read the following motion for approval:

Repurpose/Regrade for Long-Term Care vacant position:

Public Relations & Community Outreach Manager, Grade 18

FY 2026 Range: \$77,833.60 \$93,412.80 \$108,971.20

(incumbent was \$88,153.00 pre-COLA)

TO: Executive (Assisted Living) Grade 21

FY 2026 Range: \$90,084.80 \$108,118.40 \$126,131.20

AND

Retitle Executive Director (Assisted Living) Compliance Officer, Grade 25

FY 2026 Range: \$109,512.00 \$131,414.40 \$153,316.80

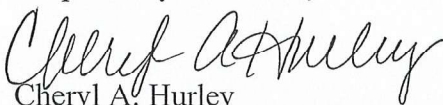
TO Assistant Director of Long-Term Care Services, Grade 25.

Effective June 29, 2025.

Rep. Potucek seconded the motion. Commissioner Coyle explained. Chairman Milz called for further questions. There were none. The motion was approved by a voice.

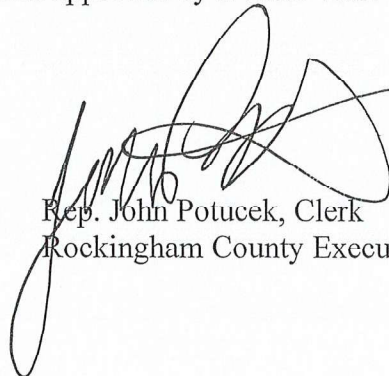
There being no further business to come before the members, Rep. Sytek made a motion to adjourn. Rep. Potucek seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 6:03 p.m.

Respectfully submitted,



Cheryl A. Hurley
Delegation Coordinator

/cah



Rep. John Potucek, Clerk
Rockingham County Executive Committee

ROCKINGHAM COUNTY CONVENTION



DELEGATION

Kenneth L. Weyler, Chairman
Sherman Packard, Vice Chairman
John Potucek, Clerk

EXECUTIVE COMMITTEE

David E. Milz, Chairman
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MINUTES

ROCKINGHAM COUNTY CONVENTION MEETING

Wednesday, June 18, 2025

6:00 p.m.

Hilton Auditorium

Rockingham County Rehabilitation & Nursing Center
Brentwood NH

The Members of the Rockingham County Convention met on Wednesday, June 18, 2025, at 6:00 p.m. in the Hilton Auditorium at the Rockingham County Rehabilitation & Nursing Center in Brentwood, NH. The purpose of the meeting was to vote on the FY-2026 County Budget (RSA 24:13-c) and to vote on Union Contract Cost Items (RSA 273-A:3).

Rep. Kenneth L. Weyler, Chairman, called the meeting to order at 6:08 p.m.

Chairman Weyler read the Ground Rules and Announcements.

Chairman Weyler recognized Rep. Wayne MacDonald who delivered the Invocation.

Chairman Weyler recognized Rep. Terry Roy who led the Pledge of Allegiance.

Chairman Weyler recognized Rep. John Potucek, Clerk, to conduct the Attendance Roll Call. Rep. Potucek conducted the roll call and reported a total of 56 members present. Chairman Weyler declared that a quorum was present.

Those present were: Kenneth L. Weyler, Chairman; Representatives Ball, Bennett, Bernardy, Bridle, Brown, Breyer, Cahill, DeSimone, DeVries, Dolan, Donnelly, Edgar, Edwards, Foote, Ford, Guthrie, Guzofski, Harb, Haskins, Janigian, P. Katsakiores, Khan, Litchfield, Love, Lynn, McMahon, MacDonald, Malloy, Markell, Melvin, Milz, Miner, Muns, Nadeau, Nelson, Packard, M. Pearson, Popovici-Mueller, Porcelli, Potucek, Prudhomme-O'Brien, Roy, Simpson, Soti, Sweeney, Sytek, Thomas, Tudor, Turer, Vallone, Vandecasteele, Vose, Walsh, Ward, Weinstein. Excused: Reps. Gilman, Grossman, Grote, Knab, Lundgren, McDonnell, McGrath, Maggiore,

Mandelbaum, Manos, Meuse, Murray, S. Pearson, Read, Sorensen, Spillane, Tripp, Verville, Wilson. Absent: Reps. DeVito, Drago, Dunn, Kutab, Layon, Osborne, Paige, Perez, Reynolds, Read, Sabourin dit Choiniere, Scherr, Selby, Sorensen, Summers.

