



Rockingham County Commissioners

Meeting Minutes

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

Thursday, July 3, 2025 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC

Remote Attendance:

High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Hay Tedder-Supply Only – Facilities Operations

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

C. Consent Agenda

1. June 18, 2025 Meeting minutes (approval)

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

2. Agency Nursing Staff Report (informational)

Ms. Kivikoski and Ms. Dja Konan discussed the current utilization of agency staff, noting a reduction in contracts since September and an increase in hiring across both nursing and other departments. Updates to pay rates on the website have generated heightened interest and applications, particularly for Licensed Nursing Assistant (LNA) positions.

Ms. Dja Konan elaborated on her team's efforts to enhance internal accountability, particularly concerning attendance, which has resulted in some staff turnover. Emphasis is being placed on employee engagement, with new initiatives designed to support and appreciate frontline staff, including personal outreach and engaging activities. Commissioner Coyle believes these efforts are laying the groundwork for a positive cultural shift, with significant progress in retention and recruitment anticipated by the end of the year. It is expected that the updated pay rates and ongoing engagement initiatives will further improve staffing levels and morale, with the full impact of these changes becoming evident in future reports.

3. July 3, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 3, 2025 fiscal year 2025 accounts payable list total of \$1,259,415.58. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the July 3, 2025 fiscal year 2026 accounts payable list total of \$800,363.26. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. July 3, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$2,143,691.43 for the period ending June 28, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Tombarello shared a positive experience meeting with Sodexo management and staff, expressing optimism about their operations.

2. Facilities Operations – Jude Gates, Senior Director

a. Change Order Request – Merci Distribution (approval)

Commissioner Tombarello moved to approve a change order request for Merci Distribution for an amount not to exceed \$1,100 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request – Evoqua Water Technologies (approval)

Commissioner Tombarello moved to approve the Evoqua Water Technologies Proposal & sole source Bid Waiver Request in the amount of \$21,462.20 for the purchase of three (3) floating aerators for the wastewater lagoons as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Application to Register Solar Array for Net Metering Program (approval)

Commissioner Tombarello moved to approve the application to register the solar array for the net metering program with the State of NH Public Utilities Commission and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. General Leave Request – Department of Corrections (approval)

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (T.B.) with County portion of all benefits to continue for the period June 6, 2025 through July 11, 2025 as recommended by the Superintendent and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski asked for more discussion in nonpublic session. Commissioner Coyle moved to table the request. Commissioner Tombarello seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Reiki Service Client Facility Agreement (approval)

Commissioner Tombarello moved to approve the Reiki Service Client Facility Agreement renewal with Donna Cross, Reiki Master for the period beginning July 1, 2025 through June 30, 2026 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Commissioner Coyle highlighted the tangible benefits of Reiki for residents, including its ability to detect health issues and serve as a non-pharmacological intervention, thereby potentially reducing overall medication use and associated costs. Ms. Dja Konan emphasized that the service is meticulously tracked and monitored, with policies ensuring that only those who benefit continue to receive it. The contract is structured on a per-use basis with negotiated rates, incorporating safeguards to prevent unnecessary spending. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated June 27, 2025 to Easterseals for an additional client (D.C.) at an amount of \$80 per day, two days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Constellation Hospice MA, LLC Services Agreement (approval)

Commissioner Tombarello moved to approve the Constellation Hospice MA, LLC Services Agreement for the period beginning June 27, 2025 for a term of one (1) year, and automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Bid Waiver Request – PowerDMS by Neogov (approval)

Commissioner Tombarello moved to approve the Neogov Proposal & sole source Bid Waiver Request in the amount of \$20,476 for a three (3) year subscription to their policy and compliance management platform and authorize the Chair to sign all necessary documents as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Commissioner Coyle highlighted that PowerDMS is already widely used by police departments and is being adopted across the county for easier access and management of policies. The discussion included the benefits of having a unified platform for all departments, which could streamline policy updates and access. There was consideration of whether to delay approval to explore further integration opportunities, but it was decided to proceed to secure a significant first-year discount. The group agreed that, moving forward, they should explore ways to integrate county-wide policies within the platform to avoid siloed systems and maximize efficiency. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

The High Sheriff provided a monthly summary of the department's activities, including dispatch calls, motor vehicle stops, citations, arrests, warrants, civil processes, and court transports, highlighting how busy the department has been. Major Bashaw updated the group on the progress of the new CAD/RMS system, noting a tentative go-live date in late September and mentioning some technical challenges with the accident reconstruction module. Commissioner Coyle and Major Bashaw discussed how the new system will make it much easier to generate monthly analytic reports, as it will automate data collection and reporting across divisions, reducing manual work and improving efficiency.

Register of Deeds Cathy Stacey reported that the Deeds Office brought in just under \$3.9 million in revenue, exceeding last year's total and coming in 11% above their revenue goals. She expressed optimism that this positive trend will continue. Commissioner Coyle also praised Ms. Stacey for completing her consistently excellent and timely annual report.

Senior Director Kivikoski reported that MOUs for two contracts and a holiday stipend are ready for signature. Most benefits audits are complete, with follow-up ongoing for those needing to submit additional documentation. She mentioned two upcoming exceptions related to high-deductible health plans and HSA contributions. Ms. Kivikoski is planning to propose bringing in an ice cream truck as a wellness initiative, funded by county wellness funds. She also shared that new cups and first aid kits have arrived for staff as part of the new building celebration. The gym in the new building will soon be fully equipped, funded entirely through wellness funds, with the final equipment piece to be ordered in September to maximize the warranty period.

Senior Director Dja Konan stated that her team is focused on creating, updating, and reviewing policies, with a major electronic upload of policies and procedures underway to streamline access. The transition to Sodexo for services is ongoing, with continued follow-up on credits and billing reconciliation with the previous provider, Glendale. They identified and are addressing double billing issues from earlier in the year, working to ensure the county is reimbursed for any overpayments. Regarding equipment, items claimed by Glendale are being held until proper ownership can be verified through invoices, to ensure county assets are protected. Ms. Dja Konan also noted ongoing collaboration with the Facilities Operations team to prepare for the move from D2 to D1, focusing on safety and a smooth transition.

Senior Director Nickerson reported that the county budget has been fully approved and he is preparing to submit the required documents to the necessary parties. He is preparing the MS-42, and noted that the

submission deadline is September 1, though he aims to complete it sooner. He also provided a timeline for when employees will see the funds for the employer HSA contributions posted. Additionally, he is registering the county's solar array and EV charging stations with the IRS to secure over \$3 million in credits. He shared insights from a recent national public employer labor relations conference, highlighting sessions on contract negotiations and the use of AI to improve employee engagement. Finally, he acknowledged the challenges of payroll processing during a busy period but expressed gratitude for his team's efforts in ensuring everything was completed on time.

Senior Director Gates reported significant progress on several facility projects. The water treatment facility's filtration project is nearing completion and will soon enable automated operation, thereby reducing the need for manual intervention. The wastewater project is advancing but has temporarily slowed due to seasonal constraints, with work expected to resume in September. The replacement breaker for the nursing home has arrived, and a cutover is scheduled for July 23, which will involve brief power shutdowns. Water main installation is ongoing, with visible progress on site. The concrete building for well number four has been delivered and installed, with the pump scheduled for August. Fire alarm systems have been thoroughly tested and are now fully operational, including a temporary wireless monitoring solution approved by the fire marshal. Additionally, she outlined preparations for the move to the new building, including a comprehensive equipment inventory, coordination with moving vendors, and collaboration with other departments to ensure a smooth transition.

Ms. Mattila reminded everyone that there will be no meeting next week. She requested that all agenda items for the July 17th meeting be submitted by Friday, July 11th at 10:00 am.

F. New Business / Old Business

Commissioner Goddu inquired about the status of the 91-A policy. Ms. Mattila replied that it has been sent to Attorney Bedard for review. Commissioner Coyle stated that when he has completed his review, it will go on an agenda for the Board to review, approve, and implement.

Ms. Kivikoski announced that she will be attending the Health Trust Board of Directors meeting in Merideth on August 6th, 7th, and 8th as a director. During this meeting, the Board will review and approve various changes to their plans, funding allocations, and potential rate adjustments. Although she will be away from the office, she will have her laptop and will be available remotely for any urgent matters. Julie will be on-site during this period to assist as needed. Ms. Kivikoski also noted that the mileage and other expenses are covered as part of her role on the Board of Directors, representing the interests of counties, cities, and towns covered by Health Trust for the New Hampshire Association of Counties (NHAC).

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

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

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

Commissioner Tombarello moved to enter nonpublic session at 9:32 am pursuant to NH RSA 91-A:3, II (a), personnel and (c) reputation. Commissioner Goddu seconded the motion. Voted 3-0 in favor.

Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

Commissioner Tombarello stated there were three nonpublic sessions and moved to seal the minutes of one session indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board, and seal the other two

indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Goddu seconded the motion. Commissioner Coyle clarified that the first and third effect reputation and the second was for a proposed action. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to take from the table the General Leave Request from earlier in the meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

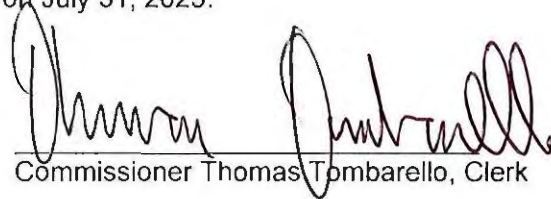
Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (T.B.) with County portion of all benefits to continue for the period June 6, 2025 through July 11, 2025 as recommended by the Superintendent and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on July 31, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, July 17, 2025 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:07 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Alison Kivikoski, Sr. Director, HR
Julie Hoyt, HR Manager
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Robin Bernier, IT Manager

Katie Casey, Asst. Director, Finance
Keri Donovan, Employee Engagement

Remote Attendance:

Jason Henry, Superintendent, DOC
High Sheriff Massahos
Captain Lussier, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Forticare – Facilities Operations

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

2. Opening: O365 Subscriptions – Facilities Operations

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

3. Opening: Aruba Network Switching – Facilities Operations

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

4. Opening: VMWare Licensing – Facilities Operations

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

5. Opening: Dell Servers – Facilities Operations

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

6. Opening: Fortinet Equipment – Facilities Operations

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

7. Opening: Netgear Equipment – Facilities Operations

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

8. Opening: TrueNAS Storage Appliance – Facilities Operations

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

9. Opening: Dishwashing/Laundry Chemicals – Facilities Operations

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

10. Opening: Bio #1 Refractory Replacement – Facilities Operations

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

11. Opening: Electric Utility Vehicle – Facilities Operations

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

12. Opening: Toyota Sienna AWD Mini Van – Long Term Care Services

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

13. Opening: FY 2026 Uniforms & Equipment – Sheriff's Office

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

14. Opening: FY 2026 Concealable/Tactical Body Armor – Sheriff's Office

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

15. Award: Hay Tedder – Facilities Operations

Commissioner Tombarello moved to award the proposal for hay tedder to MB Tractor & Equipment for an amount not to exceed \$11,000, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. June 18, 2025 and June 26, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 18, 2025 non public minutes and the June 26, 2025 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. HR Recruitment Report (informational)

Commissioner Goddu expressed concerns about the high costs associated with using agency staff compared to regular employees, noting that the county has been paying 40-50% more for agency staff. He mentioned that Ms. Kivikoski is working on a simplified report to better track these expenses.

Ms. Kivikoski provided an update on recruitment efforts, highlighting that from July 1 to the present, there have been 40 interviews for various positions, including LNAs, MNAs, LPNs, RNs, unit managers, and

other roles. She noted that the recent wage increases have significantly helped in attracting candidates, and the recruitment team has been extremely busy.

Commissioner Coyle acknowledged the progress made towards their recruitment goals, noting that they exceeded their initial target, which has resulted in savings from the previous year. Commissioner Tombarello added that the union's ratification of the contract should further aid in recruitment efforts. Commissioner Coyle agreed, stating that the new contract terms and changes in wages have led to unprecedented recruitment activity in July and expressed excitement about the potential for continued success in the coming months.

3. July 17, 2025 FY 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 17, 2025 fiscal year 2025 accounts payable list total of \$1,386,072.38. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. July 17, 2025 FY 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 17, 2025 fiscal year 2026 accounts payable list total of \$1,589,098.24. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. July 18, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,591,289.34 for the period ending July 12, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Coyle expressed gratitude for the hard work and resilience shown by the staff during the recent water line project issues. She highlighted the teamwork and dedication of various departments in managing the situation effectively.

Commissioner Tombarello shared his appreciation for the staff's handling of the water issue.

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

a. FY 2025 Equitable Sharing Agreement and Certification (approval)

Commissioner Tombarello moved to approve the Fiscal Year 2025 Equitable Sharing Agreement and Certification, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Facilities Operations – Jude Gates, Senior Director

a. Bid Waiver Request, MFI Pro (approval)

Commissioner Tombarello moved to approve the MFI Pro Proposal & Bid Waiver Request in the amount of \$133,676 for the design, engineering, installation, and programming of an audio-visual system for the amphitheater in the new building and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Change Order Request, GZA GeoEnvironmental, Inc. (approval)

Commissioner Tombarello moved to approve a change order request for GZA GeoEnvironmental, Inc. for an amount not to exceed \$92,300 for the continuation of the supplemental site investigation at the fire training grounds and authorize the Chair to sign all necessary documents as recommended by the Senior

Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Finance Office – Charles Nickerson, Senior Director

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

Commissioner Tombarello moved to approve the July 17, 2025 Accounts Payable warrant T251480 payable to Harvey Construction Corporation in the amount of \$2,322,391.76 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Human Resources – Alison Kivikoski, Senior Director

- a. Contract Buyout, MAS Medical Staffing (approval)

Commissioner Tombarello moved to approve the MAS Medical Staffing contract buyout and placement fee for an LNA (A.G.) and authorize the Senior Director of Human Resources to sign the Permanent Placement Confirmation and invoice. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Contract Buyout, Factor Healthcare, LLC (approval)

Commissioner Tombarello moved to approve the Factor Healthcare, LLC contract buyout and placement fee for a full time PCP (L.F.) and authorize the Senior Director of Human Resources to sign the Permanent Placement Confirmation and invoice. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Employee Retention and Engagement Activity, Ice Cream Emergency Truck (approval)

Commissioner Tombarello moved to authorize the vendor Ice Cream Emergency to serve Ice Cream Sundaes to employees on July 30th and August 5th, with expenses to be covered by the County Health Fund (5151000-52310). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- d. Exception Request, Open Enrollment, Benefits Administration – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding open enrollment and benefits administration for a Long Term Care Services employee (S.F.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- e. Exception Request, Open Enrollment, Benefits Administration – Long Term Care Services & Department of Corrections (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding open enrollment deadline and benefits administration for a Long Term Care Services employee (K.W.), and a Department of Corrections employee (C.P.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (S.H.) with the County portion of all benefits to continue for the period of July 12, 2025 through August 4, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- g. General Leave Request – Department of Corrections (approval)

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

h. Internal Only Job Posting Request (approval)

Commissioner Tombarello moved to approve an Internal only Posting for ten (10) days under Chapter 10-3 Recruitment, Selection, and Appointment of Employees / Recruitment Procedures / Internal Only postings, for the Deputy County Attorney position as requested by the Senior Director of Human Resources and the County Attorney. Commissioner Goddu seconded the motion and mentioned he discussed with Attorney Conway the benefits of promoting from within the county attorney's office for the deputy county attorney position. He highlighted that internal promotions boost morale and ensure continuity, as these candidates already understand the office's operations. Commissioner Coyle agreed, noting the efficiency of having someone familiar with the office and court procedures and emphasized that internal promotions maintain caseload stability and provide advancement opportunities for other staff members. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

i. Non-Union Revised Shift Differentials (approval)

Commissioner Tombarello moved to approve an increase to the second and third shift differential for nonunion Nursing Managers and Unit Managers to \$2.75 and \$3.50 respectively, as recommended by the Senior Director of Human Resources and Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

j. Per Diem Revised FY 2026 Wage Schedule (approval)

Commissioner Tombarello moved to amend the FY 2026 Per Diem Wage Schedule as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion and raised a question about the specific wage for the Chief Deputy, noting that there was a range but no specific number. Ms. Kivikoski clarified that the wage would be \$46.79, based on compounded percentages from 2023 to 2026. She explained that this calculation was made to avoid frequent adjustments in the future. Commissioner Coyle asked how many hours the Chief Deputy could work. Sheriff Massahos responded that the deputy could work up to 1,350 hours annually. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

k. Precision Fitness Equipment Updated Preventative Maintenance Contract (approval)

Commissioner Tombarello moved to approve the Precision Fitness Equipment proposal for a one year preventative maintenance renewal, for the period beginning July1, 2025 through June 30, 2026 for an amount of \$900 plus \$100 per hour for additional service and authorize the Senior Director of Human Resources to sign the contract as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

l. Repurpose/Regrade Amended Motion – Assisted Living (approval)

Commissioner Tombarello moved to amend the approved motion made on June 18, 2025 to repurpose and regrade the Public Relations and Community Outreach Manager, grade R18, to Executive Director of Assisted Living, grade R21, effective July 1, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

m. Repurpose/Downgrade/Title Change – Long Term Care Services (approval)

n. Resident Program Positions – Assisted Living (discussion/approval)

o. Waste Water Treatment Facility Chief Operator Position (discussion/approval)

Commissioner Goddu moved to table the motions for agenda items m, n, and o. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Employee Engagement Supervisor Introduction and Projects Overview (informational)

Ms. Donovan introduced herself as the new employee engagement supervisor, sharing her background in disability services and her excitement about her new role. She described her efforts to engage with staff across different shifts, including implementing a 30-day check-in system to gather feedback and improve the onboarding experience. Donovan highlighted her initiatives to recognize and appreciate staff, such as developing a quick recognition program. The Commissioners praised her efforts, noting the positive impact on staff morale and the importance of her role in fostering a supportive work environment. They expressed their enthusiasm for her contributions and the cultural changes she is implementing.

b. aSure Wound Solutions, LLC Business Associate Agreement (approval)

Commissioner Tombarello moved to approve the aSure Wound Solutions, LLC Business Associate Agreement for the period of one (1) year effective upon full execution of the Agreement, and automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Ms. Dja Konan highlighted that the company, a Part B provider, offers various products that the county currently pays for but could be covered by insurance. This company handles all authorizations and can take orders through the PCC, shipping items directly to the county. Additionally, they provide a wound-certified nurse who can assist with wound care, offer recommendations for non-healing wounds, and provide regulatory auditing support. This service adds significant benefits for wound health management and compliance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Granite State Music Agreement Renewal (approval)

Commissioner Tombarello moved to approve the Granite State Music Agreement renewal for 10 hours per week at an amount of \$1,100 per week, for the period beginning August 2025 through August 2026, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Ms. Dja Konan discussed the existing contract for music therapy services, noting that the additional cost was budgeted to tailor a program specifically for hospice residents. She explained that music therapy, including group and individual sessions, can significantly benefit end-of-life care by stabilizing breathing and providing comfort. Commissioner Goddu inquired about the specifics of the therapy, and Ms. Dja Konan elaborated on its positive impacts. Commissioner Coyle confirmed that the rate remains the same, with only the hours increased. Ms. Dja Konan added that feedback from residents has been very positive, highlighting the success of this non-pharmacological intervention. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Bid Waiver Request, Daigle Law Group, LLC (approval)

Commissioner Tombarello moved to approve the Daigle Law Group, LLC Proposal & Bid Waiver Request in the amount of \$40,000 for a complete revision to the Sheriff's Office Policy Manual, funded by the Asset Forfeiture Fund, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

The High Sheriff reported no significant updates. He stated it has been a particularly hot summer, with much time spent at Hampton Beach. The team is currently engaged in defensive tactics training at the range, he greatly appreciates all the support provided to the Sheriff's Office.

Superintendent Jason Henry reported opening a female unit due to an increase in the female inmate population. He praised his staff for effectively managing a recent water issue, ensuring inmates had access to drinking water and hygiene. Henry also mentioned upcoming supervisor position tests and internal moves, which are exciting for staff. The major highlight was winning an arbitration regarding a 30-day rotation system, thanks to Commissioner Coyle's legal expertise. This victory supports management rights

and best practices in corrections, enhancing officer training and operational efficiency. Commissioner Coyle emphasized the benefits of the rotation system for both officers and inmates and noted the cost savings from handling the arbitration internally.

Register of Deeds Cathy Stacey reported that everything is routine at the office. She recently returned from the NACO conference, which she found to be a good experience with many changes. She mentioned that she will provide a copy of the new resolutions that passed at the conference.

Ms. Hoyt provided a brief update noting that the HR office has been very busy.

Senior Director Dja Konan provided a census update, and a COVID-19 update. She praised the team and Sodexo for their quick response to the water issue, ensuring residents had sufficient water and ice. Preparations are underway for an upcoming breaker test, with plans in place to ensure safety and efficiency. On a positive note, the facility received a certificate for their butterfly garden, which recently attracted its first butterfly, much to the excitement of residents and staff.

Ms. Casey reported that the finance department is busy with year-end tasks and thanked all departments for meeting deadlines. She reminded everyone to submit any remaining FY 2025 invoices for payment in the next accounts payable cycle. The department is currently undergoing the FY 2024 financial statement audit and has just started the FY 2023 single audit. She expressed appreciation for everyone's cooperation during this busy period.

Senior Director Gates provided an update on several key issues highlighting the significant challenges posed by a recent water issue, praising the staff's flexibility and effective response. Initial water test results were encouraging, and further results were expected soon. Ms. Gates also mentioned the helpfulness of Harvey in addressing the problem. She provided updates on the HVAC project, noting progress in the nursing home and upcoming work on Driscoll units. Preparations for the breaker replacement were also discussed, with plans in place to ensure minimal disruption. Additionally, Ms. Gates shared the news of the upcoming delivery of the new furniture for the new building.

F. New Business / Old Business

Ms. Hoyt discussed the need to renew several Memorandums of Understanding (MOUs). These included three MOUs for hospital coverage that had expired at the end of the fiscal year and required new rates going forward. Additionally, there was an MOU for an employee in facilities who was covering a critical position requiring a specific license. This MOU also needed renewal as it had expired, and the employee had been receiving a stipend for their role. She asked for permission for Ms. Kivikoski to talk to the unions about approval for the MOUs. The Commissioners asked for drafts to review before next week's meeting.

Ms. Hoyt also brought up the annual tradition of contributing a gift basket for the New Hampshire Association of Counties (NHAC) conference raffle. She mentioned that the typical contribution is approximately \$250. The Commissioners agreed to proceed with this contribution.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

2. Facilities Operations/ IT – Robin Bernier, IT Director

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

Commissioner Tombarello moved to enter nonpublic session at 2:23 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (i) emergency functions. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

Commissioner Coyle stated there were eight nonpublic sessions and moved to seal the minutes of nonpublic sessions numbers one, three, and five indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. She then moved to seal the minutes of nonpublic sessions number four and seven indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Finally Commissioner Coyle moved to seal the minutes of nonpublic session number two because they pertain to preparation or carrying out of actions regarding terrorism. Commissioner Goddu seconded the motions. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to take from the table the motions for four Human Resources agenda items that were tabled earlier in the meeting. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a repurpose/title change for a vacant Medication Nursing Assistant position to a Resident Program Specialist grade R11, effective August 24, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. He then moved to approve a repurpose/title change for a vacant Licensed Nursing Assistant position to a Resident Program Assistant grade R5, effective August 24, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a repurpose/downgrade/title change for the Director of Clinical Services to Assistant Director of Nursing, grade R21, effective July 17, 2025, as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an on-the-job training arrangement for the vacant Waste Water Chief Operator position with a one year and two year contingency for the chosen individual to obtain the necessary licenses as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

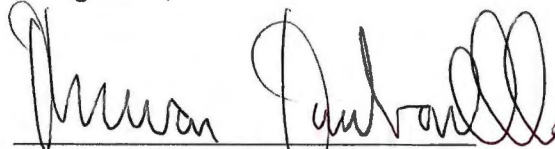
Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (T.B.) with the County portion of all benefits to continue for the period of July 12, 2025 through July 25, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 3:22 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 14, 2025.


Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

Thursday, July 24, 2025 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.
Robin Bernier, IT Manager
Chantal Dja Konan, Sr. Director, LTC

Jason Henry, Superintendent, DOC High
Sheriff Massahos

Erin Coker, Sheriff's Office
Katie Casey, Asst. Director, Finance

Remote Attendance:

Leila Mattila, Commissioners' Office

B. RFP Openings & Awards

1. Opening: Rockingham County Rehabilitation and Nursing Center Flooring – Facilities Operations

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

2. Award: Award: Forticare – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Forticare to Block 5 for an amount not to exceed \$9,467.56, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Award: O365 Subscriptions – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Office 365 Subscriptions to SIRC (Software Information Resource Corp) for an amount not to exceed \$85,653.47, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Award: Aruba Network Switching – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Aruba Network Switches to Block 5 Technologies for an amount not to exceed \$401,195.94, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Award: VMWare Licensing – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for VMware to Axelliant for an amount not to exceed \$31,711.68, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

6. Award: Dell Servers – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Dell servers to Block 5 Technologies for an amount not to exceed \$50,160, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

7. Award: Fortinet Equipment – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Fortinet Equipment to Saitech for an amount not to exceed \$155,496, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

8. Award: Netgear Equipment – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for Netgear equipment to SCW for an amount not to exceed \$9,409.02, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

9. Award: TrueNAS Storage Appliance – Facilities Operations/IT

Commissioner Tombarello moved to award the proposal for TrueNAS Appliance to Axelliant for an amount not to exceed \$127,578.74, as recommended by the Senior Director of Facilities, Planning and IT and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

10. Award: FY 2026 Uniforms & Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for FY 2026 uniforms & equipment to Neptune Uniforms & Equipment for an amount not to exceed \$43,944, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

11. Award: FY 2026 Concealable/Tactical Body Armor – Sheriff's Office

Commissioner Tombarello moved to award the proposal for FY 2026 concealable/tactical body armor to DCF Investigative Services, LLC for an amount not to exceed \$18,470, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. July 24, 2025 FY 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 24, 2025 fiscal year 2025 accounts payable list total of \$1,260,324.92. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. July 24, 2025 FY 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 24, 2025 fiscal year 2026 accounts payable list total of \$631,417.67. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Tombarello mentioned that it's been a busy week for the Facilities Department and stated Ms. Gates will update us during Department Head Updates.

2. Human Resources – Alison Kivikoski, Senior Director

a. Job Description – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the Job Description for Resident Program Specialist, effective August 24, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the Job Description for Resident Program Assistant, effective August 24, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Amended Motion for Wage Adjustment – Department of Corrections (approval)

Commissioner Tombarello moved to amend the wage adjustment approved by the Board of Commissioners on April 24, 2025 for H.B. to reflect the correct percentage increase of 12.36%, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Exception Request 7-11 – Department of Corrections (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-11 Overtime, for Department of Corrections position Investigation and Safety Compliance Coordinator as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Gates reported that the team successfully navigated a boil water order, which was lifted late Friday. No contamination was detected in any of the samples. She expressed appreciation for the collective effort and attentiveness shown by all involved.

She also detailed the replacement of a 2,000-amp breaker. The work was completed ahead of schedule, and the power was restored earlier than anticipated. The project required significant coordination, as the breaker was so large that temporary cables had to be removed to maneuver it into place. Ms. Gates emphasized that the outage provided a valuable learning opportunity, allowing the team to better understand the facility's electrical systems and identify areas for improvement.

Ms. Gates' team, and Ms. Dja Konan's team conducted walkthroughs of the building during the outage, documenting which systems were affected. Ms. Gates explained that process revealed a couple of minor issues, such as a return fan and a refrigerator in the Underhill Building that were not connected to emergency circuits. These findings are being addressed, and Ms. Gates noted that some systems may be transitioned to emergency circuits before the next planned outage. She concluded by commending the teamwork and communication across departments, which contributed to the overall success of the project.

Ms. Casey reported that they will be closing out the fiscal year 2025 in Munis tomorrow. As a result, Munis might be inaccessible during that time, and a notification would be sent to all departments with further details. She expressed appreciation to all departments for submitting their encumbrances on time, which helped facilitate a smooth year-end process. She also mentioned that auditors would be arriving on-site during the week of August 4. While their exact plans were not yet known, departments should be prepared for potential questions or site visits. Commissioner Goddu commended the Finance Department for their efficiency in closing the fiscal year so promptly, noting that such timeliness is uncommon in other municipalities.

The High Sheriff acknowledged the ongoing busyness of the summer season and expressed hope that it would ease soon. Most notably, he took the opportunity to commend the entire Board of Commissioners, department heads, and staff for their teamwork and dedication. He emphasized how proud he is to be part of the Rockingham County team, highlighting the collaborative spirit and strong work ethic across departments and noted that the county's unified approach is both unique and commendable.

Senior Director Dja Konan highlighted the successful handling of a PBJ audit related to staff reporting, crediting the finance team for their support in closing gaps and submitting the required report on time. A major milestone she shared was the near completion of uploading all departmental policies into the new document management system (DMS). While the policies are not yet fully updated, they are now centralized and accessible, allowing for easier editing and distribution. Ms. Dja Konan mentioned that the

project is about a month ahead of schedule and expressed excitement about the ability to begin pushing out updated policies soon.

Superintendent Jason Henry reported that operations remained busy, particularly with an increase in the female inmate population. He acknowledged the support of Ms. Gates' Facilities team in addressing recent infrastructure issues, including water-related challenges and a sewer pipe leak, which were resolved quickly.

Senior Director Kivikoski announced that the ice cream truck would be visiting on Wednesday, July 30, serving several departments including Long Term Care, the Board of Commissioners, Facilities, HR, Finance, and Assisted Living. Additionally, she shared that preparations are underway for the annual Years of Service recognition event. Invitations will be sent out soon, as planning is already in progress with the vendor.

F. New Business / Old Business

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated February 12, 2025, transferring one inmate to Merrimack County effective July 21, 2025, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Kivikoski informed the Board that the Memoranda of Understanding (MOUs) reviewed earlier in the week now need to be forwarded to the respective unions. She requested the Board's authorization to proceed with distributing the documents which was granted.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Goddu moved to enter nonpublic session at 9:00 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 9:01 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

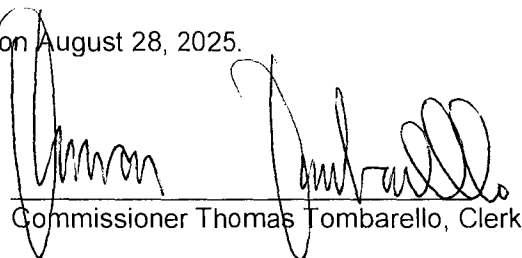
Commissioner Coyle moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted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

I. Adjourn

Commissioner Tombarello moved to adjourn at 9:02 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 28, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

Thursday, July 31, 2025 @ 12:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 12:02 pm.

1. Pledge of Allegiance

2. Attendance

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

Remote Attendance:

High Sheriff Massahos
Major Bashaw, Sheriff's Office
Chief Deputy Sawyer, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds
Joanne Carmody, member of the public

B. RFP Openings & Awards

1. Opening: Champion Air Compressor – Facilities Operations

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

2. Opening: Dodge Durango Pursuit – Sheriff's Office

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

3. Opening: FY 2026 Vehicle Equipment Upfit – Sheriff's Office

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

4. Opening: FY 2026 Motorola Equipment – Sheriff's Office

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

5. Award: Bio #1 Refractory Replacement – Facilities Operations

Commissioner Tombarello moved to award the proposal for Bio #1 Refractory Replacement to INFAB Refractories, Inc. for an amount not to exceed \$15,595, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

6. Award: Dishwashing & Laundry Chemicals – Facilities Operations

Commissioner Tombarello moved to award the proposal for dishwashing and laundry chemicals as recommended by the Senior Director of Facilities, Planning and IT for the period beginning August 1, 2025 through July 31, 2027 as follows.

- To Hillyard for Department of Corrections hand soap for an annual amount not to exceed \$1,105.
- To Imperial Dade for all other Department of Corrections items for an annual amount not to exceed \$9,285.
- To WB Mason for all Environmental Services items for an annual amount not to exceed \$23,985.

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

C. Consent Agenda

1. June 26, 2025 and July 3, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 26, 2025 nonpublic minutes and the July 3, 2025 public and nonpublic minutes. Commissioner Goddu stated that he had not yet reviewed the nonpublic meeting minutes from July 3rd and therefore moved to table their approval. Commissioner Coyle proposed amending the motion to approve the June 26 nonpublic minutes and the July 3 public minutes, while tabling the July 3 nonpublic minutes. Commissioner Goddu seconded the amended motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. 2025 Compliance Workplan Update (informational)

Ms. Dja Konan reported that the 2025 Compliance Work Plan is largely on schedule, with only minor delays due to technical issues. She highlighted that the county fulfilled its annual requirement for two emergency drills—one live and one tabletop—through two real-life events: a water main break and an electrical switch-over. These were well-documented and will count toward compliance, eliminating the need for additional drills this year. She noted the team's strong performance and the valuable lessons learned from the experience.

3. Adult Medical Day Care (AMDC) Payout Report, June 2025 (informational)

Commissioner Coyle briefly discussed the adult medical day care program. It was noted that approximately \$73,000 was paid out for services over the past year, which is below the \$100,000 budgeted for the program. However, it was emphasized that no eligible individuals were turned away, indicating that the program met the community's needs. Commissioners expressed hope that the program would continue to grow and that additional adult day care providers might open in the future to further support local residents.

4. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Department of Corrections (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a 2010 Ford E350 passenger van from the Department of Corrections surplus with the item to be sold through competitive bidding. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a B & C Washer, Model HE-65 from Long Term Care Services surplus with the item to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

6. August 1, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,809,409.25 for the period ending July 26, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu congratulated the Sheriff's Department for receiving a \$195,000 Granite Shield grant to support their drug task force efforts. He also mentioned an upcoming meeting to address concerns raised by Cathy Stacey regarding the configuration and accessibility of her office space.

Commissioner Tombarello shared positive feedback about the recent employee ice cream social event and thanked the Sheriff's Department and local police for their assistance during a recent incident in the nursing home.

2. Department of Corrections – Jason Henry, Superintendent

- a. Chaplain (discussion)

Superintendent Henry stated that a discussion is no longer necessary.

3. Facilities Operations – Jude Gates, Senior Director

- a. Request to Reject Proposals and Republish RFP – Electric Utility Vehicle (approval)

Commissioner Tombarello moved to reject the proposals received for the Electric Utility Vehicle RFP and authorize republishing the RFP as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Goddu seconded the motion and clarified that the request stemmed from deficiencies in the submitted bids. One lacked the required specifications, while the other failed to include any pricing information.. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Request to Vacate July 17, 2025 Award and Republish RFP – Hay Tedder (approval)

Commissioner Tombarello moved to vacate the awarded proposal to MB Tractor & Equipment for the hay tedder RFP, which was approved on July 17, 2025, and authorize republishing the RFP as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Goddu seconded the motion. Commissioner Tombarello explained that MB Tractor and Equipment was awarded the rfp, but they could not deliver the hay tedder within the required timeframe. The equipment needed to be returned to the factory for modifications, which would have delayed delivery beyond 2025. There is a local vendor who has the equipment in stock and ready for use. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

- a. Exception Request, Qualifying Event, Benefits Administration – County Attorney's Office (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding qualifying event procedure and benefits administration for a County Attorney employee (P.S.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Exception Request, Accrued Time Cash Out Form Deadline – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding accrued time cash out form deadline for a Long Term Care Services employee (J.N.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle expressed general support for such exceptions within a 30-day limit, emphasizing that future requests beyond 30 days would be less likely to be approved unless there were compelling reasons. Ms. Kivikoski appreciated this guidance, noting it would help set expectations for staff. The discussion highlighted the need to balance flexibility with maintaining clear policies to avoid setting problematic precedents. Mr. Nickerson suggested allowing exceptions within seven days after returning from leave, but the consensus was to evaluate each case individually, with a general reluctance to approve exceptions beyond 30 days. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Years of Service Awards Event Invitation (approval)

Commissioner Tombarello moved to approve the Rockingham County 2025 Years of Service Award Event Invitation option number one. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the utilization of the Board of Commissioners electronic signatures for the invitation selected for the Rockingham County 2025 Years of Service Awards Event. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. HealthPRO Heritage Amendment to Therapy Services Agreement (approval)

Commissioner Tombarello moved to approve an amendment to the Therapy Services Agreement with HealthPRO Heritage Rehab & Fitness LLC, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that the amendment involves switching to a new fall management device that is more cost-effective and easier to move than the current equipment. The change is expected to provide both financial and operational benefits. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Grant Acceptance and Agreement: 2026-2027 Substance Abuse Reduction Initiative \$195,000 (approval)

Commissioner Tombarello moved to accept the award of the 2026-2027 Substance Abuse Enforcement Program Grant in the amount of \$195,000, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

The High Sheriff expressed appreciation for the recent grant award, stating that he and his department were honored to have their efforts in addressing the county's drug crisis recognized by the state. He emphasized that the funding would significantly support their ongoing initiatives and enhance their ability to combat substance abuse throughout Rockingham County.

Mr. Zabrowski announced an overnight water main tie-in scheduled to minimize disruption. He noted that a new grounds staff member was hired, and general operations are running smoothly.

Register of Deeds Cathy Stacey reported strong financial performance, with receipts and transfer taxes significantly above last year. She raised concerns about the building's front door being locked, citing public access issues and staff burden.

Senior Director Nickerson mentioned the completion of ARPA SLFRF grant filings and the SLFRF Recovery Plan Performance Report. They are also preparing for the upcoming visit from the auditors next week.

Senior Director Dja Konan provided updates on the dietary services transition, noting that staff and facilities feedback was being compiled into a summary document to be shared soon. She announced the completion of the new policy system's implementation phase, with staff training set to begin the following Monday. She also shared that the new Executive Director for assisted living is transitioning into the role with support from Ms. Mayall. Additionally, she thanked the facilities team for their coordination on the upcoming water main work and announced a September 17 training event covering dementia care, leadership, and mental health, open to staff and potentially families.

Senior Director Kivikoski shared that the ice cream truck made its debut the previous day and was well received by staff. She noted that the scoops were promptly stored for the overnight staff to enjoy as well. Additionally, she shared that the team is still reviewing bids for the electronic management system, with support from IT to ensure a thorough evaluation. She also announced the upcoming retirement of a key Gallagher representative and discussed preparations for the years of service awards.

Superintendent Jason Henry thanked facilities for ongoing renovations and mentioned that federal funding

cuts have created delays in audits but confirmed the department is continuing internal preparations. He also suggested inviting Hillsborough County's new superintendent to discuss potential collaboration on housing female inmates. The Board asked him to get it scheduled for an upcoming agenda.

F. New Business / Old Business

Senior Director Kivikoski reported on the transition from the previous MotivateMe system to Cigna's updated national platform. She explained that while the new system offers broader access and more features, it has presented some technical challenges, particularly around reward distribution and system limitations that cannot be customized locally. She noted that some issues have been resolved behind the scenes, but others remain, prompting her to prepare recommendations for adjustments to the program.

One proposed change is to allow all new hires access to the platform, regardless of their insurance status, as a way to promote wellness and engagement early on. She also shared data on participation and reward payouts from the previous year, indicating that actual costs were significantly lower than the potential maximums due to incomplete participation.

G. Public Comment

Joanne Carmody, the mother of a dietary department employee, raised concerns about unpaid earned time (PTO and vacation) for staff previously employed under Whitson's Culinary Group. She explained that employees were unable to use their accrued time due to staffing shortages and were later informed they would not be able to cash out the time they had on the books following the transition to a new vendor, Sodexo. Ms. Carmody emphasized the long-standing service and loyalty of affected employees and urged the Commissioners to intervene or apply pressure on Whitson's to resolve the issue.

The Commissioners expressed sympathy but clarified that the County has no legal authority over private vendors' employment practices. Commissioner Coyle explained that the vendor change followed a formal RFP process and that the County cannot dictate how a private company handles accrued benefits. Commissioner Tombarello noted that he had inquired about the financial impact, which was estimated at over \$100,000, and reiterated that the County has no budget line to cover vendor liabilities. He also offered to help Ms. Carmody connect with contacts from the previous vendor, Glendale.

Commissioner Goddu suggested that Ms. Carmody gather documentation from other affected employees to strengthen a potential claim with the Department of Labor. While the Commissioners acknowledged the unfairness of the situation, they emphasized that the appropriate course of action would be through legal or regulatory channels, not County intervention.

H. Commissioners' Nonpublic Session

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

Commissioner Tombarello moved to enter nonpublic session at 1:02 pm pursuant to NH RSA 91-A:3, II (a), personnel and (j) internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic Session at 2:08 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

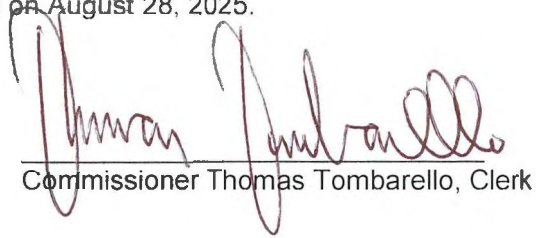
Commissioner Tombarello stated there were ten nonpublic sessions and moved to seal the nonpublic minutes of all ten indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu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

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 28, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

Thursday, August 7, 2025 @ 1:00 pm

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

Robin Bernier, IT Director
Chantal Dja Konan, Sr. Director, LTC
Jason Henry, Superintendent, DOC

Remote Attendance:

Pat Conway, County Attorney
Cathy Stacy, Register of Deeds

B. RFP Openings & Awards

1. Opening: Rehabilitation and Nursing Center Driscoll II Painting – Facilities Operations

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

C. Consent Agenda

Commissioner Tombarello moved to take last week's motion for approval of the July 3, 2025 nonpublic minutes from the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the July 3, 2025 SEIU Step II Grievance Hearing nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

1. July 3, 2025 Nonpublic Minutes (approval)

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

2. Agency Nursing Staff Report (informational)

Commissioner Coyle shared her enthusiasm about a recent surge in employee interest, attributed to newly signed contract rates. Ms. Hoyt reported that five or six new nursing staff were set to start in the next orientation, with seven more in the pipeline. Ms. Dja Konan added that interviews were underway for LNAs, including nursing students, and that agency supervisors were transitioning into permanent roles. The facility had already exceeded its annual hiring goal of 17 LNAs, reaching 26 hires with more in process. She also noted that recent orientations had included more house staff than agency workers, and feedback from new employees was overwhelmingly positive.

3. August 7, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the August 7, 2025 Accounts Payable list total of \$1,092,418.77. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu shared that he visited the Registry of Deeds to file a quit claim deed and praised the staff for their professionalism and kindness. He also highlighted a tour of the new county building, particularly the Registry of Deeds area. He expressed how impressed he is in the building's design and functionality, crediting the work of Jude Gates, her team, Harvey Construction, and Warrenstreet.

The discussion shifted to the date of the ribbon cutting ceremony and the time capsule. Commissioner Coyle suggested reaching out to schools as the academic year begins. Commissioner Goddu proposed involving fifth or sixth graders and possibly holding a contest for submissions. The group agreed to place a notice in local newspapers and on the county website to invite student participation. Commissioner Coyle offered to draft the outreach materials that week, aiming for a submission deadline around September 15. The winning students might be invited to the ribbon-cutting and given the honor of using the ceremonial scissors.

Commissioner Tombarello reported that he met with the Superintendent earlier, and Human Resources. He then shared memories of the early planning stages of the new municipal building and expressed amazement at the advanced technology, including fire safety curtains that deploy automatically.

Commissioner Coyle highlighted the thoughtful design of the county attorney's office, particularly its accommodations for victims and children. She praised the building as a forward-thinking investment designed to meet the county's needs for the next 50 years. Coyle commended Jude Gates and her team for their exceptional work and acknowledged Commissioner Tombarello's involvement since the project's inception in 2017. Ms. Gates credited Warren Street Architects and Harvey Construction for their collaborative and effective execution.

a. Amazon Business Account (discussion)

Mr. Nickerson explained the benefits of joining the Amazon Business program through the National Association of Counties, including free Prime accounts, discounted pricing, and potential cash rebates. The Commissioners supported the initiative.

b. WIPFLI Medicaid and Medicare Cost Reports Engagement Letters (approval)

Commissioner Tombarello moved to approve the WIPFLI Medicaid and Medicare Cost Report Engagement letters for the period ending June 30, 2025, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Human Resources – Alison Kivikoski, Senior Director

a. Cigna WellBeing Solution Program Amendment (approval)

Commissioner Tombarello moved to allow for all employees and their covered spouses to be eligible for Wellness rewards regardless of start date on the plan with no exclusions. Further, change to the "Wellness Cash option" for employees under the Cigna WellBeing Solution effective August 15, 2025, and authorize the Senior Director of Human Resources to sign any necessary documents to make this change, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Exception Request 7-3, New Appointment Rate – County Attorney's Office (approval)

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

c. Exception Request 7-11, Overtime – Department of Corrections (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-11; Overtime for a Department of Corrections employee (C.M.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Repurpose/Downgrade Position – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a repurpose/downgrade of one (1) full time Licensed Care Partner position to one (1) full time Personal Care Partner position effective August 10, 2025 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Bid Waiver Request, Mobility Works (approval)

Commissioner Tombarello moved to approve the Mobility Works Proposal & Bid Waiver Request in the amount of \$85,478 for the purchase of a wheelchair van to replace “Car 9”, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request, Clean O Rama (approval)

Commissioner Tombarello moved to approve the Clean O Rama Proposal & Bid Waiver Request in the amount of \$16,240 for the purchase of a Tomcat Rival Stand Up floor scrubber and accessories, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Cornerstone VNA Hospice Agreement (approval)

Commissioner Tombarello moved to approve the Cornerstone VNA Hospice Agreement for a term of one (1) year, with automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. IntelyCare Agreement Addendum (approval)

Commissioner Tombarello moved to approve the IntelyCare Agreement Addendum allowing the Assisted Living facility to be included in per diem staffing services, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Eugeria Care Inc., Tovertafel Subscription Renewal (approval)

Commissioner Tombarello moved to approve the Eugeria Care Inc., Tovertafel Lifetime Subscription, and additional year of warranty, for a total of \$6,650, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Ms. Hoyt reported on the second visit from the “Ice Cream Emergency” truck, which was a big hit among staff. This time, a couple of dogs joined the event, delighting everyone. She also announced that invitations for the upcoming Years of Service recognition event had been ordered, with RSVPs due by September 26.