Also Present: Commissioners Kate Coyle, Goddu, Tombarello; Cathy Stacey, Register of Deeds; High Sheriff Chuck Massahos, Chris Bashaw, Sheriff's Office; Charles Nickerson, Finance Director; Alison Kivikoski, Human Resources Director; Jude Gates, Director, Rich Zabroski, Assistant Director, Facilities Operations; Chantal, Long-Term Care; Robin Bernier, IT Manager, Cheryl A. Hurley, Delegation Coordinator.

Chairman Weyler provided a brief overview of the Executive Committee Proposed FY-2026 Budget. Chairman Weyler explained that there are several resolutions that are quite lengthy to read that were included in the budget packet mailing and that printed copies are also available for those who would like them.

Chairman Weyler recognized Rep. Milz, Chairman of the Executive Committee, who made a motion to adopt the Executive Committee's Proposed FY-2026 Resolutions with the exception of Resolution 11-2026 that will be taken up later in the meeting. Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. Chairman Weyler called for a vote on the motion by a show of hands. Chairman Weyler declared that the resolutions, with the exception of Resolution 11-2026, were adopted.

The resolutions, as adopted, are as follows:

RESOLUTION 1 – 2026

Be it resolved that the Rockingham County Convention accept the position listing as presented with the total number of authorized positions for Fiscal Year 2026 being 580 and that there will be no new positions created nor will there be any re-grading of positions or increase in the number of positions, other than those budgeted, without approval of the Executive Committee.

It is understood that the Executive Committee need not approve any personnel change proposed by the County that results in placing the authorized position in the same or lower grade. Further, the County must notify the Executive Committee at each quarterly meeting of any changes that may have been processed in order to provide an update to the accepted position listing.

In addition, it is understood that part-time employment pools are approved in the Nursing Home, Department of Corrections, Sheriff's Office, Facilities Operations, Human Resources, County Attorney's Office and Finance and that the pools be used for on-call coverage when necessary. In no case will any on-call employee be eligible for any benefit or permanent employment status. This does not preclude any department from obtaining temporary help from outside vendors to cover employment leave.

RESOLUTION 2 – 2026

Be it resolved that the Rockingham County Convention, upon the recommendation of the Executive Committee, recommends \$382,052 for a 3.06 percent cost of living adjustment (“COLA”) effective July 1, 2025, and \$246,997 for a 3.0 percent gross increase or nondiscretionary bonus for those employees who are on the pay plan, due on the anniversary date for employees who have a satisfactory evaluation.

In order for the County to remain competitive with its non-union pay plan, the maximum rates of pay for each pay grade shall be adjusted every July, based upon, at a minimum, the average of the last ten years’ CPI-U (Consumer Price Index for All Urban Consumers) for the Northeast (Boston) region, as published by the Bureau of Labor Statistics (BLS) for January of the calendar year. Due to several factors including continued wage inflation, the maximum rates of pay for Fiscal Year 2026 non-union pay plan are to increase by approximately 4.1% percent effective July 1, 2025. There will be very slight variances from this percentage due to rounding for certain pay plan grades.

Furthermore, the mileage reimbursement rate continues to mirror the Federal rates for 2025 and 2026. The current mileage reimbursement rate through December 31, 2025, is \$0.70 per mile.

RESOLUTION 3 – 2026

All of the policies of the County personnel system shall apply to the Rockingham Delegation employee(s) with the understanding that all references for necessary actions, approvals or exceptions in reference to Delegation employee(s) reside with the Officers of the Delegation in lieu of the Commissioners. Authorization requires the majority of the 5 officers. The officers include the Chairmen of the Delegation and Executive Committee, the Vice-Chairmen of the Delegation and Executive Committee and the Delegation Clerk.

It is further agreed that all references for any “O/DD” actions, approvals or exceptions resides with the Chairman of the Delegation and Chairman of the Executive Committee in lieu of the “O/DD”. Finally, any policies deemed appropriate and not specified or covered under the personnel system may be adopted by the Officers of the Delegation. An appeal from the decision of the 5 officers may be made to the Executive Committee.

RESOLUTION 4 - 2026

I move that \$77,508 be appropriated for salary payments for the Delegation Coordinator, which includes a 3.06 percent COLA (Cost of Living Adjustment) effective July 1, 2025, and an additional 3.0 percent increase also effective July 1, 2025, with flex hours and benefits based on 35 hours per week.

RESOLUTION– 4A - 2026

The Delegation Coordinator, as described in RSA 24:12-a, shall be paid a salary as described in Resolution 4-2026, and will not be required to participate in the County’s time and attendance system. The schedule for the position is flexible, and the employee will work a schedule to be determined and monitored by the Chairmen of the Convention and the Executive Committee to fulfill the needs of the Officers, Executive Committee, Subcommittees, and legislative delegation. It is understood that not all duties performed for this position are accomplished within the confines of the County complex, and often requires work to be completed before and after regular business hours.

RESOLUTION 5 - 2026

For purposes of transparency, overtime wages incurred by the following departments shall be reported to the Executive Committee on a quarterly basis at their budget review meetings:

- 1. Sheriff’s Administration
- 2. Sheriff’s Dispatch
- 3. Facilities Operations
- 4. Department of Corrections 5. Nursing Department

RESOLUTION 6 – 2026

Be it resolved that the Rockingham County Convention approves the following benefits as described below and approval of all benefits as outlined in the Fiscal Year 2026 summary of salary and benefits for those employees listed in the position listing, other than the union eligible. The Delegation Coordinator will receive benefits in accordance with personnel policies adopted for this position. There are two plans proposed in Fiscal Year 2026: two High-Deductible Health Plans (HDHP’s) with different deductibles and out-of-pocket maximums. This will be the tenth year that the County has had a High-Deductible Health Plan. It provides for a County funded annual Health Savings Account (HSA) contribution of \$1,750 for a single plan and \$3,500 for a 2-Person or Family plan.

COUNTY CONTRIBUTION % (FULL-TIME EMPLOYEES)

| Membership | Health Benefits (Self Insured) | |
|-------------------|--|-----|
| | County Share of Cost on All Plans | |
| Single | | 80% |
| 2-Person | | 80% |
| Family | | 80% |

Part-time employees contribute on a pro-rated basis.

Resolution 6 – 2026 (continued)

Dental Benefits

Full-Time - 75% of premium
Part-Time - Pro-rated basis

Workers' Compensation and Unemployment

Workers' Compensation is funded at 75% of the assigned risk rate per the recommendation of the Executive Committee, as substantial reserves exist in the Workers' Compensation Fund. Unemployment funding is recommended at \$40.00 per position in 2026.

Short-Term Disability

Short-Term Disability, a benefit adopted in 2000, is an accident and illness benefit, and is funded for a 26-week duration (25-week maximum paid benefit).

Full-Time – 100%
Part-Time – Pro-rated basis

Longevity

The Longevity benefit is as follows:

| <u>Years</u> | <u>Payments</u> |
|----------------|-----------------|
| 5 – 9 | \$150 |
| 10 – 14 | \$300 |
| 15 – 19 | \$450 |
| 20 – 24 | \$750 |
| 25 – 29 | \$1,000 |
| 30 – 39 | \$1,250 |
| 40 and greater | \$1,500 |

Resolution 6 – 2026 (continued)

Dependent Care Flexible Spending Account

The Dependent Care flexible spending account is a benefit adopted in 2000 that will save the County Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2026 plan year limit is \$5,000.

Health Care Flexible Spending Account

Health Care Flexible Spending Account is an employee-funded benefit that will save the County employer Social Security and Medicare, if applicable, for every salary dollar that the employee puts into the account. The 2026 plan year limit is \$3,300.

RESOLUTION 7 – 2026

Whereas: The County Convention has the power to raise county taxes and to make appropriations for the use of the county; and

Whereas: The County Commissioners are responsible for the day-to-day operation of the county; and

Whereas: The Executive Committee of the County has the authority to review the expenditures of the county after the adoption of the County budget; and

Whereas: From time to time, it may be necessary to transfer funds appropriated for one purpose to augment appropriations for another; and

Whereas: The Commissioners and the Delegation are partners in oversight of the County budget;

Therefore, be it Resolved: That pursuant to RSA 24:13-c, VI, the County Convention, hereby authorize a line-item budget that the County Commissioners obtain prior written approval from the Executive Committee before transferring to or from any line once the aggregate over-expenditure in any line item reaches \$5,000. The County Commissioners are required to identify the line items whose appropriations will be reduced to cover the over-expenditure and obtain written approval from the Executive Committee before transferring to or from any line item. In any event, no department shall overspend their department's bottom line, nor shall they split expenditures among budget lines in order to avoid a line-item transfer without the Executive Committee's approval.