Superintendent Jason Henry shared several updates, starting with the success of the facility’s therapy dog, Meatball, who had recently attended his first in-house STAR program session with inmates. The dog’s presence was a morale booster for both inmates and staff, who enjoyed greeting him daily. He also reported on recent renovations, including new flooring in the staff dining and locker room areas, and extensive painting throughout the administrative and inmate units. He noted that the jail population had recently peaked at 165 inmates, but had since dropped to 151.

Henry provided a staffing update with two new hires that had just started, and more in the pipeline. The department also implemented a new \$25 psychological screening tool, suggested by Hillsborough County, to better assess candidates and identify areas for development, especially among new supervisors. Promotions were also highlighted: several corporals and sergeants had been appointed, including two

individuals originally from Brazil, now serving in supervisory roles. A formal pinning and swearing-in ceremony was planned to recognize these achievements.

Senior Director Dja Konan shared that two RNs were among the six individuals starting orientation the following week, a significant win for staffing. She noted that the PBJ audit had been completed successfully, thanks to the finance team's efforts. The department was also navigating a dietary services transition and preparing for an anticipated state survey, expected soon based on the timing of last year's visit. Facility renovations were progressing, with plans to shift operations from D2 to B1 once final work on D1 was complete. She also announced a September 17 training event at the Hilton, open to staff and families, covering dementia, mental illness, and leadership topics. Additionally, she and HR were planning a job fair to capitalize on increased job-seeking activity as schools resumed.

County Attorney Conway announced that Deputy County Attorney Kristen Vartanian was leaving for a private law firm. John Mara, a long-serving lead attorney in the office, would be promoted to Deputy. Conway praised Mara's experience and character, expressing confidence in his leadership. She also mentioned two strong candidates recently interviewed for open positions, including one from Carroll County and another from the Plymouth area. The office was still short one legal assistant, with interviews ongoing.

Register of Deeds Cathy Stacey kept her update brief but heartfelt, thanking the commissioners for the ice cream event, which she said significantly boosted staff morale and made employees feel appreciated.

Senior Director Nickerson reported that auditors from Vachon Clukay & Company were on-site, a change from the remote audits of recent years. He also thanked the Board for approving the Medicaid and Medicare cost report engagement letters and shared that he had selected a candidate for the accounting analyst position. He then discussed the Purdue Pharma opioid settlement, which could bring the county an estimated \$800,000. However, he noted that participation required sign-off from multiple municipalities and subrecipients. Superintendent Henry added that the state was working to secure those approvals.

Ms. Bernier thanked the board for attending recent cybersecurity training and shared that a recording would be available for departments to use with new hires. She reported progress on IT setup for the new building, including coordination with FirstLight for internet and phone services. She also resolved an issue with resident phone billing, ensuring no long-distance charges would be passed on. A major equipment delivery had just arrived, and system changes were scheduled for early the following Wednesday to relocate key infrastructure to a more secure location.

Senior Director Gates delivered a comprehensive update on the new building. The elevators passed inspection, and furniture deliveries were underway. She proudly shared that the building scored 0.24 on a blower door test, well below the 0.4 standard, making it nearly LEED Platinum in energy efficiency. She also reported that lightning protection had been recertified for the nursing home and would soon be addressed at the jail. The county was seeing increased fees for dam inspections, and although state vehicle inspections were no longer mandatory, the county would maintain its high safety standards. She assured the Board that all vehicles would continue to be inspected and documented internally.

F. New Business / Old Business

1. Walk-In, Finance Office – Charles Nickerson, Senior Director
 - a. Purdue Direct Settlement (approval)

Commissioner Tombarello moved to approve the County's participation in the Purdue Direct Settlement, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

- a. Nonpublic session NH RSA 91-A:3, II (a) personnel
- 2. Department of Corrections – Superintendent Jason Henry
 - a. Nonpublic session NH RSA 91-A:3, II (a) personnel
- 3. Long Term Care Services – Chantal Dja Konan, Senior Director
 - a. Nonpublic session NH RSA 91-A:3, II (j) internal practices

Commissioner Tombarello moved to enter nonpublic session at 2:19 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (j) internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

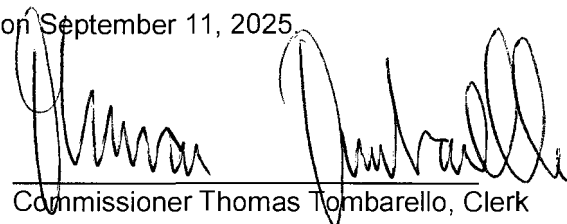
Commissioner Coyle announced there were eight nonpublic sessions and moved to seal the minutes of nonpublic sessions one, two, three, four, five, and seven indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and they don't have an end date for resolution. She then moved to seal the minutes of nonpublic sessions six and eight indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on September 11, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, August 14, 2025 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:05 pm.

1. Pledge of Allegiance

2. Attendance

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

Katie Casey, Asst. Director, Finance
Jason Henry, Superintendent, DOC
Joe Castanzo, Superintendent, DOC
Hillsborough County

Remote Attendance:

Pat Conway, County Attorney

B. RFP Openings & Awards

1. Opening: Asbestos Abatement/Ceiling – Facilities Operations

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

2. Opening: Atrium Re-Coat of Exterior Panels – Facilities Operations

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

3. Opening: Electric Utility Vehicle – Facilities Operations

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

4. Opening: Hay Tedder-Supply Only – Facilities Operations

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

5. Opening: FY 2026 Motorola Equipment – Sheriff's Office

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

6. Award: Champion Air Compressor – Facilities Operations

Commissioner Tombarello moved to award the proposal for Champion air compressor to Liftnow Automotive Equipment Corp. for an amount not to exceed \$9,559.40 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

7. Award: RCRNC Driscoll II Painting – Facilities Operations

Commissioner Tombarello moved to award the proposal for Driscoll II painting to Integrated Facilities Construction Corp. for an amount not to exceed \$14,700 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

8. Award: RCRNC Flooring – Facilities Operations

Commissioner Tombarello moved to award the proposal for flooring to two vendors; Cadieux's Flooring for the work to be done in the training room and on Driscoll II for an amount not to exceed \$113,524, and to Northeast Flooring Solutions for the work to be done in the Family Room for an amount not to exceed \$10,555 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. July 3, 2025 Grievance Hearing minutes and July 17, 2025 Minutes (approval)

Commissioner Tombarello moved to approve the July 3, 2025 public and nonpublic grievance hearing minutes, and the July 17, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

3. August 15, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,606,388.79 for the period ending August 9, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

There were no updates from the Commissioners.

b. Right-to-Know Request Form Update (discussion)

The Board agreed to approve the revised form, with the condition that the line requesting an email address be removed. Commissioner Goddu moved to adopt the revised Right-to-Know request form, as edited by Attorney Bedard, to serve as the official policy for Rockingham County. He further moved that the form be approved as presented, with the sole exception that an email address shall not be requested as part of the submission process. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Department of Corrections – Jason Henry, Superintendent

a. Hillsborough County Female Housing Contract Discussion with Superintendent Joe Costanzo

The Commissioners and Superintendents discussed the improved conditions and services at Hillsborough County, the benefits of resuming the housing arrangement for female inmates, and agreed on the need for a site visit before moving forward with a new agreement.

3. Human Resources – Alison Kivikoski, Senior Director

a. Repurpose/Downgrade – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a repurpose/downgrade for Long Term Care Services, repurposing one full time LNA to one full time Personal Care Parter effective August 24, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated August 4, 2025 to Easterseals for an additional client (D.S.) at an amount of \$80 per day for 2 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated June 27, 2025 to Easterseals for a current client (D.C.) for an additional day at \$80 per day, bringing the client up to 3 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. HealthPRO Heritage, LLC Employee Buyout and Release (approval)

Commissioner Tombarello moved to approve the HealthPRO Heritage, LLC employee buyout and release for M.G. and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Travel & Training Request, NHAC Conference (approval)

Commissioner Coyle moved to approve a travel & training request for a Long Term Care Services employee (J.G.), to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Monday, November 10, 2025 through Tuesday, November 11, 2025, at an estimated total cost of \$1,184.18, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Travel & Training Request, FSA Conference (approval)

Commissioner Tombarello moved to approve a travel & training request for a Long Term Care Services employee (K.M.), to attend the 12th Annual FSA Compliance Collaborative Conference to be held October 6-8, 2025 in Philadelphia, PA, at an estimated total cost of \$2,724 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Commissioner Coyle acknowledged that there were a significant number of walk-in items to address during the meeting. The Board decided to move through them as they go through Department Head Updates.

County Attorney Conway reported that the legal department recently conducted two jury trials, both handled by junior attorneys who performed exceptionally well and secured guilty verdicts, a result that made her very proud of their efforts. She also provided a brief staffing update and addressed concerns raised by legal assistants regarding security and workspace in the new county building, particularly issues related to access, cubicle arrangements, and privacy. To help alleviate concerns, she plans to share photos of the new cubicle setup once available.

Commissioner Coyle suggested that, given the range of perspectives and the importance of the issue, the board should schedule a separate roundtable meeting specifically to discuss security options and access policies for the new municipal building. She felt that addressing these concerns in a dedicated session, potentially including a walkthrough of the new space, would allow all relevant parties to share their input and help the Board reach a well-informed decision, rather than trying to resolve the matter during a regular Commissioners' meeting.

1. Walk-In Exception Request 7-3, New Appointment Rate – County Attorney's Office (approval)

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

Superintendent Henry noted that the academy had started that week with 15 recruits. He also mentioned upcoming Lieutenant affiliate and certification Board meetings, as well as hosting a work jail event.

Commissioner Coyle expressed concern that the county lacked a clear strategy for the use of opioid abatement settlement funds and emphasized the importance of succession planning as these funds are finite. Superintendent Henry explained that a significant portion of the original opioid settlement, \$2.2 million, had already been allocated to the jail for opioid-related initiatives, including the expansion of Prime Care services.

He noted that while some of the funds have been used for ongoing expenses, there is a need to eventually transition these costs back into the regular budget to extend the life of the settlement money.

Commissioner Goddu voiced concerns about relying on one-time funds for recurring expenses, and both he and Commissioner Coyle agreed on the necessity of developing a comprehensive, long-term strategy for managing the opioid settlement resources and planning for future budget impacts.

Ms. Mayall provided a census update and reported no current outbreaks, which was a positive sign given high community rates. She noted that the facility was in a survey window and fully prepared for an upcoming inspection. Ms. Mayall also detailed the planned move of residents from one unit to another, highlighting the extensive coordination among staff to ensure a smooth transition. She recognized the hard work of several team members involved in the process and mentioned a pet contest taking place in the facility. Finally, she informed the group that she would be available while Ms. Dja Konan was on vacation.

2. Walk-In Stipends Continuation Request (approval)

Commissioner Tombarello moved to pay a \$200 weekly stipend, prorated for part time and for employees that have had their rate adjusted to the new minimum rate, effective June 29, 2025 to benefits eligible probationary LNA, MNA, LPN or RN employees hired June 29, 2025 or earlier. Further, eligible employees must have hours worked in the workweek in order to receive the weekly stipend payments and the end date of the stipend for each employee will be the date prior to their end of probation date. Commissioner Goddu seconded the motion.

Commissioner Coyle explained that the stipend was to address an oversight that occurred after a new union contract, which unintentionally resulted in some probationary employees losing money. The stipend is to ensure these employees do not experience a reduction in pay, supporting both retention and recruitment efforts. She emphasized that this adjustment aligns with the Board's original intent and will help maintain morale among new staff members. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Walk-In Application for Certificate of Title (approval)

Commissioner Tombarello moved to authorize the Chair to sign the application for certificate of title and all related documents for the newly purchased Toyota Sienna minivan as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Walk-in Extension of Paid Administrative Leave (approval)

Commissioner Tombarello moved to approve a paid administrative leave effective August 13, 2025 for a Long Term Care Services employee (S.B.) as recommended by the Senior Director of Long Term Care Services, and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Casey reported that the auditors completed their on-site work for the FY24 audit and are now finalizing the remaining items at their office. She also noted that they are in the process of finalizing and submitting Medicaid cost reports, and that payroll operations had gone smoothly.

5. Walk-In A/P Warrant – Eversource (approval)

Commissioner Tombarello moved to approve the August 14, 2025 Accounts Payable warrant T260130 payable to Eversource in the amount of \$74,235.66 as recommended by the Senior Director of Facilities,

Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

6. Walk-In Participation Package for the National Opioid Settlement with Perdue (approval)

Commissioner Tombarello moved to accept the participation package for the national opioid settlements with Perdue and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Senior Director Gates reported that the team is preparing for the transition of residents to Driscoll One from Driscoll Two and provided an update on the HVAC projects for the Driscoll wing. Modifications to the nurse's station were in progress to enhance safety for residents. She noted that furniture was being delivered and set up in the new building, and that the RFP for moving services was about to be released, with a mandatory site visit included for bidders. She also mentioned that the final certificate of occupancy was pending a few remaining electrical inspections, which would take place after the dispatch equipment was installed. Based on current progress, she anticipated that the building would be ready for occupancy well into October but assured that this would not delay the planned ribbon cutting or time capsule events, as furnishings would be in place by then.

Senior Director Kivikoski reported that they were preparing for a large upcoming orientation, with fourteen new hires expected, most of whom would be joining long term care, along with two facilities staff. She anticipated another orientation session in two weeks due to continued hiring. Ms. Kivikoski also announced plans for a county-wide job fair to be held in the Hilton auditorium on September 24, inviting all division directors and elected officials to participate if they had open positions. She shared that preparations for the NHAC 50th anniversary conference were progressing well, with most sponsorships filled and a robust schedule of educational sessions planned. Additionally, she described coordination for the annual scarecrow contest, and plans for a quarterly newsletter that would include contributions from all the elected officials and division directors to be placed in the time capsule.

Ms. Mattila reminded everyone that annual reports are due at the end of the month.

F. New Business / Old Business

Commissioner Coyle mentioned requests from the public to get a tour of the new building when it opens. Ms. Gates stated she gets a lot of inquiries too but believes the Sheriff's department won't want their space included in the tour. They agreed to set up a date to take groups of the public through every 15 minutes for a two-hour block of time.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

1. Commissioners' Office – Kathryn Coyle, Chair
 - a. Nonpublic session NH RSA 91-A:3, II (c) reputation
2. Human Resources – Alison Kivikoski, Senior Director
 - a. Nonpublic session NH RSA 91-A:3, II (a) personnel

Commissioner Tombarello moved to enter nonpublic session at 2:29 pm pursuant to NH RSA 91-A:3, II (c), reputation and (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:59 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were seven nonpublic sessions. Commissioner Tombarello moved to seal the minutes of all the nonpublic sessions because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board.

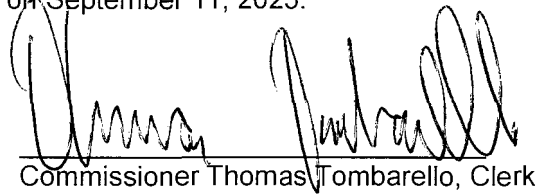
Commissioner Coyle added that they move to seal them indefinitely because there's no timeline on when the reputational impact will expire. Commissioner Tombarello stated that he adds that to his motion. Commissioner Goddu seconded the motion as amended. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on September 11, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, August 28, 2025 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 12:59 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Katie Kenyon, Records Management, HR
Jude Gates, Sr. Director, Fac. Op.
Robin Bernier, IT Director
Chantal Dja Konan, Sr. Director, LTC
Jason Henry, Superintendent, DOC
Jill Taylor-Senter, member of the public

Charlton Swazey, member of the public
Remote Attendance:
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Christine Bobek, AMDC Grant Coordinator
John Desharnais, member of the public
Mike Giampietro, member of the public
Eric Beniot, member of the public
"Samsung", member of the public
"Richard's iPhone", member of the public
"Justin.Lavino", member of the public

Commissioner Coyle moved to suspend the agenda and bring public comment to the front. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Public Comment Brought Forward (Item G.)

Jill Taylor-Senter, a member of the public, recounted how, back in June she had sent a letter requesting recognition for the Taylor family. There had been confusion about whether the Taylor family home was taken by eminent domain for a county building addition. To support her claim, Ms. Taylor-Senter brought along Charlton Swayze, an attorney who had been involved at the time, but before he became an attorney. Mr. Swayze, recalling events from decades ago, explained that the Taylor family had received a notice of intent for eminent domain. He had advised them on their options, but ultimately, the family negotiated directly with the county, avoiding court proceedings. This, he said, was why there was no official record of eminent domain. Commissioner Coyle and Commissioner Goddu probed further, asserting extensive research had been done at the Registry of Deeds, and they questioned the absence of a deed and the specifics of the negotiation. Ms. Taylor-Senter and Mr. Swayze alleged that a deed was signed in the early 1970s, but the details were lost to time. Ms. Taylor-Senter's main request was for some form of recognition for the Taylor family's contributions, perhaps a plaque or a room named in their honor. The Commissioners thanked Ms. Taylor-Senter and Mr. Swayze for their input and promised to discuss the matter further.

B. RFP Openings & Awards

1. Opening: Historical Book Restoration – Register of Deeds

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

2. Opening: RCRNC Fernald Chiller/Condenser Replacement – Facilities Operations

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

3. Opening: Motor Services Table-Top Tire Changer & Balancer – Facilities Operations

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

4. Award: Asbestos Abatement – Facilities Operations

Commissioner Tombarello moved to award the proposal for asbestos abatement to All State Abatement Professionals, Inc. for an amount not to exceed \$7,550, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Award: Electric Utility Vehicle – Facilities Operations

Commissioner Tombarello moved to award the proposal for electric utility vehicle to C2 Vehicles for an amount not to exceed \$36,193 with financing to be determined by the Senior Director of Finance, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

6. Award: Hay Tedder – Facilities Operations

Commissioner Tombarello moved to award the proposal for hay tedder to United Ag & Turf for an amount not to exceed \$12,850 as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

7. Award: Document Management System – Human Resources

Commissioner Tombarello moved to award the proposal for document management system to SymQuest for a three-year period, with an annual subscription fee of \$29,400 as well as a \$12,250 implementation cost in year one, and a 3% increase for the three-year period following the initial three-year agreement, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle raised concerns about committing to a three-year agreement with a new vendor, questioning whether the county would be able to exit the contract if the system did not meet expectations. Further discussion ensued. Commissioner Tombarello moved to table the award until the contract could be reviewed in detail, especially regarding liability and exit terms. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

8. Award: FY26 Dodge Durango Pursuit – Sheriff's Office

Commissioner Tombarello moved to award the proposal for Dodge Durango Pursuit to Central Auto Team of Raynham, MA for an amount not to exceed \$179,968 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

9. Award: FY26 Vehicle Upfit Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for FY26 vehicle upfit equipment to Adamson Industries of Haverhill, MA for an amount not to exceed \$46,980 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

10. Award: FY26 Motorola Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for Motorola equipment to 2-Way Communications Service, Inc. / Motorola Solutions for an amount not to exceed \$57,704.76, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle asked Ms. Bobek to speak regarding the NH Pilot Program Grant and provide her update.

NH Pilot Program Grant Update Brought Forward (Item D. 5. a.)

Christine Bobek provided an update on the pilot grant program, explaining that since December, 35 people had enrolled, with 26 currently active participants. She described the demographics, noting the age range and the fact that most participants came from Salem. Christine emphasized the value of transportation services funded by the grant, which had been especially helpful for families with working adult children. Commissioner Coyle highlighted the broader issue of public transportation in New Hampshire and suggested that the program's findings could inform future county initiatives, particularly regarding the use of adult medical day program funds to help transition or support participants after the grant's conclusion.

Commissioner Goddu asked what would happen to the 26 participants still in the program when the grant ends in December. Christine responded that the program directors were aware that funding would cease and that families would be notified accordingly. She expressed hope that some participants could transition to other resources but acknowledged the challenge.

Mr. Nickerson pointed out that individuals already certified for Medicaid could remain in the program, but transportation would remain a barrier. He suggested that the Commissioners allocate some of the county's adult medical day program funds specifically for transportation. Commissioner Goddu further inquired about the specific services participants were receiving and how these differed from existing county programs.

Christine and Ms. Dja Konan explained that the pilot program covered a range of needs, including transportation and day program costs, and that each family's situation was unique. Ms. Dja Konan clarified that the pilot program supported those who were Medicaid-pending or not yet certified, while the county's regular budget typically covered only the copay for those already on Medicaid.

Commissioner Coyle concluded that the county needed to proactively gather detailed information on each of the 26 participants, such as their Medicaid status and specific needs in order to plan for their continued support after the grant ends. The group agreed on the urgency of this task and the importance of addressing both transportation and funding gaps for vulnerable families.

C. Consent Agenda

1. July 24, 2025, July 31, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the July 24, 2025 and the July 31, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Commissioner Goddu asked to table the July 31st nonpublic minutes as he had not had a chance to review them. Commissioner Tombarello revised his motion to approve the July 24, 2025 public and nonpublic minutes and the July 31, 2025 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Primex CAP Agreement Ending (informational)

Ms. Kivikoski informed the Board that the Primex CAP (Capital Agreement Program) was ending, and Primex would no longer be offering the program after the current three-year contract expires. She noted that the county had not yet received information about future rates. Commissioner Coyle acknowledged the situation, stating that there was nothing the county could do but wait to see what the new rates would be.

3. HR Recruitment Report (informational)

Ms. Kivikoski reported positive progress on recruitment, noting that the county was already a third of the way toward its annual goal for hiring Licensed Nursing Assistants (LNAs) and that most facilities positions were nearly filled. Commissioner Goddu expressed appreciation for the new HR recruitment report format, highlighting its clear presentation of agency staffing percentages and total numbers, which allowed the commissioners to easily track progress and trends in staffing.

4. August 28, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the August 28, 2025 Accounts Payable list total of \$1,942,757.73. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. August 29, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,604,734.33 for the period ending August 23, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu provided an overview of his latest tour of the new building.

Commissioner Coyle congratulated Long Term Care and Facilities Maintenance for the completion of the State survey.

2. Facilities Operations – Jude Gates, Senior Director

a. Change Order Request – Nobis Group, \$17,800 (approval)

Commissioner Tombarello moved to approve a change order request for Nobis Group for an amount not to exceed \$17,800 for daily civil engineering oversight of the North Road driveway improvements as required by the NHDOT, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Change Order Request – Warrenstreet Architects, Inc., \$36,800 (approval)

Commissioner Tombarello moved to approve a change order request for Warrenstreet Architects, Inc. for an amount not to exceed \$36,800 to extend construction administration services until the completion of the new building project, anticipated for the end of October 2025, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Comcast Enterprise Services Master Services Agreement (MSA) (approval)

Commissioner Tombarello moved to approve the Comcast Enterprise Services Master Services Agreement for a term of thirty seven (37) months beginning August 28, 2025, for communications services at the new building for a monthly amount of \$1074.95 plus a one-time installation fee of \$299, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. American Express Rewards Points Use (discussion)

Mr. Nickerson asked to strike this from the agenda, and he will submit the agenda support when it is complete.

b. Calculation of the Allowance for Uncollectible Accounts as of 06/30/2025 (approval)

Commissioner Tombarello moved to approve an increase in the Long Term Care Allowance for Uncollectible Accounts to \$1,652,887.28 for June 30, 2025, as recommended by the Senior Director of Finance and the Senior Director of Long Term Care Services. This is an increase of \$12,636.60 compared to the June 30, 2024 balance of \$1,640,250.67. Commissioner Goddu seconded the motion. Mr. Nickerson and Ms. Dja Konan provided a detailed explanation. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the August 28, 2025 Accounts Payable warrant T260269 payable to Harvey Construction Corporation in the amount of \$3,527,291.01 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. TD Equipment Finance Inc. Capital Lease Proposal (approval)

Commissioner Tombarello moved to approve the TD Equipment Finance, Inc. capital lease proposal and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Lease Reimbursement Resolution (approval)

Commissioner Coyle read the resolution aloud.

RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF LEASE FINANCING FOR CERTAIN EQUIPMENT

The Board of Commissioners for the County of Rockingham, New Hampshire (the "County") has determined that it may be necessary or desirable to advance money to pay the costs of acquiring one (1) 2025 Toyota Sienna AWD van (collectively, the "Equipment").
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF ROCKINGHAM, NEW HAMPSHIRE:

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the costs of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$85,420. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Ride-Away Inc, d/b/a MobilityWorks (\$85,420 total).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on August 28, 2025. Commissioner Coyle moved to approve the resolution. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Draft Teamsters Local 633 MOU and Authorization to Present to Union (approval)

Commissioner Coyle explained that the draft Memorandum of Understanding (MOU) with Teamsters Local 633 was designed to allow supervisors at the Department of Corrections to take overtime shifts. She emphasized that the MOU would help avoid mandatory overtime for staff, making it a beneficial arrangement for both management and employees. The Board supported sending the draft to the union for signatures.

b. Exception Request 7-3, New Appointment Rate – Finance Office (approval)

This item was struck from the agenda.

c. Fall Wellness Activity – Scarecrow Contest (approval)

Commissioner Tombarello moved to utilize approximately \$800.00 from the County's wellness fund to purchase prizes and supplies for the Fall Wellness Activity - Scarecrow Contest in October. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. FY 2026 Per Diem Wage Schedule Revisions (approval)

Commissioner Tombarello moved to amend the FY 2026 Per Diem Wage Schedule effective August 28, 2025 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (H.D.) with County portion of all benefits to continue for the period August 25, 2025 through October 2, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

f. Independent Medical Examination Services Agreement (approval)

Commissioner Tombarello moved to approve the draft Professional Agreement for Dr. Albert Rielly for Independent Medical Examination services and if accepted, authorize the Chair to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

g. NHAC Conference Raffle Gift Basket (approval)

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to purchase items for the County gift basket entry in the NHAC raffle up to the approximate total amount of \$250. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

h. Travel & Training Request – Leading Age (approval)

Commissioner Tombarello moved to approve a travel & training request for a Human Resources employee (A.K.), to attend the Leading Age annual meeting in Boston, Massachusetts to be held November 2-5, 2025, at an estimated total cost of \$2,815, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. NH Pilot Program Grant Update (informational)

This presentation and discussion occurred after RFP openings and awards.

b. Regroup Mass Notification Subscription Agreement (approval)

Commissioner Tombarello moved to approve the Regroup Mass Notification Subscription Agreement for a term of one (1) year beginning August 28, 2025 at a cost of \$3,000, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Travel & Training Request – Leading Age (approval)

Commissioner Tombarello moved to approve a travel & training request for two Long Term Care Services employees (C.D.K. and K.D.), to attend the Leading Age annual meeting in Boston, Massachusetts to be held November 2-5, 2025, at an estimated total cost of \$2,815, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Travel & Training Request – Leading Age (approval)

Commissioner Tombarello moved to approve a travel & training request for two Assisted Living employees (J.C. and L.H.), to attend the Leading Age annual meeting in Boston, Massachusetts to be held November 2-5, 2025, at an estimated total cost of \$5,333.85, as recommended by the Senior Director of Long Term

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

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

a. Equitable Sharing Agreement and Certification (approval)

Commissioner Tombarello moved to approve the Fiscal Year 2026 Equitable Sharing Agreement and Certification, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Superintendent Jason Henry provided a census for the jail.

Senior Director Kivikoski announced she will be on vacation for the next two weeks.

Senior Director Dja Konan provided a census for Long Term Care and Assisted Living. She shared that a recent state survey had concluded, with surveyors offering high praise for the facility's cleanliness and the kindness and professionalism of the staff. Additionally, Ms. Dja Konan announced that two staff members, one from assisted living and one from the nursing home, had won New Hampshire Healthcare Association scholarships to advance their careers, and that a total of five staff members had received such recognition.

Senior Director Nickerson reported that audit work was ongoing, including financial statements and the completion of the MS-45 report for the Department of Revenue Administration. He noted that the county was projected to be \$446,000 under budget in its allocation for categorical assistance, attributing this to conservative budgeting and favorable claims experience. Mr. Nickerson also mentioned that another opioid abatement settlement involving secondary manufacturers was forthcoming, and he expected to bring details to the board for a vote in the near future.

Senior Director Gates reported that she had a walkthrough of the new building with the county attorney, her Deputy and Office Administrator, who were all pleased with the progress. She described preparations for the upcoming move, including evaluating which items would be relocated and which surplus items might be stored or disposed of. Ms. Gates highlighted ongoing challenges with water main issues, noting that unexpected lines and valves continued to be discovered, requiring careful coordination and short-term water shutdowns. She emphasized that all new findings were being thoroughly documented with GPS and drone photographs to aid future maintenance.

Ms. Gates also discussed the timeline for opening the new building, explaining that a certificate of occupancy may not be issued until ADA-compliant signage is installed and the electrical inspection is completed. She suggested that it might be more practical to move the opening date to November 1st. Commissioner Coyle agreed with the proposed adjustment, and they decided to tentatively plan for a November 1st opening, with a final decision to be made the following week.

F. New Business / Old Business

There were no items of new or old business presented or discussed.

G. Public Comment

There were no further public comments.

H. Commissioners' Nonpublic Session

1. Commissioners' Office – Kathryn Coyle, Chair

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

2. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 2:28 pm pursuant to NH RSA 91-A:3, II (c) reputation, and (a) personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:03 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Coyle stated sessions 1, 3, 4, and 6 are being sealed indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective, and sessions 2, and 5 are being sealed indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Tombarello said he would use what Commissioner Coyle said as his motion. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 3:05 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on September 25, 2025.



Commissioner Steven Goddu, Clerk



Rockingham County Commissioners

Meeting Minutes

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

Thursday, September 4, 2025 @ 2:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 2:02 pm.

1. Pledge of Allegiance

2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC
Jason Henry, Superintendent, DOC

Remote Attendance:

Damien, Preferred Movers
John Desharnais, member of the public
Phone # ending in 7677

B. RFP Openings & Awards

1. Opening: Floor Restoration, Delegation – Facilities Operations

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

2. Opening: Laundry Equipment Preventative Maintenance/Service Contract – Facilities Operations

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

3. Opening: Moving RFP-Deeds/County Attorney/Sheriff's Department – Facilities Operations

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

4. Opening: Sheriff Dispatch Computers – Facilities Operations/IT Services

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

C. Consent Agenda

1. July 31, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the July 31, 2025 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

3. September 4, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the September 4, 2025 Accounts Payable list total of \$3,632,036.70. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Coyle summarized a recent meeting about entry points for the new building, expressing appreciation for the work done by Ms. Gates and Ms. Bernier on the building's infrastructure, which made decision-making easier.

There were no other updates provided by the Commissioners.

E. Department Head Updates

Ms. Hoyt reported that preparations are currently underway for the upcoming county-wide job fair scheduled for September 24. She also noted that RSVPs for the Years of Service event are due by September 26. Additionally, scarecrow frames have been distributed to all departments, with the exception of the courthouse, which is scheduled to receive its delivery the following day. All completed frames are to be returned to Human Resources by October 3.

Superintendent Jason Henry provided a census update and reported that the Opioid Abatement Committee is scheduled to convene on Monday to review a request submitted by County Administrator Derek Ferland concerning the allocation of funds for medication-assisted treatment (MAT). The Superintendent also announced an upcoming academy graduation which he will serve as the master of ceremonies.

Commissioner Tombarello raised inquiries received from state representatives and requested an update on the U.S. Immigration and Customs Enforcement (ICE) agreement. Superintendent Henry reported that they (ICE) requested both a quality control plan and a staffing plan for medical services. The medical department is currently preparing the staffing plan, while Officer Warden, the Compliance and Risk Manager, is developing the quality control plan. He anticipates submitting the response to ICE the following week. He noted that defining a quality control plan has been challenging due to the absence of a consistent standard across correctional facilities. However, he emphasized that the process has been beneficial in helping the County document and audit existing procedures. Officer Warden has begun this effort by reviewing the County's use-of-force policies.

Senior Director Dja Konan announced a staff training on dementia scheduled for September 17, with three sessions covering dementia care, mental illness management, and leadership. The training would be available virtually and recorded for staff unable to attend. Ms. Dja Konan also mentioned preparations for Assisted Living Week, receipt of a 2567 form, and ongoing Alzheimer's fundraising initiatives, including a raffle and a "pie in the face" event. She shared a positive story about a resident with short recall excelling in a "Name That Tune" competition as part of the Senior Olympics.

Senior Director Nickerson reported that New Hampshire Association of Counties (NHAC) meetings would resume soon, with both an officers' meeting and an executive committee meeting scheduled. Legislative committee meetings are set to begin the following week. He provided an update on the opioid settlements. The County had received \$2 million in grants and nearly \$2.2 million in settlement funds designated for medication-assisted treatment (MAT). Superintendent Henry added that the County has submitted applications for reimbursement grants related to MAT expenses dating back to 2020. Mr. Nickerson concluded by noting that the next item under consideration would be the secondary manufacturer settlement, which he plans to present for approval and signature the following week.

Senior Director Gates discussed ongoing efforts to resolve radio communication problems for the fire department in the new building. Engineers were evaluating solutions, and options would be considered based on practicality and cost. Commissioner Tombarello suggested purchasing radios, but Ms. Gates explained that equipping all vehicles and departments would be more expensive than addressing the building's infrastructure. Ms. Gates added that it was too late to apply for a grant for this issue, but the team

was working with experts to find a solution. Ms. Gates also noted that a flooring RFP had been awarded, with work scheduled to start on September 22. She requested permission to reissue the painting RFP, which was granted.

F. New Business / Old Business

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

G. Public Comment

A question was raised about the HVAC RFP for the Fernald Building. Ms. Gates explained that three quotes had been received, but a recommendation had not yet been made due to discrepancies in the proposals.

H. Commissioners' Nonpublic Session

Commissioner Tombarello moved to enter nonpublic session at 2:28 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 2:41 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

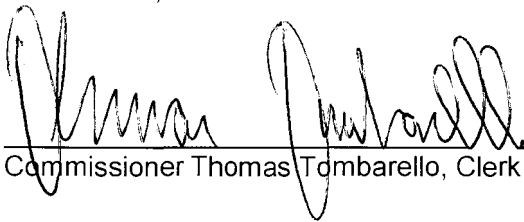
Commissioner Tombarello announced there were two nonpublic sessions and moved to seal the minutes for both sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu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

I. Adjourn

Commissioner Tombarello moved to adjourn at 2:42 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 9, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, September 11, 2025 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:02 pm.

1. Pledge of Allegiance

2. Attendance

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

Jason Henry, Superintendent, DOC

Remote Attendance:

Cathy Stacey, Register of Deeds
Jessica Lee, member of the public
John Desharnais, member of the public
"Charlie SMith", member of the public
Anthony Henderson, member of the public

Commissioner Coyle requested a moment of silence in recognition of the anniversary of September 11, as well as a recent national tragedy, and a loss within the Rockingham County community. She expressed heartfelt sympathies to families affected by these events.

B. RFP Openings & Awards

1. Award: Historical Book Restoration – Registry of Deeds

Commissioner Tombarello moved to award the proposal for Historical Book Restoration to Kofile Technologies, Inc. for an amount not to exceed \$96,291.50, and authorize the Chair to sign all necessary documents as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. August 7, 2025 and August 14, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the August 7, 2025 public and nonpublic minutes, and the August 14, 2025 public minutes. Commissioner Goddu seconded the motion and pointed out two typos for correction before posting. Voted 3-0 to approve the minutes with the noted corrections, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Agency Nursing Staff Report (informational)

Commissioner Coyle reviewed the encouraging news that the use of agency nursing staff is decreasing in direct proportion to successful hiring efforts. Ms. Dja Konan credited successful recruitment and orientation efforts, noting that recent orientation groups have been large and that more agency staff are choosing to join as permanent employees, especially following a new union agreement. Commissioner Coyle praised the strategy of offering buyouts to agency staff, which has helped retain experienced personnel and maintain continuity of care for residents.

3. Long Term Care Services Quarterly Compliance Committee Minutes (informational)

The Board reviewed the quarterly compliance committee minutes. Commissioner Goddu commended the thoroughness of the report, and Commissioner Coyle raised a question about some quality measures and requested a separate discussion with Ms. Dja Konan on the topic.

4. Surplus Equipment Request Pursuant to NH RSA 28:8-A: IT Department (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a list of miscellaneous broken computer equipment from the IT Department surplus with the item to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. September 12, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,632,634.39 for the period ending September 6, 2025. Commissioner Goddu seconded the motion. The Commissioners noted that this figure is in line with current tracking, though it is slightly higher than usual. Mr. Nickerson explained that the increase is due to a rise in the number of employees, which had been anticipated and is considered a positive development. Commissioner Coyle added that the increase is not substantial but is being monitored for trends and requested a breakdown of expenditures for agency staff versus in-house staff, with plans to conduct an internal quarter review at the beginning of October to analyze these trends further. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Tombarello shared feedback from a recent community meeting, noting strong public interest and enthusiasm about the new county building. Community members were impressed by features such as the solar installation and the overall scale of the project.

Commissioner Coyle echoed the excitement, highlighting key aspects of the facility, including expanded dispatch capabilities, improved community corrections spaces, and dedicated areas for the county attorney's office and victim support services. She emphasized the building's long-term value to the county and credited the project team for their effort and attention to detail.

2. Department of Corrections – Jason Henry, Superintendent

a. Chaplain Liability Insurance Quote (discussion)

Superintendent Henry requested approval to use budgeted funds to cover liability insurance for a new bilingual chaplain. He explained that the outgoing chaplain would assist with training the new hire. The insurance, which protects both the chaplain and the county, was quoted at \$1,200. Commissioners agreed on the importance of chaplain services in the correctional setting and supported the request. Commissioner Coyle noted that the contract should include a provision for insurance coverage and be brought back for formal approval.

3. Facilities Operations – Jude Gates, Senior Director

a. Bid Waiver Request, Optima Communications Systems, Inc. (approval)

Commissioner Tombarello moved to approve the Optima Communications Systems, Inc. Proposal & Bid Waiver Request in the amount of \$89,381.24 for communications in the new municipal building, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning, and IT, and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Finance Office – Charles Nickerson, Senior Director

a. Bid Waiver Request, Amazon (approval)

Commissioner Tombarello moved to approve the Amazon Bid Waiver Request in the amount of \$18,815 for the purchase of 67 televisions for the new building and authorize the Senior Director of Finance to utilize all of the County American Express points to cover approximately \$12,300 of the requested Bid Waiver amount, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Secondary Manufacturers Settlements Package (approval)

Commissioner Tombarello moved to approve the County's participation in the Secondary Manufacturers Settlement for opioid abatement funds and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion and requested a report on how funds have been spent emphasizing the importance of using the money for one-

time expenses rather than ongoing costs. Superintendent Henry and Mr. Nickerson confirmed that a report is in progress and strategic planning is underway for future use of the funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Human Resources – Alison Kivikoski, Senior Director

a. 2026 Amwins Renewal (approval)

Commissioner Tombarello moved to Approve AmWins continue as the Product Administrator for the Express Scripts Prescription Drug plans offered to Medicare-Eligible retirees at an approximate 5.6% increase to the rates and authorize the Chair to sign the AmWins renewal form. These plans are 100% retiree paid. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Exception Request 7-3, New Appointment Rate – Finance Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Finance Office employee (E.S.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Exception Request New Hire Bonus Payment Policy – Department of Corrections (approval)

Commissioner Tombarello moved to approve an exception request to the New Hire Bonus Payment Policy, for a Human Resources employee (E.V.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Exception Request Referral Bonus Payment Policy – Human Resources (approval)

Commissioner Tombarello moved to approve an exception request to the Referral Bonus Payment Policy, for a Department of Corrections employee (N.L.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Exception Request Referral Bonus Payment Policy – Long Term Care Services (approval)

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

f. General Leave Request – Department of Corrections (approval)

Commissioner Coyle moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period September 7, 2025 through October 11, 2025 as recommended by the Superintendent and the HR Manager. Commissioner Goddu seconded the motion. Commissioner Tombarello asked for further discussion in nonpublic session and moved to table the request. Commissioner Goddu seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

g. Staffing Agency Acquisition Acknowledgement & Acceptance (approval)

Commissioner Tombarello moved to acknowledge and agree to the assignment of ShiftMed, LLC. who acquired a current vendor, CareerStaff Unlimited, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Ms. Hoyt reported a relatively quiet week in the Human Resources department but noted significant upcoming activity. She shared that 16 new hires are scheduled to begin on September 22, necessitating a large orientation session to be held at the Hilton Auditorium. She also mentioned that she and another HR

employee have been working on reviewing the document management system agreement and following up on vendor references.

Superintendent Jason Henry reported an increase in female intakes, which is being managed through transfers and medical assessments. He highlighted ongoing recruitment efforts, crediting Dave Consentino for his proactive outreach and cold-calling approach that has led to successful hires. Officer Evans has been leading community work projects in various towns, including roofing, painting, and general maintenance. Superintendent Henry also mentioned a lighthearted donation from the Town of Raymond—a pallet of freeze pops—which will be distributed to departments for staff enjoyment. He announced an upcoming promotion ceremony on September 24 at 8:00 AM, where nine individuals will be honored, and the Commissioners were invited to attend.

On the opioid front, Henry shared that a recent meeting with a grant partner went well. The State Opioid Abatement Committee has allocated \$5 million to a partner organization to distribute small grants (up to \$75,000) more efficiently than the county could manage directly. The first round of grants, up to \$15,000, is expected to roll out by the end of October. The goal is to expedite the use of opioid abatement funds through partnerships with agencies like the Housing Authority.

Senior Director Dja Konan reported that Assisted Living Week was being celebrated with themed activities. A 9/11 remembrance ceremony was held outside the building that morning. She noted that the facility was finalizing a plan of correction which is due the next day and was preparing for the county job fair on September 24, which will be held in the evening to increase accessibility.

Ms. Dja Konan also shared updates on the Alzheimer's fundraiser. Over 30 staff members have volunteered to be "pied" as part of a lighthearted fundraising event. Residents will be the ones throwing the pies, turning it into a fun and engaging activity. The Commissioners acknowledged the seriousness of Alzheimer's and the importance of supporting the cause.

Senior Director Nickerson reported that the county had received its tax apportionment from the Department of Revenue Administration (DRA), and shared that the financial statement and Medicaid cost report audits were progressing well. Nickerson praised the success of the NHAC 50th Anniversary Conference sponsorship efforts, which exceeded the budgeted goal by \$40,000. Superintendent Henry credited their IT support liaison for compiling a comprehensive sponsorship spreadsheet and reaching out to nearly 100 potential sponsors. He also acknowledged Ms. Kivikoski and others for their contributions, noting that Rockingham County led the effort among all ten counties.

Mr. Nickerson mentioned that the solar array insurance policies would need to be renewed by the end of September and expected the cost to remain around \$12,000–\$13,000 annually. He then announced that a long-time payroll practitioner would be leaving for a private sector role. Commissioners expressed their appreciation for her service and wished her well.

Senior Director Gates reported steady progress on the new county building. Paving had been completed, and a new sidewalk was installed outside the facilities building. The team was working closely with the fire department to finalize antenna system requirements and determine whether a temporary certificate of occupancy could be issued. She expected proposals with time and cost implications to be available within a couple of weeks. She noted that the situation looked more promising than it had earlier in the week. Commissioner Coyle reminded everyone that \$800,000 remained in contingency funds, which could be used if needed. Gates praised the proactive work of Harvey Construction and the team in coordinating with the State Fire Marshal's Office.

F. New Business / Old Business

The Commissioners discussed potential dates for the ribbon cutting ceremony for the new building, tentatively targeting November 5–7. They agreed to wait for confirmation of a temporary certificate of occupancy before finalizing the date and inviting dignitaries.

Commissioner Coyle requested permission to use the new auditorium on December 5 for a police officer training event. She offered to follow the same facility use agreement as other groups and cover any

associated costs. The Commissioners supported the request and agreed to revisit policies regarding food service, cleaning, and facility use.

G. Public Comment

Jessica Lee, who had been disconnected due to a Zoom disruption, was called back by phone and allowed to speak. She expressed concerns about the handling of her sister's Involuntary Emergency Admission (IEA) at the county jail. The Commissioners thanked her for sharing her experience and acknowledged the seriousness of her concerns.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 2:22 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

Commissioner Coyle moved to bring the General Leave Request for the Department of Corrections off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period September 7, 2025 through October 11, 2025 as recommended by the Superintendent of the Department of Corrections and the HR Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

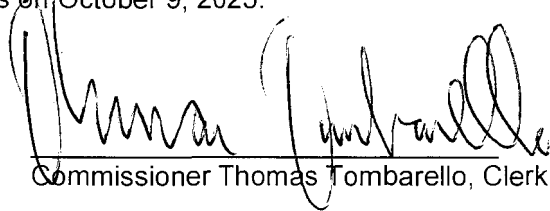
Commissioner Coyle stated there were 6 nonpublic sessions and moved to seal the minutes of nonpublic sessions 1 through 4 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and sessions 5 and 6 will not be sealed. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 9, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, September 18, 2025 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:02 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Julie Hoyt, HR Manager
Jude Gates, Sr. Director, Fac. Op.
Robin Bernier, IT Director

Chantal Dja Konan, Sr. Director, LTC
Jason Henry, Superintendent, DOC

Remote Attendance:

Commissioner Tom Tombarello
Cathy Stacey, Register of Deeds
Genai Lewis, member of the public

B. RFP Openings & Awards

1. Opening: Institutional Products/Linens – Facilities Operations

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

2. Opening: Desktops/Laptops – Facilities Operations/IT Services

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

3. Award: Atrium Re-Coat of Exterior Panels – Facilities Operations

Commissioner Goddu moved to award the proposal for atrium re-coat of exterior panels to Structures Unlimited for an amount not to exceed \$44,670, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

4. Award: Chiller-Condenser Replacement, Fernald Building – Facilities Operations

Commissioner Goddu moved to award the proposal for chiller-condenser replacement, Fernald Building to KPMB Enterprises, LLC for an amount not to exceed \$44,800, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

5. Award: Floor Restoration, Delegation – Facilities Operations

Commissioner Goddu moved to award the proposal for floor restoration, Delegation to Madison Flooring, LLC for an amount not to exceed \$3,140, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

6. Award: Laundry Equipment Preventative Maintenance and Service Contract – Facilities Operations

Commissioner Goddu moved to award the proposal for laundry equipment preventative maintenance and service contract to Tri-State Laundry Systems for the period of two Years beginning October 1, 2025 for \$125 per hour for service calls, \$170 per hour on holidays, and an annual amount of \$11,400 for the Rehabilitation and Nursing Center, and \$7,800 for the Department of Corrections, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

7. Award: Sheriff Dispatch Computers – Facilities Operations/IT Services

Commissioner Goddu moved to award the proposal for Sheriff dispatch computers to Connection for an amount not to exceed \$10,100, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Coyle seconded the motion. Commissioner Tombarello joined via telephone after the motion was made and was provided with the necessary context. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

8. Award: Table-Top Tire Changer & Balancer – Facilities Operations

Commissioner Goddu moved to award the proposal for table-top tire changer and balancer to Liftnow automotive Equipment Corp. for an amount not to exceed \$23,644, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. August 14, 2025 and August 28, 2025 Meeting minutes (approval)

Commissioner Goddu requested to exclude the August 28 non-public meeting minutes as he hadn't yet had time to read them and moved to approve the August 14, 2025 nonpublic minutes. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Coyle noted that \$5,700 had been spent in the first month. Commissioner Goddu encouraged more applications and hopes for additional facilities.