RESOLUTION 8 – 2026

The Finance Office has the authority to make periodic transfers from appropriate budget lines to ensure that the health, buyout, and compensated absences benefit lines properly reflect the status of the accounts during the year.

RESOLUTION 9 – 2026

All amounts appropriated for the Non-County Specials and the Rockingham County Conservation District to be paid on a quarterly basis subject to the approval of the majority of the Board of County Commissioners. Such amounts shall be paid as appropriated unless changes are discussed and approved at Executive Committee Meetings.

Further, all agencies are required to submit a quarterly financial review describing activities for the prior quarter and their relationship to County funds distributed. These reports shall be submitted to the Rockingham County Finance Office prior to any distribution of subsequent quarterly payments.

RESOLUTION 10 – 2026

Be it resolved that County audits under RSA 24:13, 28:3-a, 24:14, and 24:26, shall not be conducted nor expenditure for such authorized without the prior approval of the Executive Committee.

RESOLUTION 11 – 2026

That the Rockingham County Convention, in accordance with RSA 24:13, authorize **\$106,463,030** in appropriations for the use of the County during Fiscal Year 2026. That **\$55,434,428** be raised in new county taxes; that **\$35,886,349** be accepted as an estimate of revenues from other sources, and that **\$15,142,253** is accepted as fund balance for a total of **\$106,463,030** in resources.

RESOLUTION 12 - 2026

Be it resolved that the departmental budget requests be included with the Commissioners' recommended budget proposals.

RESOLUTION 13 – 2026

As the appropriating authority of county government, the Rockingham County Convention must have the tools available to monitor the spending that it has approved. In accordance with RSA 28:3-a, 24:13, 24:14, and 24:26 ALL audits must be approved by the Executive Committee of the County Convention. The Convention must be represented at both the preliminary and final meetings with the auditor, and the Executive Committee must receive a sufficient number of copies of the final report.

RESOLUTION 14 - 2026

Submission deadline for all requests for approval for the Rockingham County Convention and/or Executive Committee must be submitted to the Delegation Coordinator at least 5 business days before the meeting.

RESOLUTION 15 - 2026

No bill may be paid from the Delegation budget by the Treasurer that is not authorized by the Delegation Chairman or his/her designee.

RESOLUTION 16 - 2026

The Finance Office has the authority to make one fourth quarter transfer between two Categorical Assistance budget lines, Intermediate Nursing Care and Home and Community Based Care, to ensure that the lines properly reflect the status of the accounts at the end of the year. If a transfer is needed to both of these Categorical Assistance budget lines, then the process referred to in Resolution 7-2026 and pursuant to RSA 24:13-c, VI, shall be followed.

RESOLUTION 17 - 2026

If one of the health plans proposed for the 2027 Fiscal Year (ending June 30, 2027) includes a High-Deductible Health Plan (HDHP), County-funded Health Savings Account (HSA) contributions equal to or less than those approved for Fiscal Year 2026 will be permitted to be made on behalf of HDHP participants in July 2026. This will assist benefit eligible employees with their benefit selections during annual open enrollment.

RESOLUTION 18 - 2026

The County Commissioners may apply for, receive and expend federal and/or state grants that become available during the course of Fiscal Year 2026. Fully contingent grants are to be recorded, in accordance with Governmental Generally Accepted Accounting Principles, in the County's Contingent Grants Special Revenue Fund. A detailed Statement of Revenues, Expenditures and Changes in Fund Balance for the fund shall be provided and reviewed at quarterly Executive Committee meetings. Any County match portion of a grant, for which there is no offsetting revenue, shall be recorded in the General Fund grant expense line (1020000057201). If the County match portion of a grant would result in over-expenditure of the General Fund grant expense line by \$5,000 or more, a line-item transfer must be approved pursuant to RSA 24:13-c, VI, prior to applying for the respective grant.

RESOLUTION 19 - 2026

By the action of approving this budget, the County Convention hereby appropriates the monies shown line by line item of the Fiscal Year 2026 budget, which includes a Contingency line in the Delegation budget that will require approval from the Executive Committee prior to any expenditure or transfer made from the Contingency line item.

These resolutions are supporting and backup information to the Fiscal Year 2026 Rockingham County Budget and are an integral part of said budget for the 07/01/25 to 06/30/26 fiscal period.