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

Commissioner Goddu moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 34 air mattresses from Long Term Care Services surplus with the items to be properly disposed of. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. September 18, 2025 Accounts Payable List (approval)

Commissioner Goddu moved to approve the September 18, 2025 Accounts Payable list total of \$1,989,269.63. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Tombarello shared highlights of his trip abroad.

2. Department of Corrections – Jason Henry, Superintendent

a. Chaplain Services Contract (approval)

Commissioner Goddu moved to approve the Chaplain Services contract, for a period of one year beginning October 1, 2025 with the option of a two year extension for an annual amount of \$37,000 and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Tombarello seconded the motion. Commissioner Coyle confirmed that her requested language change regarding "material breach" had been incorporated. Superintendent Henry affirmed the update. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Harvey Construction Warrant (approval)

Commissioner Goddu moved to approve the September 18, 2025 Accounts Payable warrant T260276 payable to Harvey Construction Corporation in the amount of \$1,328,930.14 as recommended by the

Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Tombarello seconded the motion. Mr. Nickerson explained that while the project was nearing completion, some necessary change orders had pushed costs over budget. However, he noted that the county remained under budget within the original Guaranteed Maximum Price (GMP) for the new building and that the overages were due to legitimate change orders. Commissioner Coyle praised the team's ability to secure alternative funding sources, such as grants, to cover some of these costs. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Operating Transfer to Capital Fund (approval)

Commissioner Goddu moved to approve an operating transfer from the opioid abatement fund to the capital fund for 50% of the access cost over the approved ARPA projects as recommended by the Senior Director of Finance. Commissioner Tombarello seconded the motion. Mr. Nickerson provided a detailed financial history, explaining that the original ARPA allocation was \$4.45 million, while the final project cost approached \$8 million. He emphasized that the opioid abatement funds were an appropriate and permissible source for this type of capital expenditure. Commissioners reiterated that the overages were tied to infrastructure improvements and not operational mismanagement of the new building. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Amwins Renewal Letters (approval)

Commissioner Goddu moved to approve the two Amwins Renewal letters and authorize the Chair to sign all necessary documents. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Exception Request 9-5 Bereavement Leave - Deeds (approval)

Commissioner Goddu moved to approve an exception request to Personnel Policy 9-5 Bereavement Leave, for a Registry of Deeds employee (J.G.). Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Ms. Hoyt reminded staff to RSVP for the upcoming Years of Service event and shared that 108 interviews were scheduled for the upcoming job fair.

Superintendent Jason Henry noted that legislative meetings had resumed. He also introduced Compliance Manager Jimmy Warden, who had begun auditing policies, starting with use-of-force procedures.

Senior Director Dja Konan provided a census update and highlighted recent staff training sessions on dementia and mental health, scholarship awards, and the expansion of the Alzheimer's fundraiser into a county-wide initiative. Environmental Services Week was recognized, and she announced a large orientation group of 14 new hires. She also mentioned new clinical partnerships in development.

Senior Director Nickerson reported receiving a draft Medicaid cost report and noted preparations for upcoming audits and grant filings. He praised HR's efforts in organizing the job fair and shared that candidates had already been identified for key roles in his department. He also discussed upcoming budget planning for the New Hampshire Association of Counties.

Ms. Bernier shared that her team was reviewing numerous job applications and preparing for Central Square Pro Suite training, which would replace the current jail management system.

Senior Director Gates reported that the new building was nearly complete, with artwork being installed and final touches underway.

Register of Deeds Cathy Stacey reported strong revenue from transfer tax stamps.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-In Staffing Agency Contract Buyout (approval)

Commissioner Goddu moved to approve the Fusion Medical Staffing LLC contract buyout for (L.A.) a full time, second shift Nursing Supervisor to be hired as Nursing Manager and authorize the Senior Director of Human Resources to sign the Fusion Medical Staffing LLC invoice. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

Genai Lewis, a Portsmouth resident, spoke against the proposed expansion of ICE detention beds in the Rockingham County jail.

H. Commissioners' Nonpublic Session

Commissioner Goddu moved to enter nonpublic session at 11:48 am pursuant to NH RSA 91-A:3, II (g), security. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 12:04 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

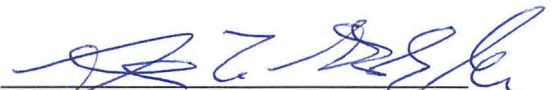
Commissioner Coyle stated there was one nonpublic session. Commissioner Goddu moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Coyle clarified that the appropriate reason was that it pertains to preparation or carrying out of actions regarding terrorism. Commissioner Goddu amended his motion accordingly. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Goddu moved to adjourn at 12:05 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 23, 2025.


Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, September 25, 2025 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:02 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Chantal Dja Konan, Sr. Director, LTC
James Warden, DOC

Many members of the public

Remote Attendance:

Jason Henry, Superintendent, DOC
Jude Gates, Sr. Director, Fac. Op.
Cathy Stacey, Register of Deeds
Several members of the public

B. RFP Openings & Awards

1. Opening: RCRNC Driscoll II Painting – Facilities Operations

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

C. Consent Agenda

1. August 28, 2025 Meeting minutes (approval)

Commissioner Coyle moved to approve the August 28, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

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

Commissioner Coyle noted that the county had spent nearly \$11,000 of its \$100,000 annual budget, indicating room to support more community members. Commissioner Goddu emphasized the county's willingness to support new adult daycare facilities.

3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Finance Office (approval)

Commissioner Coyle moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 21 Kronos InTouch 9000 Series timeclocks surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

4. September 26, 2025 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,631,382.15 for the period ending September 20, 2025. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

There were no updates provided by the Commissioners.

2. Human Resources – Alison Kivikoski, Senior Director

a. Exception Requests (two) 7-4, Wage Increase – Finance Office (approval)

Commissioner Coyle moved to approve two exception requests to Personnel Policy 7-4, wage increase for Finance Office employees (L.L. and A.T.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

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

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

Commissioner Coyle moved to approve an Adult Medical Day Care request dated September 18, 2025 to Easterseals for an additional client (W.(J)M.) at an amount of \$80 per day, two days per week as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

b. Ernest P. Barka Health Care License Update Application (approval)

Commissioner Coyle moved to approve the Ernest P. Barka Assisted Living updated license application and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services and the Executive Director of Assisted Living. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

c. Line Item Transfer (approval)

Commissioner Coyle moved to approve a line item transfer request in the amount of \$7,499, dated September 19, 2025, transferring from non-expendable equipment to expendable equipment and office supplies as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

E. Department Head Updates

Senior Director Nickerson mentioned ongoing financial audits, including the Medicare cost report, which required some adjustments related to fixed assets. He also shared positive news about their new accounting analyst who had started that week and was acclimating well to the county's financial ERP system. Additionally, Nickerson mentioned a delay in receiving lease documents from TD Equipment Finance for the Long Term Care Services van, but confirmed they had arrived that morning and he has them ready for approval.

Senior Director Dja Konan reported ongoing preparations for the skills fair, she provided updates on the recent job fair, which had a strong turnout despite a highway incident that delayed some attendees. Five candidates applied for environmental services roles, and there were promising applicants for nursing, assisted living, and life enrichment positions. Ms. Dja Konan also provided an update on the pie-throwing fundraiser to support the Alzheimer's Walk. Over 30 staff and all the Commissioners were participating, and the top three fundraisers would be "pied" by residents—unless they matched the donation amount to opt out.

Senior Director Kivikoski echoed the success of the job fair and emphasized that many attendees were exploring new career paths or entering the workforce directly from high school. Ms. Dja Konan added that the setup allowed applicants to complete applications on-site, which helped streamline the process. Ms. Kivikoski mentioned that seven job offers had already been extended that morning, with five or six more pending. She also reminded everyone about some upcoming events; the annual Years of Service celebration at Zorvino's on October 22, the scarecrow contest, with entries due by October 3, and the 50th Anniversary Conference of the New Hampshire Association of Counties, which has over 215 award recipients that will be attending, and they are nearly finalized in terms of educational sessions.

Senior Director Gates praised the job fair's effectiveness in attracting tradespeople. She provided an update on the new building, noting that while progress continued daily, they were still waiting on final pricing for the fire department's antenna system. Ms. Gates clarified that departments could not yet move items into the new building because they lacked a certificate of occupancy. The building had been locked down after unauthorized individuals entered, and insurance and safety protocols were still being finalized. She estimated the building would be ready by the end of October. She also mentioned that the time

capsule would be ready the following week. Flooring replacement was underway on Driscoll 2 and once complete, the next phase would involve installing new toilets, handrails, and painting.

Superintendent Jason Henry shared that PrimeCare's New York regional team was visiting to tour Rockingham County's Medicated Assisted Treatment (MAT) program. Rockingham was the second county in the U.S. to operate its own opioid treatment program (OTP) within a jail, including methadone administration and a 90-day in-house treatment program. Rockingham County's program had become a national model. He thanked HR for their support during the job fair. Additionally, the department had celebrated nine staff promotions the previous day, with families in attendance to witness promotions to corporal, sergeant, and lieutenant.

Register of Deeds Cathy Stacey reported that the Registry of Deeds was having a strong month in terms of revenue and consistent activity. She also mentioned that the legislative committee of the New Hampshire Association of Counties (NHAC) had begun reviewing bills, many of which could impact long-term care. She assured the Commissioners that updates would be provided as the legislative session progressed.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-In Exception Request 7-4, Wage Increase – Department of Corrections (approval)

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-4, wage increase for a Department of Corrections employee (J.W.). Commissioner Goddu raised concerns about the policy on banked hours and suggested a review. Ms. Kivikoski clarified the policy changes made in 2005 and 2007. The Commissioners decided to wait until next week when Commissioner Tombarello returns. Commissioner Goddu moved to table the motion. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor of tabling the Exception Request.

2. Department of Corrections – Jason Henry, Superintendent

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

Commissioner Coyle moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated September 24, 2025 transferring one inmate to Carroll County, as recommended by the Superintendent.

Commissioner Goddu raised concerns about departments not budgeting for paper and cleaning supplies in the new building. Commissioner Coyle suggested departments use their office supplies line and track usage to make accurate future budget. Ms. Gates confirmed a new supply contract would begin November 1, and departments would be able to order directly from the vendor.

3. Finance Office – Charles Nickerson, Senior Director

a. Walk-In TD Equipment Finance Lease Agreement (approval)

Commissioner Coyle moved to approve a 3-year capital lease with TD Equipment Finance, Inc. with payments totaling \$88,957.44 commencing September 30, 2025 and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

Before opening the floor to public comment, Commissioner Coyle initiated a conversation by acknowledging the significant public interest in the potential contract between Rockingham County and U.S. Immigration and Customs Enforcement (ICE) to house detainees at the county jail. She noted that many attendees were present specifically because of the ICE contract. She proposed that, should the contract come before the board, the commissioners should first hold a public hearing. Her rationale was to provide a formal and inclusive forum where community members could express their views before any decision was made. Commissioner Goddu said he was in favor of holding a public hearing.

Commissioner Coyle moved to schedule a special Commissioners' meeting that would include a public hearing and a subsequent vote, if and when the ICE contract is formally presented to the Board. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

G. Public Comment

There were many members of the public in attendance, both in person and via Zoom that were opposed to the County signing an agreement with ICE to house detainees. Each were given the opportunity to speak, and those that did were: Peg Aronian of Exeter, Kathleen Slover of Portsmouth, Klem Dickens of North Hampton, Linda Haskins of Exeter, Hannah Sorrow of Portsmouth, Brenda Berkal of Newmarket, June Fabre of Exeter, Eileen Lockheart of Exeter, Katie of Exeter, Sally of Lee, Sarah of Lee, Valerie Fagan of Rockingham County, John Cartie of Seabrook, Victoria Nypress of Dover, Laura Courier of Seabrook, Maura Fay of Exeter, Stephanie Marshall of Exeter, Judy Lamphere of Exeter, Bob Moore of East Kingston, Kirsten Hunter of Portsmouth, Catherine O'Kaisen of Portsmouth, Jo Jordan of Dover, Jimmy Pesto of Rockingham County, Nicole Ray of Portsmouth, Sarah Cornell of Portsmouth, David Holt of Somersworth, and Terry Ellen Carter of Strafford County.

Commissioner Coyle thanked the attendees and confirmed that a public hearing would be scheduled if the ICE contract came before the Board.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter nonpublic session at 12:40 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 1:13 pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

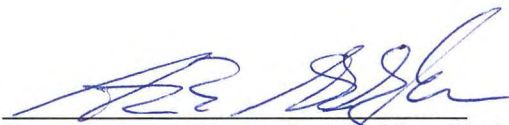
Commissioner Coyle stated there were 7 nonpublic sessions and moved to seal the minutes of all sessions indefinitely, with nonpublic session 1 because it relates to HIPPA, sessions 2, 3, and 5 because it is determined that divulgence of this information likely would render a proposed action ineffective, sessions 4, and 6 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and session 7 because it pertains to preparation or carrying out of actions regarding terrorism. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Goddu moved to adjourn at 1:15 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 23, 2025.



Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

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

Thursday, October 2, 2025 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:01 am.

1. Pledge of Allegiance

2. Attendance

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

Jason Henry, Superintendent, DOC
Chantal Dja Konan, Sr. Director, LTC

Remote Attendance:

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

B. Consent Agenda

1. September 4, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the September 4, 2025 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. October 2, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the October 2, 2025 Accounts Payable list total of \$4,270,530.70. Commissioner Goddu seconded the motion. Mr. Nickerson reviewed the large invoices with the Board. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu reported on a meeting with Chief Knutsen regarding the ALS service that is replacing services previously provided by Exeter Hospital. He explained the challenges of funding and sustainability, noting the Chief's interest in philanthropic support and potential county assistance. Commissioner Tombarello highlighted the Chief's request for approximately 1% of the county's budget and emphasized the need for a formal presentation.

Commissioner Tombarello expressed strong concerns about the recent public demonstration at the county building, particularly regarding inappropriate attire worn by a protester. He opposed the idea of a public hearing on the ICE contract, arguing it would only escalate tensions and create unnecessary spectacle. He emphasized that the commissioners are responsible for making decisions and that a public hearing would not change that.

Commissioner Coyle responded by defending the public hearing, stating it was important to hear from constituents, especially those unable to attend weekday meetings. She emphasized the need for transparency and community engagement. Commissioner Goddu supported public input but suggested setting clear time limits and structure to maintain decorum.

The commissioners agreed that a public hearing should only be scheduled once a formal ICE contract is available for review. They discussed the possibility of holding a special meeting for this purpose, separate from regular sessions.

b. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel and training request for the Board of Commissioners to attend the New Hampshire Association of Counties Conference to be held at the Omni Mount Washington Resort from Sunday, November 9, 2025 through Tuesday, November 11, 2025 at an

estimated total cost of \$4,332.29. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Urban County Status – Entitlement to CDBG Funding (defer)

Commissioner Tombarello moved to defer entitlement for Urban County status under the Community Development Block Grant Program for Fiscal Year 2026 and authorize the Chair to sign the response letter addressed to the Office of Community Planning and Development. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Exception Request 7-4, Wage Increase – Department of Corrections (approval)

Commissioner Tombarello moved to bring the exception request 7-4 for the Department of Corrections off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-4, wage increase for a Department of Corrections employee (J.W.). Commissioner Goddu seconded the motion and added that he initially objected to the high vacation payout but ultimately supported the exception due to the employee's long service and the rules in place. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Department of Corrections – Jason Henry, Superintendent

a. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel and training request for two Department of Corrections employees (J.H. and S.N.) to attend the Legal & Liability Risk Management Institute Conference to be held in Las Vegas, NV from Tuesday, December 2, 2025 through Thursday, December 4, 2025 at an estimated total cost of \$5,712.72, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Commissioner Coyle noted discrepancies in the departure date and estimated airfare and requested accurate numbers before approval. Commissioner Goddu moved to table the request until next week. Commissioner Tombarello seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Facilities Operations – Jude Gates, Senior Director

a. Bid Waiver Request, KPMB Enterprises, LLC (approval)

Commissioner Tombarello moved to approve the KPMG Enterprises, LLC Proposal & Bid Waiver Request in the amount of \$109,483 for the HVAC upgrades project in progress, for the addition of 68 replacement thermostats, wiring, programming and graphics in the Driscoll Building, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Ms. Gates explained that KPMG was already involved in the project, making a bid waiver appropriate. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Finance Office – Charles Nickerson, Senior Director

a. FY 2026 Intergovernmental Transfer Agreement (IGT) \$18,057,796 (approval)

Commissioner Tombarello moved to approve the Fiscal Year 2026 Intergovernmental Transfer Agreement (IGT) with NH DHHS for a net obligation of \$18,057,796 in accordance with RSA 167:18-a and Exhibit A of the agreement and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson clarified that this agreement enables the county to receive federal reimbursements and pro-share funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Human Resources – Alison Kivikoski, Senior Director

a. Proposed Revision to Sign-On Bonus Form (approval)

Commissioner Tombarello moved to approve a revision to the Sign-On Bonus forms for the positions of Laundry Aide, Housekeeper, LNA, LPN, RN, Shift Tech, Resident Care Supervisor, Personal Care Partner,

Licensed Care Partner and Chief Operator as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained the need for explicit language to avoid confusion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. University of New Hampshire Tuition Discount Partnership (discussion/informational)

Ms. Kivikoski introduced a UNH partnership offering a 20% tuition discount for employees and their families on online courses. The Commissioners expressed support, and Ms. Kivikoski will submit the agreement for next week's meeting.

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

e. FY 2026 Nurses' Salary Line Budget Review (informational)

Ms. Dja Konan reported that the nursing budget is slightly over due to orientation costs, but agency spending is down. Commissioner Coyle suggested a first-quarter review at the end of October. The team discussed progress in reducing overtime and improving staffing efficiency.

D. Department Head Updates

Register of Deeds Cathy Stacey reported a positive trend in revenue, noting increased activity in real estate closings. She expressed appreciation to Ms. Jude Gates for accommodating an impromptu visit from representatives of Fiddler, a vendor from Iowa. The visitors were given a tour of the new facility and were highly impressed by the infrastructure and layout. Ms. Stacey emphasized that the visit was unplanned but successful, and she thanked Ms. Gates for her flexibility and support.

Senior Director Nickerson noted that October is a particularly busy month due to the end of the fiscal quarter. He confirmed that the Medicaid cost report was submitted without issue. He also highlighted the positive impact of having a new accounting analyst on board who is adapting quickly and contributing effectively. Regarding staffing, Mr. Nickerson shared that interviews for a grant writer position, some of which stemmed from the recent job fair, were progressing well, with additional interviews scheduled for the following week.

Senior Director Gates reported that the job fair yielded strong candidates, including one for a grounds position and another for a shift tech role. Training is ongoing for building systems in the new facility, including HVAC, electrical systems, access control, and security cameras. Keys have been distributed, with most staff using fobs for access. The operations and maintenance contract for the solar array is under review by Primex, and insurance coverage has been confirmed, including an unusual clause for terrorism coverage. The AV network installation is scheduled to begin the following Monday. Ms. Gates also mentioned that she would deliver the empty time capsule next week for staff to begin filling. Regarding the move to the new building, she estimated it would begin the first week of November. Departments moving include the Registry of Deeds, County Attorney, and Sheriff's Office, each with unique logistical needs. The Driscoll 2 painting project is also progressing, with bids received and references being finalized. Additionally, she provided an update on the antenna installation, which will require two-hour fire-rated protection throughout the building. The cost is expected to be around \$47,000, less than initially feared.

Senior Director Kivikoski noted that the scarecrow contest entries were being collected and would be displayed the following Monday. The Years of Service event is scheduled for October 22, and outreach is ongoing to ensure all eligible employees are included. A special edition newsletter is being prepared for inclusion in the time capsule, featuring department highlights and limited to eight pages. Ms. Kivikoski reported that six new employees are scheduled for orientation on October 6, including an electrician, telecom technician, dispatcher, LPN, and RN. An additional 12 are expected on October 20, mostly from nursing and maintenance, plus four from the Department of Corrections. Many of these hires stemmed from the recent job fair, including LNAs, housekeepers, and maintenance staff. She emphasized the importance of per diem staff and the positive momentum in recruitment.

Senior Director Dja Konan provided a census and COVID-19 update with no residents being affected. She noted that while her department is slightly over budget due to orientation costs for new hires, agency staffing costs are down compared to the previous year. She highlighted success in converting agency staff to in-house roles and noted that large orientation groups are becoming more common. The annual skills

fair is underway with a theme of “Around the World,” focusing on cultural competency in care. Staff are receiving training on cultural differences in patient care, with creative displays and educational materials. She also promoted the Alzheimer’s fundraiser, including a pie-throwing contest that has generated excitement and donations. The top three vote-getters will be “pied” in a fun, community-building event.

Superintendent Jason Henry reported that the department is onboarding three correctional officers and a case manager. The new chaplain has started and is currently cross-training. She brings prior corrections experience and is integrating well. The facility currently houses 22 females, a notable increase. This trend is being monitored as it affects housing and staffing needs. Superintendent Henry praised the job fair for attracting candidates who explored multiple departments before choosing corrections, demonstrating the value of cross-departmental exposure.

E. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Years of Service Event Second Shift Request (approval)

Commissioner Tombarello moved to approve the second shift employees that choose to attend the Years of Service Event on October 22, 2025 to pay for their scheduled shift missed without having to utilize their accrued time as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

F. Public Comment

There were no public comments.

G. Commissioners’ Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 12:14 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit nonpublic session at 2:07 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

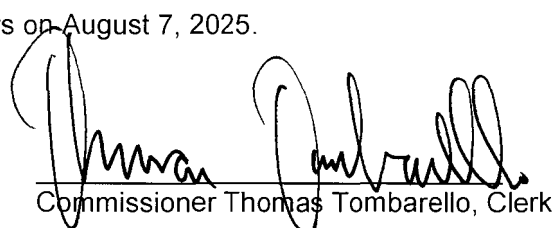
Commissioner Coyle stated there were 5 nonpublic sessions and moved to seal the minutes of nonpublic sessions 1, 3, 4, and 5 indefinitely because it is determined that divulgence of this information likely would adversely affect the reputation of an individual other than a member of this Board and they don’t have any conclusion. She then moved to seal the minutes of nonpublic session 2 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and they don’t have a firm date for resolution of the issue. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

H. Adjourn

Commissioner Tombarello moved to adjourn at 2:08 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 7, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, October 9, 2025 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:04 am.

1. Pledge of Allegiance

2. Attendance

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

Jason Henry, Superintendent, DOC
Kendra Mayall, Asst. Director, LTC
Chief Knutsen, Plaistow Fire Dept.