Chairman Weyler recognized Rep. Milz who read the following budget appropriations by department and made a motion to approve as follows:

BUDGET BY DEPARTMENT

Delegation – \$ 357,457

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Treasurer – \$19,288

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

County Attorney – \$5,212,957

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Medical Examiner – \$77,804

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Sheriff's Department – \$9,224,632

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Registry of Deeds – \$1,453,348

Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands

Commissioners – \$282,668

Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

General Government – \$3,371,116

Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Projects – \$2,753,600

Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Grants – \$25,000

Rep. Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Finance – \$1,785,122

Potucek seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Facilities Operations – \$6,156,643

Rep. Walsh seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

IT – \$1,912,804

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Department of Corrections – \$15,494,944

Rep. Milz seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by show of hands.

Human Resources – \$1,299,780

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Statutory Organizations:

Conservation District – \$138,000

UNH Cooperative Extension – \$445,345

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Non-County Specials – \$307,111

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Long Term Care Services - \$37,641,129

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Categorical Assistance/Medicaid Liability – \$18,504,282

Rep. Turer seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Projects List – Chairman Weyler recognized Rep. Milz who made a motion to approve the FY 2026 Projects List, Capital Improvements and Non-Routine Maintenance List, prepared by Ms. Gates, Senior Director of Facilities, Planning & IT. Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Chairman Weyler recognized Rep. Milz who made a motion to recommend approval of the Union Contract Cost Items as read:

Rockingham County Supervisory Employees of the Department of Corrections Cost Items for Union Contract 7/1/2025-6/30/2028

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items ratified by the Union and Board of Commissioners reflected in the document titled “Rockingham County, Supervisory Employees of the Department of Corrections, Contract Cost Items by Budget Line – new CBA eff. 07/01/25-06/30/28” created by Finance.

Cost items for the three-year contract ending 6/30/2028, gross dollar figure \$9,043,991.

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Rockingham County Dispatchers Cost Items for Union Contract 7/1/2025-6/30/2028

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items ratified by the Union and Board of Commissioners reflected in the document titled “Rockingham County Dispatchers, Cost Items for Union Contract 07/01/2025 to 06/30/2028” prepared by Finance.

Cost items for the three-year contract ending 6/30/2028, gross dollar figure \$4,959,925.

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Rockingham County Deputy Sheriffs Cost Items for Union Contract 7/1/2025-6/30/2028

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items ratified by the Union and Board of Commissioners reflected in the document titled “Rockingham County Sheriff’s Deputies, Cost Items for Union Contract 07/01/2025 - 06/30/2028” prepared by Finance.

Cost items for the three-year contract ending 6/30/2028, gross dollar figure \$6,911,330.

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands

Rockingham County Rehabilitation and Nursing Center/State Employees’ Association of New Hampshire, Inc., SEIU Local 1984 Cost Items for Union Contract 7/1/2025-6/30/2028

In accordance with RSA 273-A:3, I move that the Rockingham County Convention approve the cost items ratified by the Union and Board of Commissioners reflected in the document titled “Rockingham County Long Term Care Services Union, State Employees’ Association of New Hampshire, Inc., SEIU Local 1984, Contract Cost Items, 07/01/25 to 06/30/28 CBA” prepared by Finance.

Cost items for the three-year contract ending 6/30/2028, gross dollar figure \$34,593,352.

Rep. DeSimone seconded the motion. Chairman Weyler called for questions. There were none. The motion was approved by a show of hands.

Chairman Weyler recognized Rep. Milz who made a motion to recommend approval of Resolution 11 - 2026 as follows:

RESOLUTION 11 – 2026

That the Rockingham County Convention, in accordance with RSA 24:13, authorizes **\$106,463,030** in appropriations for the use of the County during Fiscal Year 2026. That **\$55,434,428** be raised in new county taxes; that **\$35,886,349** be accepted as an estimate of revenues from other sources, and that **\$15,142,253** is accepted as fund balance for a total of **\$106,463,030** in resources.

Rep. Potucek seconded the motion. Chairman Weyler called for questions.