Remote Attendance:

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

B. RFP Openings & Awards

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

Commissioner Tombarello moved to authorize the Superintendent of the Department of Corrections to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Award: RCRNC Driscoll II Painting – Facilities Operations

Commissioner Tombarello moved to award the proposal for RCRNC Driscoll II Painting to Arch Painting, Inc. for an amount not to exceed \$13,860, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Award: Moving Services-Deeds, County Attorney, Sheriff's Department – Facilities Operations

Commissioner Tombarello moved to award the proposal for Moving Services for the Registry of Deeds, County Attorney's Office and the Sheriff's Department to Preferred Movers, LLC for an amount not to exceed \$25,000, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

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

Commissioner Tombarello moved to approve the September 4, 2025 public minutes and nonpublic minutes pertaining to security, and the September 11, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Agency Nursing Staff Report, September 2025 (informational)

Ms. Kivikoski reported 16 new hires starting next week, mostly nurses, with some staff for the Department of Corrections. She hopes to continue the event biannually. Commissioner Coyle praised the success of the recent job fair and supported a biannual job fair.

3. October 10, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,701,846.67 for the period ending October 4, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu shared his enthusiasm for the progress at the new building, noting its cleanliness and readiness for the upcoming ribbon cutting.

Commissioner Tombarello noted he assisted with scarecrow making and was impressed by the significant time and effort other departments invested.

b. Regional Paramedic Intercept Program (discussion)

Chief Knutson presented a comprehensive update on the regional paramedic intercept program. He explained the program was created in response to Beth Israel Hospital's decision to sunset the Exeter Paramedic Program, which had served 13 communities. The Seacoast Fire Chiefs collaborated to develop a sustainable solution, ultimately selecting a municipal model due to its cost-effectiveness and non-profit nature.

The program launched with support from Beth Israel and the Donner Foundation, expanding immediately to serve 18 communities, a 38% increase. The program provides advanced life support (ALS) services, including rapid sequence intubation, medication administration, and high-acuity interventions. In its first six months, the program responded to over 1,400 calls, administered 1,300+ medications, and performed 3,400+ interventions. It achieved return of spontaneous circulation in 11 of 16 cardiac arrest cases.

Chief Knutson emphasized the program's role in providing high-level clinical education, delivering over 4,200 student contact hours. He noted the program is not free but charges modest ALS fees (\$115 for ALS1, \$327 for ALS2) to offset costs. However, these fees only cover about 11% of the total budget, with the majority of costs stemming from maintaining readiness and staffing.

Commissioners discussed the funding challenges, particularly the difficulty of securing multi-year commitments from towns due to RSA limitations. Commissioner Coyle raised concerns about asking towns not using the service to contribute financially. Chief Knutson responded that the service benefits all residents and travelers in the region, and future initiatives such as mass casualty response and prehospital blood delivery would expand its value.

Commissioner Goddu strongly supported town participation and suggested the county consider partial funding to stabilize the program. Commissioner Tombarello and others echoed concerns about sustainability and the need for a hybrid funding model. Chief Knutson requested \$1.8 million for FY2026 to add a third paramedic vehicle and \$2.6 million for FY2027 to fully fund the program.

Christopher Roosevelt, representing the William H. Donner Foundation and a resident of Newfields, spoke in strong support of the regional paramedic intercept program. He emphasized that advanced life support (ALS) is an essential service that should be available to all Rockingham County residents, not just those in towns currently participating. Roosevelt argued that the County, not just individual towns should help fund the program, particularly the "readiness" component, which ensures paramedics are available 24/7.

He warned that relying solely on town-by-town funding creates instability, as local budgets and leadership change frequently. Roosevelt noted that if the County does not step in, the program could collapse, forcing towns to rely on private or nonprofit providers, which has proven unsustainable in other regions. He estimated that County-wide funding would cost about \$9 per resident annually and urged the Commissioners to consider this modest investment to ensure long-term access to life-saving services.

c. Use of Facility Policy and License Agreement for Amphitheater (discussion)

The Commissioners discussed updating the County's Facilities Use Agreement in preparation for the opening of the new County building. Commissioner Goddu noted that the existing agreement, originally drafted with the anticipation of the new facility, now needed revisions to reflect the availability of multiple venues. He suggested possibly removing the Hilton from public use due to its proximity to the nursing home.

Commissioner Tombarello raised concerns about after-hours access, prompting a broader conversation about staffing and security. Commissioner Coyle proposed adding a fee for events held outside regular business hours to cover the cost of personnel needed to unlock, monitor, and secure the building.

The Board also debated the policy on firearms. While the current agreement prohibits them, Commissioner Goddu questioned whether this was appropriate given New Hampshire's constitutional carry laws. Ms. Stacey strongly opposed allowing firearms, citing safety concerns and the lack of security infrastructure.

Liability insurance requirements were also reviewed. While the agreement currently requires a \$1 million certificate of insurance, the Board discussed offering alternatives such as waivers or indemnification clauses for smaller groups that may not carry such coverage.

Finally, Ms. Mattila was designated as the primary point of contact for scheduling the new building's auditorium and the Lobby Conference Room.

2. Department of Corrections – Jason Henry, Superintendent

a. Travel & Training Request, Updated (approval)

Commissioner Goddu stepped out of the conference room briefly. Commissioner Tombarello moved to bring the Travel & Training Request for the Department of Corrections off the table. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a travel and training request for two Department of Corrections employees (J.H. and S.N.) to attend the Legal & Liability Risk Management Institute Conference to be held in Las Vegas, NV from Tuesday, December 2, 2025 through Thursday, December 4, 2025 at an estimated total cost of \$4,275.04, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Line Item Transfers - 2 (approval)

Commissioner Tombarello moved to approve a line item transfer request dated October 6, 2025, in the amount of \$446,000, transferring from Intermediate Nursing Care/NF to Capital Improvements as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request dated October 6, 2025, in the amount of \$16,435, transferring from Legal to Courthouse Lease Payments as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

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

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

b. University of New Hampshire Tuition Discount Partnership Program and MOU (approval)

Commissioner Tombarello moved to approve the Partnership Program with the University of New Hampshire and authorize the chair to sign the Memorandum of Understanding, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Register of Deeds Cathy Stacey thanked staff for flu shot coordination, and she also thanked Ms. Kivikoski for addressing concerns about the gym in the new building, which initially appeared to be outfitted primarily for male users with heavy weight equipment. She reported on a recent legislative session regarding a retained bill and shared that a special joint facilities committee at the State House was meeting in non-public sessions to address growing security concerns. She also mentioned a proposed bill that would

restructure school administration statewide by eliminating SAUs and creating a county-level superintendent system. She voiced strong opposition to this idea, citing the administrative burden and inefficiency it would create. Regarding her department's move to the new building, Ms. Stacey stated that she was targeting the week of November 16 for relocation. She also requested that any conference rooms on her floor in the new building be scheduled through her office to ensure proper oversight and cleanliness, as her staff would not be responsible for post-use cleanup.

Assistant Director, Ms. Mayall provided a census and COVID-19 update.

Senior Director Kivikoski confirmed that the scarecrow displays were up and that voting would be conducted via QR code. Assisted living residents and long-term care staff would also participate in the voting process. Regarding the gym in the new building, the current setup was based on recommendations from the Sheriff's Office. She acknowledged the need for more inclusive equipment and planned to relocate some machines from the existing gym. She also proposed surveying staff to determine what additional equipment might be useful. Additionally, she reported progress on the document management system project with vendor Square 9 and also confirmed that preparations for the upcoming Years of Service celebration were underway and on schedule.

Senior Director Gates reported that her team was actively preparing for the heating season by cycling heat pumps and performing preventive maintenance. Regarding the new building, she stated that they were aiming to apply for a temporary certificate of occupancy for November 1. She confirmed that the final change order for the fire alarm system was approximately \$108,000, which would extend Harvey's presence on-site but included some cost-saving contributions from the contractor. Ms. Gates also mentioned that training for her staff on building automation and card access systems was ongoing. She was coordinating with the moving company to stagger departmental relocations over several weeks, with the Sheriff's Department scheduled last. Finally, she shared that Brentwood Fire Chief Joe Bird, a long-time supporter of the County, was retiring and would be honored with a ceremonial ride past the nursing home on October 30. She encouraged staff and residents to come out and wave goodbye.

Superintendent Jason Henry provided an update on the transition to the Central Square jail management system. Staff training was underway, with full implementation expected before December. Henry also announced that retired Chief Goldstein, a nationally recognized expert in mental health for first responders, would be speaking at the next divisional meeting. The presentation would focus on mental health awareness and training for law enforcement personnel. He praised the recent installation of new security cameras and guard tour systems, which have improved oversight and reduced reliance on paper logs. He thanked Jude Gates and Robin for their support in implementing these upgrades and noted that additional improvements, including door replacements and fire suppression systems, were forthcoming.

Senior Director Nickerson reported that his department was engaged in extensive quarterly reporting, including budget reviews and updates on internal service funds, capital projects, and grant expenditures. Nickerson also attended the kickoff meeting for the state's Granite Shield initiative, now funded through the opioid abatement trust. He noted that departments participating in the program would need to track drug-related expenditures more closely. He confirmed that the County was preparing to close out the ERA2 (Emergency Rental Assistance) program, with some unspent funds being returned due to voided or unclaimed checks. He expressed relief at the program's conclusion and noted that most of the allocated funds had been successfully distributed.

F. New Business / Old Business

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

a. Walk-in Long Term Care Services License Renewal Application (approval)

Commissioner Coyle moved to approve the application for the renewal of the Residential Health Care and Special Health Care Services license for Rockingham County, commencing January 1, 2026, expiring on December 31, 2025 with Chantal Dja Konan as the Administrator and Dr. Christine as the Medical Director, as recommended by the Administrator of Long Term Care Services.

Commissioner Goddu clarified that the expiration should be 2026. Commissioner Coyle amended the motion for December 31, 2026 expiration, and to authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

1. Commissioners' Office – Kathryn Coyle, Chair

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

2. Human Resources – Alison Kivikoski, Senior Director

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

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

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

Commissioner Tombarello moved to enter nonpublic session at 1:04 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (j), internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:15 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were 3 nonpublic sessions. Commissioner Tombarello moved to seal the minutes of nonpublic session 2 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and sessions 1 and 3 would render a proposed action ineffective.

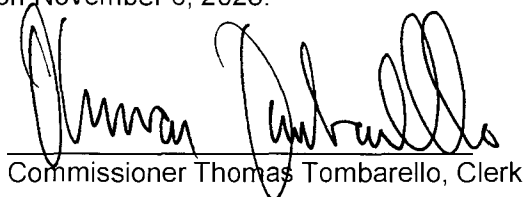
Commissioner Coyle clarified that session 1 is sealed indefinitely because it could render a proposed action ineffective and they don't have a timeline for that action. Session 2 is sealed indefinitely because it would affect adversely the reputation of any person other than a member of this Board and the impact is ongoing. Session 3 will not be sealed. Commissioner Goddu seconded the motion as clarified. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Goddu moved to adjourn at 2:17 pm. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

Thursday, October 15, 2025 @ 11:15 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:33 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu

Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance

B. Consent Agenda

1. October 16, 2025 Accounts Payable List (approval)

Commissioner Goddu moved to approve the October 16, 2025 Accounts Payable list total of \$2,605,829.16. Commissioner Coyle seconded the motion. Mr. Nickerson provided a breakdown of the major costs including \$525,000 for the first Sodexo invoice for FY 2026, \$276,000 for the NFQA (bed tax), \$125,000 contingent grant for wastewater treatment upgrades, \$370,000 contingent grant for a new system, Central Square, at the Sheriff's Office, and nearly \$200,000 for Prime Care contracted medical services. Sodexo invoices were noted to be significantly lower than previous Glendale invoices, with \$105,000 attributed to one-time emergency stock and opening inventory. Voted 2-0, Commissioners Goddu, and Coyle in favor.

C. Reports

1. Finance Office – Charles Nickerson, Senior Director

a. Harvey Construction A/P Warrant (approval)

Commissioner Goddu moved to approve the October 16, 2025 Accounts Payable warrant T260430 payable to Harvey Construction Corporation in the amount of \$847,085.30 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Coyle seconded the motion. Mr. Nickerson noted that decreasing invoice amounts indicate the project is nearing completion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

b. Line Item Transfer, Long Term Care Services (approval)

Commissioner Goddu moved to approve a line item transfer request dated October 6, 2025 transferring \$15,185 from 11701000-53501 dietary expendable to 11701000-53522 dietary expendable, \$1,316 from 11702000-53501 nursing expendable to 11702000-53522 nursing expendable, and \$19,000 from 11706000-53501 environmental expendable to 11706000-53522 environmental expendable, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Mr. Nickerson explained that this adjustment was necessary due to a change with new FY26 budget codes for Medicaid reporting. Voted 2-0, Commissioners Goddu, and Coyle in favor.

D. Public Comment

No public comments were received.

Adjourn

Commissioner Goddu moved to adjourn at 11:41 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 4, 2025.

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

Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

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

Thursday, October 23, 2025 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:00 am.

1. Pledge of Allegiance

2. Attendance

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

Sodexo Management, two members

Remote Attendance:

Pat Conway, County Attorney
Cathy Stacey, Register of Deeds
Becky Burns, Asst. Register of Deeds
Mike Cochi, member of the public
Zoom user, resident of Exeter
Annette Mackail, member of the public
Samsung SM-S92..., member of the public

B. RFP Openings & Awards

1. Opening: Fire Alarm Testing – Facilities Operations

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

2. Opening: Convection Oven, Gas – Long Term Care Services

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

3. Award: Institutional Products/Linens – Facilities Operations

Commissioner Tombarello moved to award the proposals for institutional products and linens to the following vendors for a two-year term ending September 30, 2027 as recommended by the Senior Director of Facilities, Planning and IT. Standard Textile for Environmental Services supplies, for an amount not to exceed \$25,165 annually. Bob Barker for Department of Corrections supplies, for an amount not to exceed \$14,500 annually. Victory Supply for Department of Corrections supplies, for an amount not to exceed \$5,000 annually. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Award & Contract Approval: Document Management System – Human Resources

Commissioner Tombarello moved to award the proposal for document management system to Square 9 Softworks and SymQuest Group, Inc. for a three-year term, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the contract with Square 9 Softworks and SymQuest Group, Inc. for a three-year term that includes an annual subscription fee of \$29,400, a one-time implementation cost of \$12,250 in the first year, and a 3% annual increase starting at year four, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. September 18, 2025 and September 25, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the September 18, 2025 and the September 25, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Rock Rimmon Coop Water Infrastructure Community Development Block Grant Time Extension Request (approval)

Commissioner Tombarello moved to approve a time extension request to the Community Development Block Grant, Rock Rimmon Coop Water Infrastructure with a new completion date of August 1, 2026, as requested by CSA Environmental Consultants, LLC, and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. October 24, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,655,351.26 for the period ending October 18, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu shared highlights from the recent Years of Service Awards Event, which honored employees with 5 to 35 years of service. Commissioner Coyle echoed the sentiment, noting the event's success and the dedication of long-serving staff. The Commissioners expressed appreciation to Human Resources for organizing the event.

b. Sodexo Food Services (discussion)

The Board engaged in a detailed discussion with Sodexo representatives regarding catering services for meetings and events hosted at the county complex. Topics included cost allocation by department, approval workflows, internal vs. external pricing, and menu standardization. The Commissioners agreed that internal events should be billed at cost, while external events should include a markup to cover labor and overhead costs. The Board also discussed logistics for food delivery to the new building and the use of existing resources like the food van. Sodexo committed to developing a proposal and menu options for review.

2. Department of Corrections – Jason Henry, Superintendent

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

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

3. Finance Office – Charles Nickerson, Senior Director

a. Sodexo Off-Cycle A/P Warrants (approval)

Commissioner Tombarello moved to approve the October 24, 2025 Accounts Payable warrant T260460 payable to Sodexo for a total amount of \$48,804.17 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Courthouse Lease Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the October 24, 2025 Accounts Payable warrant T260007 payable to the State of NH Department of Administrative Services for the month of November leased space in the County Courthouse, in the amount of \$16,194.09 as recommended by the Senior Director of

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

4. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-3, New Appointment Rate – Facilities Operations (approval)

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

b. General Leave Request – Department of Corrections (approval)

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period of October 14, 2025 through November 8, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. General Leave Request – Facilities Operations (struck from the agenda)

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

a. Harmony Health Care Institute Nursing Education Clinical Affiliation Agreement (approval)

Commissioner Tombarello moved to approve the Harmony Health Care Institute Nursing Education Clinical Affiliation Agreement effective on the day of execution of the agreement with automatic annual renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

County Attorney Conway reported a surge in criminal cases due to rising countywide crime. She recently visited Kingston and Derry Police Departments to assist with child exploitation investigations. Two major jury trials are underway: one involving a mother convicted of giving drugs to her son, and another, a high-profile negligent homicide case in Portsmouth where a young man died after a parking garage fall. Three assistant attorneys and a victim advocate are assigned to the latter, expected to last a couple of weeks. Ms. Conway also met with Facilities and IT to finalize office plans for the upcoming move and thanked Ms. Gates and Ms. Bernier for their support. A workspace diagram will be shared with her staff soon.

Register of Deeds Cathy Stacey reported a busy period, highlighted by a major airport property sale generating over \$500,000 in transfer tax revenue. Her team, including Becky and Bonnie, worked with Facilities and IT to finalize office setup and plan key Registry spaces in the new building. Ms. Stacey expressed enthusiasm for the move and appreciation for the Facilities team's support.

Senior Director Gates shared several key updates. She announced Fire Chief Bird's retirement, with a reception Monday and a ceremonial "drive home" Thursday. Preparations for the new building move are progressing, with staff feeling both excited and anxious. Ms. Bernier was praised for coordinating logistics. The temporary certificate of occupancy inspection is set for October 30, pending ADA signage and bi-directional antenna system (BDA) installation, which is underway at a cost of \$108,000.

Ms. Gates also noted the solar maintenance contract is nearly finalized, and will include the ability to monitor performance on the County website. She shared that the Building Oversight Committee had recently toured the new building and was impressed by the progress and quality of the facility. The jail chiller is being replaced, and HVAC work in the Driscoll and Mitchell buildings is ongoing. As far as delivery of Sodexo catering, Ms. Gates confirmed that the new building lacked a loading dock, but the Department of Corrections food van has a lift gate that could be used for deliveries through the County Attorney's entrance. Superintendent Henry offered to coordinate deliveries as needed.

Assistant Director Katie Casey reported that tax bills had been successfully mailed earlier in the week. She noted that payroll had been processed without issue. Ms. Casey described operations as “business as usual” and had no additional items to report.

Senior Director Dja Konan provided a detailed report on census, events, and regulatory matters. There were no active outbreaks to report. She shared that the facility was in the midst of its annual skills fair, themed “Around the World,” with each table representing a different country. Ms. Dja Konan also mentioned a raffle was underway with prizes donated by local businesses, noting that Commissioner Coyle’s parking spot was the most popular prize. Winners would be announced the following Monday. Due to the federal shutdown, CMS documents were faxed instead of submitted online, possibly delaying Medicaid/Medicare payments. Review of the assisted living survey is also on hold. Finally, Ms. Dja Konan reminded everyone of the upcoming Alzheimer’s Walk at Pierce Island.

Superintendent Henry provided updates on the department’s transition to the Central Square jail management system, upcoming mental health and CIT (Crisis Intervention Team) training, and the launch of a new supervisor training academy in partnership with Primex.

Senior Director Kivikoski reminded attendees that the Halloween scarecrow contest ends October 30, with winners announced on Halloween. She thanked the Board for their support. As NHAC conference co-chair, she’s coordinating key events and will assist with setup Sunday. A mental health workshop, prioritized by the HR affiliate group, will be held at the conference. She also reminded department heads to submit bios and photos for the time capsule.

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director

a. Walk-In – Chubb Commercial Insurance Off-Cycle A/P Warrants (approval)

Commissioner Tombarello moved to approve the October 24, 2025 Accounts Payable warrant T260484 payable to Chubb for a total amount of \$8,575 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

The Commissioners finalized plans for the ribbon cutting ceremony for the new building, scheduled for November 7, 2025, at 11:00 AM. PrimeCare offered to cater the event at no cost. Invitations will be sent to the Delegation, certain former state representatives, representatives from Harvey Construction and Warrenstreet Architects. The event will be open to the public and posted on the County website. The Board discussed logistics, including limiting tours to the front vestibule and auditorium due to ongoing move-in activities.

Commissioner Goddu expressed a desire to encourage more in-person attendance at Board of Commissioners meetings once they transition to the new building, and proposed implementing a pre-registration process for Zoom access. It would help manage attendance and enhance Zoom security. The Board agreed to move forward with the suggested Zoom enhance security measures for future meetings in the new Municipal Building.

Commissioner Goddu introduced a funding request from Silverthorne Adult Day Center in the amount of \$44,400 to support the continuation of transportation services through the end of the current fiscal year. He explained that Silverthorne had proposed a cost-sharing model in which participants would contribute a nominal fee, typically between \$10 and \$15 per ride while the County would subsidize the remaining cost. He highlighted the efficiency of this model, noting that Easter Seals serves fewer individuals, with the per-person cost to the County being significantly higher. Silverthorne’s approach enables broader service delivery at a lower cost per participant, making it a more fiscally responsible use of taxpayer dollars.

Commissioner Goddu noted that Silverthorne will request \$88,800 in the next fiscal year and expressed interest in exploring how such funding could be incorporated into the County’s budget. One possibility he suggested was reallocating funds from other charitable or non-county special appropriations. He encouraged the Board to consider prioritizing elder care and adult day services in future budget planning.

Commissioner Tombarello expressed cautious support for the Silverthorne funding request but raised concerns about the potential for long term financial obligations. Drawing on past experiences, such as the County's initial investment in the Drug Court program, which expanded significantly over time, he stressed the importance of proceeding carefully and maintaining control over future budget impacts.

Commissioner Coyle agreed that the proposal deserved serious consideration but emphasized the need for detailed data before making a decision. She recommended reviewing utilization rates, cost projections, and budget capacity. Commissioner Goddu added that Silverthorne hoped for a decision before December 1 to provide timely notice to participants if services were affected. The Board ultimately agreed to postpone any decision until the necessary financial and programmatic data can be reviewed, with a follow-up discussion scheduled for a future meeting.

G. Public Comment

No public comments were received.

H. Commissioners' Nonpublic Session

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

Commissioner Tombarello moved to enter nonpublic session at 12:33 pm pursuant to NH RSA 91-A:3, II (a), personnel, (c) reputation, and (e) pending claim. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 1:04 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to seal the minutes of all 5 nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle clarified that there is no end date. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

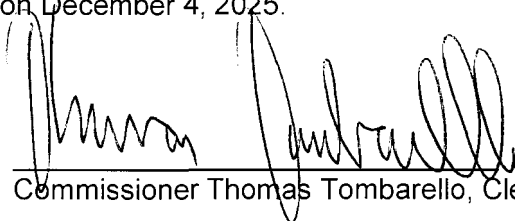
Commissioner Tombarello moved to approve a Paid Administrative Leave effective October 24, 2025 for a Long Term Care employee (P.D.) as recommended by the Senior Director of Long Term Care Services and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 1:06 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 4, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, October 30 2025 @ 1:00 pm

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

Jason Henry, Superintendent, DOC
Chantal Dja Konan, Sr. Director, LTC
Pam Strong, County Attorney's Office

Remote Attendance:

Pat Conway, County Attorney
Erin Coker, Sheriff's Office

B. RFP Openings & Awards

1. Opening: Jail Sprinkler Head Replacement – Facilities Operations

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

C. Consent Agenda

1. October 2, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 2, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Goddu requested that future reports include the total budgeted dollar amount for the line item for context, to better understand year-to-date expenditures. Commissioner Coyle noted that only 14% of the budget had been expended in Q1, suggesting potential flexibility in reallocating funds to support related services such as transportation for adult day care participants.

3. HR Recruitment Report (informational)

Commissioner Coyle highlighted positive trends in reducing agency staffing, with agency use among LNA and MNA staff dropping from 55% in June to 41% in September. Commissioner Goddu expressed a preference for a simplified version of the report showing monthly staffing trends.

4. Primex CY 2026 Property & Liability Program Renewal (informational)

The Board discussed the 36% increase in premiums and the budgetary impact. Mr. Nickerson explained that the increase was due to the end of a capped rate program and broader liability trends across the state. The County may need to transfer approximately \$30,000 to cover the shortfall. The Commissioners expressed concern but acknowledged limited alternatives.

5. October 30, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the October 30, 2025 Accounts Payable list total of \$3,290,697.65. Commissioner Goddu seconded the motion. Mr. Nickerson noted that a significant portion of the expenses were related to state bill. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu suggested updating signage in the new building to clearly identify the Commissioners' wing, as current signage could be misinterpreted. Ms. Gates confirmed this would be addressed. The Board also discussed the status of keys, fobs, and cleaning in preparation for the move-in. Ms. Gates reported that the State Fire Marshal was conducting inspections and that keys would be distributed the following week. Cleaning crews were finalizing construction cleanup, and an RFP for ongoing cleaning services was in progress.

Commissioner Coyle shared reflections on the recent Walk to End Alzheimer's event, noting strong participation and fundraising success. Ms. Dja Konan noted that plans to improve logistics and outreach for next year are underway.

b. Community Development Finance Authority Rock Rimmon Grant Amendment #3 (approval)

Commissioner Tombarello moved to approve the amendment to the Community Development Finance Authority / Community Development Block Grant Program Agreement for the Rock Rimmon Coop. Water Infrastructure project, extending the completion date from December 31, 2025 to June 30, 2026 and authorize the Chair to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Pilot Program Grant & Silverthorne Proposal (discussion)

The Board held an in-depth discussion regarding a \$44,000 funding request from Silverthorne to continue the transportation component of the Adult Medical Day Care (AMDC) pilot program grant through June 2026. Commissioner Goddu explained that the grant was set to expire at the end of December. The requested funds would cover the cost of two drivers, and Silverthorne proposed introducing a \$10–\$15 per ride fee to help offset operational costs. While the Commissioners expressed strong support for the program's goals, concerns were raised about the financial burden such fees might place on low-income seniors.

Ms. Dja Konan emphasized that many participants already struggle with basic expenses, including medications, and that even modest transportation fees could prevent them from accessing services. Commissioner Coyle noted that only 14% of the AMDC budget had been expended in the first quarter, suggesting that up to \$40,000 could potentially be reallocated to support the transportation program. However, she cautioned that doing so could limit the County's ability to respond to increased demand later in the fiscal year. The Commissioners agreed that while the program offers a strong return on investment by delaying or preventing costly long-term care admissions, more information was needed to ensure the funding approach is both sustainable and equitable.

The Board concluded that representatives from Silverthorne should be invited to the next meeting to provide additional details, including how the proposed ride fees would be implemented, whether alternative funding sources had been explored, and how the program would support participants with pending or uncertain Medicaid status.

2. Facilities Operations – Jude Gates, Senior Director

a. Change Order Request – Toshiba (approval)

Commissioner Tombarello moved to approve a change order request for Toshiba for an amount not to exceed \$4,290, as recommended by the IT Director, and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Fidium Master Services Agreement and Service Order (approval)

Commissioner Tombarello moved to approve the Fidium Master Services Agreement and Service Order for the period of twelve months beginning on the date the service order is fully executed, and authorize the

Chair to sign all necessary documents, as recommended by the the IT Director, and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

- a. Exception Request, Multiple Employees Filling a Single Position – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy in relation to multiple employees filling a single position, for a Long Term Care employee (D.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained that it's overlap with the current employee retiring in December, training a replacement before their retirement date. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Exception Request, Qualifying Event Procedure, Benefit Administration – County Attorney's Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy in relation to qualifying event procedure with benefit administration, for a County Attorney's employee (P.S.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Internal Only Job Posting Request (approval)

Commissioner Tombarello moved to approve an internal only job posting under Chapter 10-3 Recruitment, Selection, and Appointment of Employees / Recruitment Procedures / Internal Only postings, for a Nursing Manager position as requested by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- d. County Wellness Fund Expenditure Request (approval)

Commissioner Tombarello moved to approve the purchase of replacement batteries for an elliptical in the staff fitness center utilizing the County Wellness Funds as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- e. Revised Job Description – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the revised Job Descriptions for the Central Supply Technician, and the Senior Director of Long Term Care Services positions effective October 30, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- f. Title Change and Revised Job Description – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the title change from Equipment & Central Supply Technician to Central Supply Lead Technician and job description revisions effective November 30, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Dja Konan provided a census and a COVID-19 update. She highlighted the success of the staff raffle and the ongoing skills fair, which featured international themes and cultural education. The pumpkin decorating contest was underway, and the Secret Santa Giving Tree was on display, with gifts due by December 5. Ms. Dja Konan also announced her upcoming attendance at the LeadingAge conference, focusing on AI and recruitment innovations.

Senior Director Nickerson shared updates on budget planning with the DuPont Group, including strategies to manage conference expenses. He noted that all quarterly filings were complete and that the RFP for cleaning services was being tailored to department-specific needs. He also reported ongoing challenges in

filling the Payroll Practitioner position and expressed hope for progress on hiring a Grant Writer. He also mentioned a tax analysis comparing county tax rates across Rockingham's 37 towns, which would be useful for public outreach during budget season.

Ms. Gates reported that preparations for the new building move-in were nearly complete. She thanked the Commissioners for attending a recognition event for a local fire chief, noting the chief was visibly moved. The County Attorney's Office will begin relocating on Tuesday, following a final walkthrough with the moving company on Monday. IT staff will work through the weekend to finalize phone and network setup, which is already 99% complete. The State Fire Marshal was conducting inspections, and the certificate of occupancy is expected by Tuesday, allowing key and fob distribution to begin. Badge access will be used until fobs arrive. Ms. Gates addressed Commissioner Goddu's concerns about cleanliness, assuring the building will be move-in ready. She offered to walk through the building with any Commissioner to review the punch list.

County Attorney Conway reported that staff were actively packing, with boxes filling the office. She and her office manager planned to pack shared spaces on Sunday, followed by a final walkthrough and placement of welcome signs at workstations on Monday. While the move is a major effort, staff are excited about the new space. Ms. Conway also shared a legal victory in *State v. Panetta*, a high-profile negligent homicide case resulting in convictions for negligent homicide, second-degree assault, and multiple counts of simple assault. She praised her team—three attorneys and one advocate—for their dedication, noting the victim's family attended the trial and expressed gratitude. She concluded by noting the office is preparing for a busy three-week trial block starting mid-November, with legal operations continuing at full capacity during the move.

Alison Kivikoski, Senior Director of Human Resources, provided several HR-related updates. She reported that the Halloween scare crow staff engagement event was concluding that day and winners would be announced the following day. She noted that HR was assisting other counties with final tasks related to the NHAC's 50th anniversary celebration, including deliverables Rockingham had committed to. Ms. Kivikoski confirmed that HR would provide plates, napkins, and other supplies for the ribbon-cutting and relayed that Eileen had offered to take photos at the event, which the Board gratefully accepted. She also announced that she would attend the LeadingAge conference, while Ms. Hoyt from HR and Mr. Wing from Finance would attend the UKG conference.

Superintendent Jason Henry announced that Rockingham County received DEA and state approval to launch New Hampshire's first methadone take-home program for inmates. The initiative allows a two-week supply to accompany transferred inmates, reducing transport needs, enhancing safety, and improving care continuity. Initially serving Carroll County, the program may expand. He credited PrimeCare and Mary Beth for their roles in securing approval. PrimeCare will sponsor the ribbon-cutting event, contributing up to \$1,500. Henry also noted that legislative calls continue weekly, with Rockingham County leading advocacy efforts.

Ms. Mattila shared administrative updates, noting the County's Use of Facility Policy now includes the Norman Majors Amphitheater. She contacted local legislators about the ribbon-cutting ceremony; Senator Birdsell declined, while responses from Senators Gannon and Abbas are pending, and ceremonial scissors have been secured for the event.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-In Cloud Subscription Enrollment (approval)

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to sign the Square 9 Softworks Cloud Subscription Enrollment Form. Commissioner Goddu seconded the motion.

Commissioner Goddu provided an amendment to authorize the Chair to sign the enrollment form.

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

Commissioner Tombarello proposed that Jude Gates be honored with the ceremonial ribbon-cutting at the new facility, recognizing her leadership and contributions. The Board agreed to discuss the event logistics in a nonpublic session.

G. Public Comment

No public comments were received.

H. Commissioners' Nonpublic Session

Commissioner Goddu moved to enter nonpublic session at 2:23 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 3:28 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

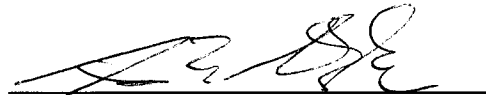
Commissioner Tombarello announced there were eight (8) nonpublic sessions and moved to seal the minutes of nonpublic session 3 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. The remaining seven (7) sessions will not be sealed. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 3:29 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 11, 2025.

A handwritten signature in black ink, appearing to read 'Tombarello', is written over a horizontal line.

Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, November 6, 2025 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:10 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Jude Gates, Sr. Director, Fac. Op.
Alison Kivikoski, Sr. Director, HR
Jason Henry, Superintendent, DOC
Chantal Dja Konan, Sr. Director, LTC
Katie Casey, Asst. Director, Finance
Jessica Szweda, Silverthorne Adult Medical
Day Center

Kathleen Slover, member of the public
Kline Dickens, member of the public

Remote Attendance:

Pat Conway, County Attorney
High Sheriff Massahos
Major Bashaw, Sheriff's Office

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

B. Consent Agenda

1. October 9, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 9, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. November 7, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,701,234.18 for the period ending November 1, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu shared that Service Credit Union is offering Rockingham County employees membership benefits at no cost. The initiative is pending further presentation by the credit union representative.

Commissioner Coyle noted that the County Attorney's Office started moving into the new building yesterday. She also highlighted the upcoming ribbon-cutting ceremony for the new facility and praised staff efforts in preparing the space.

b. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman Majors Amphitheater and waive the facility fee for Coyle Law, PLLC and Iworsky Law, PLLC to host a training session on Friday, December 5, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Silverthorne Adult Medical Day Care (AMDC) (discussion)

Ms. Szweda from Silverthorne AMDC presented concerns about the end of a state pilot program that had funded transportation for clients, particularly those who are Medicaid-pending or slightly above eligibility thresholds. The Commissioners discussed funding options to sustain transportation services from January

through June 2026. Commissioner Goddu emphasized flexibility in funding allocation between Silverthorne and Easter Seals based on service impact. Commissioner Coyle proposed allocating \$25,000 from the existing adult medical daycare budget line, noting underutilization in Q1. The Board agreed to a monthly invoicing structure to manage payments and monitor usage. Ms. Szweda confirmed that no client would be denied transportation due to inability to pay the proposed \$10–\$15 fee.

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

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

Commissioner Tombarello moved to approve hiring an Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman Majors Amphitheater and waive the facility fee for the Rockingham County Attorney's Office to host a Sexual Assault Resource Team (SART) meeting on Monday, November 17, 2025, contingent upon final approval from Facilities Maintenance and the IT Department by Monday, November 10, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Department of Corrections – Jason Henry, Superintendent

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated October 31, 2025, transferring one inmate to Carroll County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Finance Office – Charles Nickerson, Senior Director

- a. Bid Waiver Request, Tyler Technologies (approval)

Commissioner Tombarello moved to approve the Tyler Technologies Proposal & Bid Waiver Request in the amount of \$37,340 for the implementation of the Enterprise Asset Maintenance module (EAM), and an annual service contract fee of \$9,679, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Human Resources – Alison Kivikoski, Senior Director

- a. Per Diem Wage Schedule Amendment (approval)

Commissioner Tombarello moved to amend the FY 2026 Per Diem Wage Schedule effective November 6, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Revised Job Descriptions (3) – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the revised job descriptions for the Staff Scheduler, Office Administrator, and Nursing Manager positions effective November 6, 2025, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman Majors Amphitheater and waive the facility fee for the Rockingham County Sheriff's Office to host the New Hampshire Chief's of

Police Meeting on Thursday, December 11, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Major Bashaw presented a walk-in change order request tied to the dispatch console installation project, which had previously received \$750,000 in funding. During a recent inspection by Motorola and Two-Way Communications, it was discovered that the new console models required specialized programming and installation certifications that the county's chief radio engineer did not possess. Without these certifications, the consoles would not be warrantied, posing a risk to the project's integrity. To address this, the Sheriff's Office collaborated with Motorola and Two Way to develop a solution, resulting in a proposed change order of \$26,000. Fortunately, the department is scheduled to receive a credit of just over \$30,000 from its contracted services line due to the transition from IMC to Pro Suite software, which had been budgeted for the full year. This credit will fully cover the change order without requiring a line item transfer.

Commissioner Coyle moved to approve a change order request in the amount of \$26,000 for Tw0-Way Communications/Motorola Solutions to cover unanticipated costs related to the installation of the Dispatch Consoles, as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

County Attorney Conway shared her excitement about the new office space, describing it as a dramatic improvement over their previous location. She expressed deep appreciation for Ms. Gates making sure everything was ready, the IT staff, particularly Ms. Bernier who worked late into the evening earlier in the week to ensure the office was properly set up, and the movers who had gone above and beyond. Conway noted that the transition had gone smoothly and praised the responsiveness and professionalism of the support teams.

Ms. Casey reported that payroll processing had gone smoothly, attributing the accomplishment to departments accurately updating their timesheets. She provided a scheduling update for Accounts Payable (AP) in light of the upcoming Thanksgiving holiday.

Senior Director Kivikoski shared that she recently attended the LeadingAge conference in Boston alongside colleagues from the nursing home, describing the experience as both informative and valuable. She noted that employee Christmas cards are currently being finalized for Board approval, and that a holiday gift initiative has been submitted to Cigna for processing. In addition, Ms. Kivikoski is actively exploring wellness funding opportunities to support seasonal programming and may present a request for further assistance. Due to high demand, she is securing event dates early with Zorvino's to prevent scheduling conflicts for next year. She also announced her upcoming participation in the New Hampshire Association of Counties (NHAC) conference beginning Sunday and expressed appreciation to the jail staff for their help in packing and transporting materials for the event.

Senior Director Dja Konan echoed Ms. Kivikoski's positive feedback about the LeadingAge conference. She has introduced two initiatives aimed at boosting morale and engagement. The first was a pumpkin decorating contest, the second was the launch of the "Rock Star" employee recognition program, a play on the County's name. The program allows staff, residents, and families to nominate individuals for outstanding contributions. Weekly winners receive a small treat, such as a muffin and coffee, and quarterly and annual recognitions are planned. The program has been well received, with nominations posted in offices and common areas, and emphasized its positive impact on staff morale.

Superintendent Jason Henry highlighted the success of recent promotions and classification changes. These changes have improved operational efficiency and inmate satisfaction, allowing for more timely assessments and better one-on-one engagement. Henry noted that inmates have responded positively to the new classification system, which has enhanced their experience and the facility's overall functionality.

Senior Director Gates reported that the move into the new facility is progressing well, with staff expressing satisfaction and excitement. A condensate leak was discovered in the biomass plant, and the Mitchell air handling unit was taken offline for replacement as part of the \$4 million HVAC project. Ms. Gates also addressed signage issues, noting that the word "Commissioner" does not fit in the designated sidelight

space. Alternatives are being considered to ensure proper identification. Regarding access control, she explained that new fobs are delayed by four weeks. In the interim, staff IDs are being modified to allow access to necessary areas. She also reported that mailbox keys may possibly be retained by the mail carrier, and she has initiated a request to meet with the carrier.

Ms. Mattila reminded attendees that the next meeting is scheduled for 8:30 AM due to scheduling conflicts. She is updating the RFP invitation template to reflect the new address and will distribute it via email and post it on the county website. She also reported that preparations for the ribbon-cutting ceremony are nearly complete, with significant support from HR, and she thanked everyone involved for their contributions.

E. New Business / Old Business

No items were presented for discussion.

F. Public Comment

Two members of the public, Kathleen Slover and Kline Dickens expressed opposition to a potential ICE contract at the county jail.

G. Commissioners' Nonpublic Session

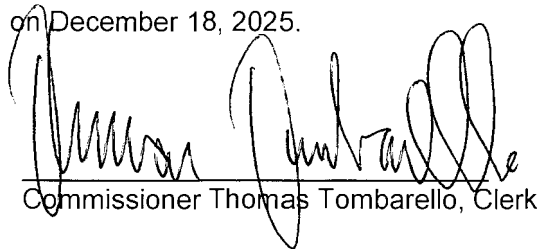
No nonpublic sessions were requested or held.

H. Adjourn

Commissioner Tombarello moved to adjourn at 2:07 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 18, 2025.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Omni Mount Washington Resort
310 Mount Washington Hotel Rd, Bretton Woods, NH 03575
Wednesday, November 12, 2025 @ 9:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 9:05 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Goddu
Commissioner Tom Tombarello

Remote Attendance:

Commissioner Kathryn Coyle
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance

B. Consent Agenda

1. November 13, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the November 13, 2025 Accounts Payable list total of \$1,405,263.50. Commissioner Coyle seconded the motion. Mr. Nickerson provided some details on the larger warrants. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Goddu asked for a discussion regarding the need for cleaning services at the new Municipal Building. One department had already moved in and the Registry of Deeds was scheduled to move in within a week.

The Commissioners considered arranging temporary cleaning services with C&M, a certified cleaning company already familiar with some County Departments. Commissioner Tombarello reported that C&M's owner was in contact with Ms. Gates to obtain an insurance certificate and provide a rough price estimate.

A draft Request for Proposal (RFP) for long-term cleaning services was reportedly in progress. This draft was said to incorporate feedback from various departments and address specific concerns. The Sheriff's Department is currently cleaned by inmates during the day, which would potentially increase costs and strain the budget. Additionally, it was noted that the courthouse would require a full cleaning before being returned to the State.

In conclusion, the commissioners reached a consensus to await Ms. Gates' proposal and reconvene as needed to finalize temporary cleaning arrangements. They emphasized the importance of obtaining a clear cost estimate and ensuring that service levels meet the needs of the newly occupied building while addressing the Sheriff's operational concerns.

C. Public Comment

There were no public comments.

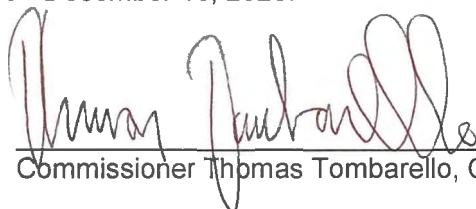
Ms. Leila Mattila briefly mentioned that the Zoom meeting link had been changed for security purposes. She noted that the new link is unpublished, and that pre-registration is now required for anyone who is not a regular attendee of the meetings.

D. Adjourn

Commissioner Tombarello moved to adjourn at 9:18 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on December 18, 2025.


Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, November 20, 2025 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 12:59 pm.

1. Pledge of Allegiance

2. Attendance

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

Christopher Roosevelt
Many members of the public
Remote Attendance:
Jude Gates, Sr. Director, Fac. Op.
Robin Bernier, IT Manager
High Sheriff Massahos
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Janitorial Supplies – Facilities Operations

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

2. Award: Fire Alarm Testing – Facilities Operations

Commissioner Tombarello moved to award the proposal for fire alarm testing to Impact Fire for an amount not to exceed \$19,200, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. November 21, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,673,882.68 for the period ending November 15, 2025, clarified by Commissioner Coyle from a misread reference to the 16th. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu began by sharing insights from a recent conference, emphasizing the value of attending such events for generating innovative ideas. He described a conversation with the Assistant Attorney General overseeing opioid programs, who noted that approximately seven percent of individuals prescribed opioids become addicted. This prompted Commissioner Goddu to explore the possibility of sponsoring a medical study aimed at identifying predictive markers for opioid addiction, which could help physicians make safer prescribing decisions in the future. He has already contacted Dartmouth Medical School's research department and connected with a physician specializing in behavioral health and corrections, who expressed interest in the concept. While still in its early stages, the initiative could involve voluntary participation from inmates with addiction histories. Additionally, Commissioner Goddu raised the issue of affordable housing for County staff, noting the scarcity of nearby options and the potential to

leverage community development grants for a feasibility study on using County-owned land for workforce housing. He acknowledged that he is not a developer but sees this as an opportunity to improve employee retention and quality of life.

Chair Commissioner Coyle followed by reflecting on a managed care session she attended at the same conference, calling it an eye-opening experience. She explained that the discussion provided a foundational understanding of managed care's benefits and challenges, which will inform later conversations about long-term care contracts. Commissioner Coyle stressed the importance of further research but viewed the session as a valuable starting point for addressing future healthcare needs within the County.

Commissioner Tombarello concluded the updates by reporting on the successful move into the new County building. He noted that during his walkthrough of the second and third floors, staff appeared happy and engaged, which he attributed to the improved work environment. Chair Coyle added her appreciation for the IT and facilities teams, particularly Robin and her staff, for their tireless efforts in setting up computers, phones, and internet services. She emphasized that their behind-the-scenes work ensured a smooth transition and allowed employees to remain productive during the relocation.

Commissioner Coyle then introduced Plaistow Fire Chief Knutsen who would like to present a revised proposal for ALS services for the County. Chief Knutsen opened the presentation by explaining the background of the Advanced Life Support (ALS) program. He noted that Exeter Hospital, which previously provided ALS services at little or no cost to much of Rockingham County, abruptly ceased operations in March 2025. In response, his team sustained the program through temporary funding and is now seeking a more stable, long-term funding model. Chief Knutsen emphasized that the program does not provide ambulance transport but delivers high-level paramedic care to supplement municipal EMS services. He detailed several advanced capabilities, including administering medications for rapid sequence intubation—chemically paralyzing and sedating critically ill or injured patients to take over respiratory function—a procedure performed approximately 18 to 20 times since November. He also highlighted efforts to secure approval for point-of-care ultrasound in the field, pre-hospital antibiotic administration for severe injuries, and a future initiative to provide pre-hospital blood transfusions, which could significantly improve survival rates for trauma patients.

Chief Knutsen then outlined the proposed funding structure. The full-year county contribution would be \$781,000, but if implemented mid-year to align with the County's fiscal cycle, the initial ask would be approximately \$390,000. He explained that municipalities without 24/7 paramedic coverage would pay a readiness fee, while those already staffed would be exempt. Towns opting out would still receive ALS services in emergencies but would face higher per-call fees, potentially \$800 to \$1,000, compared to the current \$130 per call. He stressed that the program covers all towns in Rockingham County, not just the 18 municipalities currently using it, and that the model anticipates gradually shifting costs to municipalities over five years while leveraging state and federal grants.