Chairman Weyler recognized Rep. Muns who read an amendment to Resolution 11 – 2026 as follows:

Purpose: Reduce total county appropriations and revenues raised from county taxes for fiscal year 2026 by \$500,000; Replace the resolution with the following:

1. That the Rockingham County Convention in accordance with RSA 24:13 authorizes \$105,963,030 in appropriations for the use of the County during Fiscal Year 2026. That \$54,934,428 be raised in new county taxes; that \$35,886,349 be accepted as an estimate of revenues from other sources and that \$15,142,253 is accepted as fund balance for a total of \$105,963,030.
2. Of those \$105,963,030 in appropriations, total County appropriations shall not exceed \$87,458,748.

Rep. Muns explained his amendment to the resolution is to reduce \$500,000 in appropriations in the budget and let the Board of Commissioners make the reductions in the budget where necessary. Chairman Weyler recognized Mr. Nickerson, Finance Director, advised against the amendment. He explained that the County has a line-item budget and the County Convention is responsible for voting the appropriations within the budget. Chairman Weyler recognized Commissioner Goddu who spoke in opposition to the amendment. Chairman Weyler recognized Rep. Milz who explained that this was a topic of discussion at the Executive Committee Public Hearing on June 4, 2025, and based on Mr. Nickerson's explanation the Executive Committee did not take action on the topic. Chairman Weyler recognized Commissioner Goddu who explained the Commissioners put together a good budget during difficult times and noted the infrastructure for the new county building is a contributing factor. Chairman Weyler called for further questions. There were none. Chairman Weyler called for a vote on the amendment. A vote was taken by a show hands. Chairman Weyler declared that the motion failed.

Chairman Weyler called for further questions on Resolution 11 – 2026 proposed by the Executive Committee. There were none. Chairman Weyler called for a vote on the motion by a show of hands. Chairman Weyler declared that the motion passed.

Other Business:

Chairman Weyler recognized Rep. Milz who explained that there are agenda items that came in late – one requested by the Board of Commissioners and the other the Sheriff’s Department.

Rep. Milz read the following motion:

Pursuant to NH RSA 28:8-c, upon the request of the Rockingham County Board of Commissioners, vote to approve the transfer of cemetery lot 34, Section E, at the Hillside Cemetery, to the Town of Seabrook, NH, for no consideration.

The Commissioners’ approximate assessed value of the plot is \$400, and the intention is to allow Seabrook to administer the plot.

Chairman Weyler called for questions. There were none. Chairman Weyler called for a vote on the motion by a show of hands. Chairman Weyler declared that the motion passed.

Chairman Weyler recognized Rep. Milz who read the following motion:

To approve a three percent increase to fees of sheriffs and deputy sheriffs per NH RSA 130:31,XIII. The Rockingham County Sheriff’s Office performs “civil services” which include, but are not limited to, services for writs, demands for rent, eviction notices, small claims notices, notices of execution, subpoenas, bills, libels, petitions, petitions with restraining orders, attachments of personal property and civil orders of arrest. RSA 130:31, paragraphs I through IV and paragraphs VII through IX-b provide a detailed listing of all services for which the three percent increase would apply to.

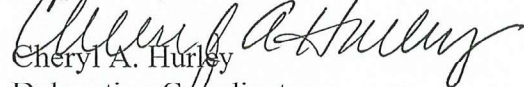
Chairman Weyler called for questions. There were none. Chairman Weyler called for a vote on the motion by a show of hands. Chairman Weyler declared that the motion passed.

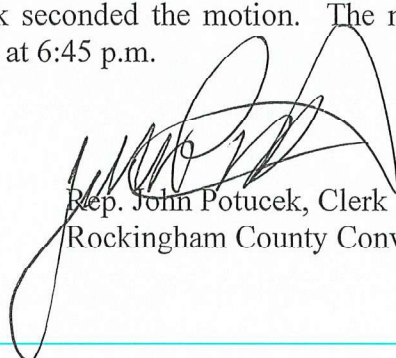
Chairman Weyler recognized Rep. Edgar, Chairman of the Building Oversight Committee, who gave an update on the new county municipal building. Rep. Edgar noted that the building is on track and on budget with no concerns to report. The tentative occupancy date is October 2025.

Chairman Weyler thanked the County Convention Members who were present, the Board of Commissioners, Elected Officials, and Department Heads for their good work and dedication for a well-run County.

There being no further business to come before the members, Chairman Weyler recognized Rep. Sytek who made a motion to adjourn. Rep. Potucek seconded the motion. The motion was approved by a voice vote. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,


Cheryl A. Hurley
Delegation Coordinator
/cah


Rep. John Potucek, Clerk
Rockingham County Convention