Commissioner Coyle thanked Chief Knutsen for revising the funding model to include municipal contributions rather than relying solely on the County. However, she voiced two significant concerns. First, she worried that what is presented as a temporary "phase-out" model for County funding could become a permanent obligation if municipalities fail to assume their share over time. Second, she noted that the proposal asks the County for substantial funding without offering any County oversight of the program, unlike analogous services such as dispatch, which operates under County governance. She emphasized that this lack of oversight could be a major issue for the Delegation and Executive Committee when considering whether to support the initiative.

Commissioner Tombarello raised concerns about affordability for smaller towns, citing Sandown's estimated \$44,000 municipal fee amid recent default budgets. He questioned what would happen if some towns refused to participate, noting that costs could increase for others. Chief Knutsen responded that non-participating towns would still receive service but at higher per-call rates, and that the County's contribution would help stabilize costs during the transition.

Commissioner Goddu expressed reservations about the County entering rescue operations, which have traditionally been a municipal responsibility. He suggested exploring warrant articles in individual towns and

questioned whether raising per-call fees might be a simpler solution. Chief Knutsen explained that sudden large increases would likely fail at town meetings and could jeopardize the program entirely, advocating for a phased approach. Chair Coyle reiterated that the proposal requires significant stakeholder engagement and governance considerations, including oversight mechanisms, and suggested reaching out to Cheryl Hurley to secure a spot on the Executive Committee's agenda.

Linda Haskins, a State Representative from Exeter spoke from the audience, agreeing that warrant articles would likely fail and urged the County to find a way to fund the program to ensure equitable access to lifesaving services for smaller communities. The Board concluded by thanking Chief Knutsen for his efforts and acknowledging the need for further discussion with the Delegation before any decision is made.

b. Change Order Request – C & M Cleaning

Commissioner Tombarello moved to approve a change order request for C & M Cleaning for an amount not to exceed \$3,000. Commissioner Goddu seconded the motion. The Board clarified that a motion made earlier in the week to cover cleaning services in the new Municipal Building through December 3, not December 2, to account for the day after Thanksgiving being a holiday. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Silverthorne Adult Medical Day Care (AMDC) (discussion)

Commissioner Goddu initiated the discussion by expressing his support for continued funding for Silverthorne Adult Medical Day Care, emphasizing the importance of maintaining transportation services for clients who rely on the program. He proposed allocating \$44,000 to cover the next six months, noting that this amount would ensure continuity while the County monitors usage and budget impact. He asked whether the funds could come directly from the existing Adult Day Care budget line, which was designed for this purpose.

Commissioner Coyle responded by confirming that based on current expenditure patterns, the County should have sufficient funds in the budget to support this allocation. She explained that the first quarter's spending suggests that if trends remain consistent, the County will not exceed its annual budget for adult day care services. However, she agreed with Commissioner Tombarello's earlier point that payments should be structured as monthly invoices rather than a lump sum. This approach would allow the County to adjust if circumstances change, such as new grant funding becoming available or shifts in program participation.

Ms. Dja Konan shared that she and Mr. Nickerson had recently met with Wendy from the Department of Health and Human Services (DHHS) to discuss potential pilot grant opportunities. While these grants are unlikely to materialize immediately, DHHS is aware of Silverthorne's needs and may consider additional funding options in the future. Ms. Dja Konan assured the Commissioners that she would provide updates if any new funding sources become available, reinforcing the value of monthly invoicing for flexibility.

Commissioner Tombarello agreed, noting that the worst-case scenario would be that Silverthorne does not receive the full \$44,000 if funds run out, but he expressed confidence that the County had budgeted appropriately. Commissioner Goddu then explained that Silverthorne is seeking a firm commitment from the County because the center plans to begin charging clients a nominal transportation fee and needs to provide 30 days' notice to participants. He stressed that the County's commitment would allow Silverthorne to move forward confidently without creating barriers for clients.

Commissioner Coyle acknowledged this concern but reiterated her reservations about transportation fees potentially becoming a barrier for attendance. She asked whether Silverthorne had strategies to mitigate this risk. Commissioner Goddu responded that the center intends to keep fees minimal and will work to ensure they do not deter participation.

Commissioner Goddu moved to allocate \$44,000 payable to Silverthorne Adult Medical Day Care Center through monthly invoicing utilizing the designated Adult Day Care budget line, for the purpose of providing transportation services to program participants. Commissioner Tombarello seconded the motion. Commissioner Goddu shared a positive observation from a recent visit to Silverthorne, describing the

facility as vibrant and welcoming, with a new porch and a ribbon-cutting event that showcased its commitment to client well-being. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Discussion on monthly payout reporting included a recommendation to itemize billed transportation costs separately, a suggestion made by Ms. Dja Konan and accepted by the Board. Commissioner Coyle added an amendment to the motion as suggested by Superintendent Henry, specifying that the allocation is “not to exceed \$44,000 and contingent upon available funds.” Commissioner Goddu seconded the amendment. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Service Credit Union Membership (discussion)

Commissioners discussed inviting Service Credit Union to present their no-cost employee financial services offering during a future Board meeting. The Chair supported adding the presenter Danielle Marshall to an upcoming agenda, likely in two weeks, balancing schedules around the Thanksgiving holiday.

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

a. State of NH, Rockingham County Superior Courthouse Agreement (approval)

Commissioner Tombarello moved to approve the agreement for use of premises with the State of New Hampshire to rent four closing rooms in the Superior Courthouse for a period of three years beginning January 1, 2026 for a total amount of \$9,891 for the length of the agreement. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

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

Commissioner Tombarello moved to approve the November 17, 2025 accounts payable warrant T260583 payable to Harvey Construction Corporation in the amount of \$542,742.73 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for a Finance Office employee (R.M.), to attend the Tyler Connect 2026 Conference in Las Vegas, Nevada for Munis training, to be held April 7-10, 2026, at an estimated total cost of \$3,819.93, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Request to Rescind Previously Approved Exception Request (approval)

Commissioner Tombarello moved to approve the request to rescind the previously approved overtime exception requests allowing overtime eligibility for hours worked in excess of eight (8) in a workday for the Department of Corrections positions of Investigations and Safety Compliance Coordinator and Corrections IT Support Coordinator, which were approved on July 24, 2025, and August 7, 2025, as recommended by the Senior Directors of Finance, Human Resources, and the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. 2025 Holiday Card Selection (discussion/approval)

Commissioner Tombarello moved to approve attachment one (1) as the Rockingham County 2025 holiday card. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to authorize the purchase of approximately 500 holiday cards utilizing the Human Resources budget line 11500000-53408, Employee Retention, at an estimated cost of \$300, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to allow the use of the Commissioners electronic signatures for the 2025 holiday card. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. 2026 Holiday Schedule (approval)

After discussion regarding work schedules, Commissioner Tombarello moved to approve the Rockingham County Holiday Schedule for the 2026 calendar year, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. 2026 Years of Service Event Date (discussion/approval)

Commissioner Tombarello moved to select September 23, 2026 as the date for the Rockingham County 2026 Years of Service Awards Event. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (H.D.) with County portion of all benefits to continue for the period November 4, 2025 through November 23, 2025 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. General Leave Request – Department of Corrections (approval)

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period November 11, 2025 through November 22, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

f. Winter Discount Ticket Program (approval)

Commissioner Tombarello moved to approve employee discount ticket agreements to Pat's Peak and Gunstock Mountain Resort at no charge to the county for the 2025/2026 season and authorize Alison Kivikoski, Senior Director of Human Resources to sign all necessary documents. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

g. Winter Wellness Gifts (approval)

Commissioner Tombarello moved to authorize the purchase of cookbooks and spatulas as a winter wellness gift, utilizing Cigna Wellness Dollars for an amount not to exceed \$5,500, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Managed Care Services (discussion)

Ms. Dja Konan raised the need to renegotiate managed care contracts that haven't been updated in 9+ years, noting current rates often do not cover daily care costs, creating negative margins for the County when caring for managed care (Medicare Advantage) residents. She proposed engaging specialized contract negotiation firms and indicated project pricing might be ~\$9,000 per contract (for about four contracts), potentially necessitating an RFP due to aggregate costs. She explained how firms can simplify complex agreements and help adjust resident "level of care" assignments mid-stay to ensure reimbursement aligns with actual clinical needs.

The Commissioners, referencing recent managed care education, supported moving forward with an RFP, both to clarify deliverables and to potentially negotiate project-based pricing suited to a taxpayer-funded entity. The discussion noted market trends in NH showing an increase in managed care penetration, with a cited estimate of ~60% growth over coming years, and a gap between current managed care per-diems in

the \$200s and Medicare equivalents often \$400–\$500 daily, underlining urgency to reset rates to break-even or better.

b. Northeast Mobile Dental Services, PLLC Renewal Agreement (approval)

Commissioner Tombarello moved to approve the Northeast Mobile Dental Services, PLLC renewal agreement for the period beginning January 1, 2026 for a term of two (2) years, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Superintendent Jason Henry provided a brief update, noting that the facility is preparing for its annual Thanksgiving tradition, which includes a special turkey dinner for one of the shifts. He emphasized the positive morale this event brings to staff during the holiday season.

Senior Director Nickerson confirmed that the preliminary desk review for the Medicaid ProShare program is underway, as required during the fifth-year audit cycle. Additionally, the Medicare cost report filing was successfully completed. Mr. Nickerson also highlighted a significant policy discussion occurring at the state level: a proposal to move long-term supports and services (LTSS) into Medicaid managed care. He cautioned that if this transition occurs under current federal regulations, the County could lose ProShare and Uncompensated Care revenues—approximately \$10 million annually, which represents nearly one-third of the nursing home's revenue. He noted that this issue will be addressed at a special County-State Commission meeting on December 1, where the Association of Counties will be represented, and stressed the importance of monitoring developments closely.

Senior Director Dja Konan provided a census and infection update. She also flagged a potential budgetary concern: preliminary Medicaid rate reports indicate reimbursement levels may be lower than anticipated due to funding constraints. Two separate reports show differing negative impacts, and she committed to providing clarification once final figures are available.

Senior Director Kivikoski shared that commemorative cups celebrating the opening of the new County building are being distributed to all employees and extended holiday wishes to all staff.

Assistant County Attorney John Marra reported that the team has successfully moved into the new building and is settling in well. Staff feedback has been positive, and operations are running smoothly.

The High Sheriff expressed appreciation for the support received during the move and noted that historical materials uncovered during the transition will be preserved for future display. The office is fully prepared to open at 8:00 a.m. on Monday.

Register of Deeds Cathy Stacey noted the relocation process is progressing as planned. Ms. Gates and Ms. Bernier, along with their teams, have provided outstanding support throughout the transition. They are on track to have all operations fully established in the new building by Monday. She extended her appreciation to everyone involved and wished everyone a safe and happy Thanksgiving.

Senior Director Gates reported that the relocation is progressing as planned, with some unique challenges being addressed. Ms. Bernier's team has provided exceptional support, working diligently behind the scenes to ensure all systems are operational. In addition to the move, facilities staff are resolving a condensate leak at the jail, expected to be completed by day's end, and addressing a fire alarm issue at the nursing home, which has been under precautionary fire watch since Saturday and is anticipated to be resolved tomorrow.

Ms. Bernier mentioned she had a walk-in for approval. Commissioner Coyle stated they would take that up under New Business.

A. New Business / Old Business

1. Facilities Operations – Jude Gates, Senior Director of Facilities, Planning, and IT

a. Walk-In Award – Desktops/Laptops

Commissioner Coyle moved to award the proposal for desktops/laptops to RTI for an amount not to exceed \$75,780.00 for desktop computers, and Millaird Tech for an amount not to exceed \$41,850.00 for laptops as recommended by the Director of IT and the Senior Director of Facilities, Planning, and IT. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Human Resources – Alison Kivikoski, Senior Director

- a. General Leave Request – Department of Corrections (approval)

Discussion to be held in nonpublic session before a vote.

B. Public Comment

Several members of the public arrived after the meeting began to participate in public comment, where they expressed strong opposition to the Board of Commissioners' consideration of a potential contract with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE).

Each member of the public in attendance took a turn to voice their concerns and opinions: Joyce Jordan, Deb Merrick, Bonnie Christian, Hazel Spires of Portsmouth, Rebecca Hutchins, Kevin Flemming of Exeter, Brenda Burkal, Linda Haskins of Exeter, Nancy Fisk, Maureen Quinn of Deerfield, Elizabeth Wolff of Portsmouth, John Mayor of Portsmouth, Cathleen Slover of Portsmouth, Bob Moore of E. Kingston, and Reverend Cheryl Stompsky.

Jim Hajjar of Brentwood commented that he was there for the ALS discussion.

Commissioner Coyle moved to enter into non-meeting at 2:33 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Commissioners' Nonpublic Session

1. Department of Corrections – Jason Henry, Superintendent
 - a. Nonpublic session NH RSA 91-A:3, II (a)
2. Human Resources – Alison Kivikoski, Senior Director
 - a. Nonpublic session NH RSA 91-A:3, II (a)
3. Long Term Care Services – Chantal Dja Konan, Senior Director
 - a. Nonpublic session NH RSA 91-A:3, II (j)

Commissioner Coyle moved to exit non-meeting and enter nonpublic session at 2:51 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (j) internal procedures. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 4:46 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were nine (9) nonpublic sessions and moved to seal the minutes of sessions 1, 7, 8, and 9 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board and the issues are ongoing. She further moved to seal the minutes of sessions 2 and 3 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and there isn't an end date on those items. Commissioner Tombarello seconded the motion. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve defense and indemnification for Jason Henry, Superintendent of the Department of Corrections and any individual employees that may be named later under "John and Jane Does", pursuant to NH RSA 29-A:2 in legal matters relating to civil action No. 218-2025-CV-1270. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to approve paying benefit eligible county employees, a one-time discretionary bonus in the gross amount of \$125 less applicable withholdings pending MOU approvals and acknowledgement that these are going to be in the form of a gift card in which employees will have to acknowledge tax implications. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

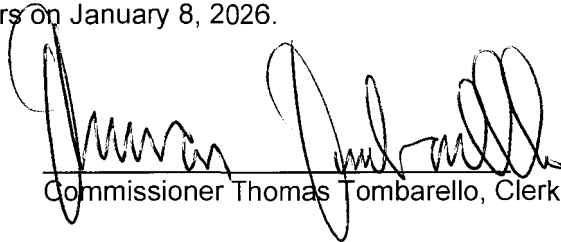
Commissioner Coyle moved to approve a general leave request extension for a Department of Corrections employee (J.K.) with county portion of all benefits to continue for the period of November 22, 2025 through December 13, 2025, as recommended by the Superintendent of the Department of Corrections and Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Adjourn

Commissioner Tombarello moved to adjourn at 4:49 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 8, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Wednesday, November 26, 2025 @ 11:00 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office

Charles Nickerson, Sr. Director, Finance
Remote Attendance:
Commissioner Kathryn Coyle

B. Consent Agenda

1. November 26, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the November 26, 2025 Accounts Payable list total of \$2,170,214.24. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Public Comment

No public comments were received.

Commissioner Tombarello moved to enter nonpublic session at 11:04 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 11:19 am. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

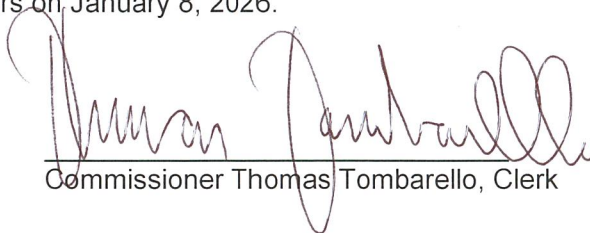
Commissioner Tombarello stated there were 2 nonpublic sessions and moved to seal the minutes of both nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner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

D. Adjourn

Commissioner Tombarello moved to adjourn at 11:20 am. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 8, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, December 4, 2025 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:05 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Jude Gates, Sr. Director, Fac. Op.
Julie Hoyt, HR Manager
Chantal Dja Konan, Sr. Director, LTC
Danielle Marshall, Service Credit Union

Matthew Pukel, and Brian Carlson of
Arthur J. Gallagher & Co.

Remote Attendance:

Alison Kivikoski, Sr. Director, HR
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds
Jeanne Menard, member of the public

B. RFP Openings & Awards

1. Opening: Jail Glycol Refurbishment for the Heating System – Facilities Operations

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

C. Consent Agenda

1. October 9, 2025, October 15, 2025 and October 23, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 9, 2025 nonpublic minutes, the October 15, 2025 public minutes, and the October 23, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a list of computers from the County Attorney's Office surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. HR Recruitment Report (informational)

Commissioner Coyle observed that agency usage had remained "stagnant" over three months, and Commissioner Goddu noted agency staffing remained at roughly 40–43% among nurses, a concern but part of an improving six-month trend. Ms. Dja Konan added that over the last year, agency reliance fell from "the 70s to the 40s," crediting HR's work, noting the County had no full-time RN positions open due to recent hires.

Ms. Kivikoski explained historical rebalancing of full-time vs. part-time slots and past conversions of RN slots to LPN slots; she recommended quickly reassessing the actual need to potentially restore RN positions, citing competitive RN wages and market shifts. She noted that she would submit something quickly for the Board's approval, so it can be added to the Executive Committee Agenda for approval in January.

4. December 5, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,885,132.94 for the period ending November 29, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu noted delayed snow removal at the front steps of the new building. Ms. Gates explained plowing priorities, with nursing home and Department of Corrections entrances at 6:00 AM, and acknowledged the steps were addressed later that morning. She outlined ongoing training and scheduling to improve plowing of the tricky parking lot layout and committed to continued improvements.

Commissioner Goddu also asked about some master keys requested by the Register of Deeds, with Ms. Gates noting that they had been ordered.

Commissioner Tombarello cautioned that the new building could reveal “hidden costs”, from cleaning needs, previously supplemented by inmates, staffing, and heating, noting underground propane tanks, potentially driving budget increases over the next six months to two years. Commissioner Coyle agreed this had been anticipated, emphasizing the building’s regional training benefits with use of the auditorium, and public accessibility enhancements, which would help justify operating costs with the Delegation.

b. Service Credit Union Presentation (informational)

Ms. Marshall, Relationship Development Officer, outlined the Select Employer Group partnership, noting financial wellness programming, benefits fair participation, and County employees would gain eligibility for membership. The Board agreed that Ms. Kivikoski should spearhead the setup, and Ms. Marshall committed to coordinating next steps.

2. Facilities Operations – Jude Gates, Senior Director

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

Commissioner Tombarello moved to approve a change order request for Warrenstreet Architects, Inc. for continued construction administration services through January 3, 2026 and for post-warranty services through September 7, 2026 for an amount not to exceed \$32,698, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. NH State Library Moose Plate Grant Agreement (approval)

Commissioner Tombarello moved to approve the NH State Library Moose Plate Grant Agreement for the preservation, conservation, and digitizing of three historical documents: House of Corrections (1941-49), Inmates Register (1869-81), and Inmates Register (1947-56) for an amount of \$9,960.80, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the ReVision Energy Operation and Maintenance Service Agreement commencing January 1, 2026 for an initial term of one (1) year, with provisions for automatic renewal in successive one (1) year increments, each subject to an annual increase of four percent (4%), and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion.

Commissioner Tombarello voiced concern about an indefinite automatic annual 4% increase and favored a defined term (e.g., five years). Commissioner Goddu suggested tying increases to Northeast CPI. Commissioner Coyle agreed; Commissioner Goddu sought clarity on preventive maintenance scope. Ms. Gates described preventative field work, performance verification, daily readings to Eversource, and

integrating the County's dashboard to the website, all services beyond the free five-year reactive warranty. Ms. Gates offered to renegotiate the renewal terms, and the Board agreed. Commissioner Coyle moved to table the motion. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor to table.

3. Human Resources – Alison Kivikoski, Senior Director

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

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

b. Exception Requests (two) 7-4, Wage Increase – Finance Office (approval)

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

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

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

a. 2025 Homeland Security Grant Program Agreement (approval)

Commissioner Tombarello moved to approve the 2025 Homeland Security Grant Agreement in the amount of \$7,824 for the purpose of local first responders statewide for executing anti-terrorism linked eligible training, exercises and procuring eligible equipment, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Kivikoski reported a busy two weeks, highlighting that MOUs for holiday gift cards were signed and executed; employees received cards over two days, and SEIU cards were ordered with tracking expected in 3–5 days to distribute quickly (targeting Friday). The Commissioners' Christmas cards and Amazon gift cards were included in packets. She outlined a wellness initiative slated for Wednesday distribution to all departments.

Senior Director Dja Konan provided an updated census and COVID-19 update. Ms. Dja Konan described significant developments with physician coverage: two providers, from Core Practice Groups including the Medical Director, are leaving service in 60 days, with current contracts running through March. She has begun exploring replacement options. She also shared that the chaplain, a bilingual leader who expanded support groups and tripled service participation will pursue a different path after the holidays. Out of respect for families and seasonal stress, formal notice to residents will occur post-holiday. On a brighter note, a local church delivered its annual sponsorship gifts, filling Life Enrichment with donations that Ms. Dja Konan described as "overwhelming" and "humbling." In staffing, she reiterated the RN/LPN slot challenge discussed earlier.

Senior Director Nickerson reviewed new IRS guidance on the "qualified overtime deduction", explaining that staff are preparing spreadsheets for eligible employees. Veritas audit work continues and the preliminary desk review for the 2025 Cost Report is nearing completion, followed by a DHHS audit as part of the five-year Medicaid Passport cycle. He also announced that a new payroll practitioner started earlier in the week.

Senior Director Gates noted the snow removal learning curve and ongoing training for systems at the jail, including safety training. She reported completion of a major condensate line repair at the jail allowing them

to run its boiler for a few days without issue, and additional work for springtime remains. She detailed persistent troubleshooting of a fire alarm issue at the nursing home. Multiple panels were replaced and the team narrowed the problem to a suspected main panel in a complex network where panels intermittently “stop talking” to each other. Technicians are working daily and “closing in on it.” Ms. Gates is coordinating with Sarah Lineberry with the state to review leftover furniture at the courthouse. HR is taking some desks, and Facilities has reclaimed some tables and cabinets. She acknowledged the movers’ debacle during the Registry of Deeds relocation but expected the final pickup the next day. Ms. Lineberry was gracious about the timeline, and Commissioners asked that a thank-you note be sent.

The High Sheriff said the move is going well, despite hiccups, praising Ms. Gates for key distribution and fixing “little bugs.” He shared that morale is high, and he complimented plowing of the complex’s challenging parking lot design. Dispatch would move soon, and evidence was already relocated. He praised the new building’s public accessibility, particularly for civil process with accessible doors and service windows, eliminating prior reliance on secured jail areas for public access and improving handicap accommodations. Lastly, he mentioned that they’ve found historic photos during the move and are planning a display case.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

- a. Arthur J. Gallagher & Co. Presentation (informational)

The Arthur J. Gallagher & Co. presentation was moved to after public comment. It began at 2:07 pm and ended at 2:51 pm.

- b. Walk-In Weather Emergency PPP 8-4; Friday, January 7, 2024 (approval)

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, starting at 3:00 pm or the start of second shift as defined by the department, on Tuesday, December 2, 2025 through 11:00 pm or the start of third shift as defined by the department, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Finance Office – Charles Nickerson, Senior Director

- a. Walk-In Residential Substance Abuse Treatment (RSAT) Grant Application (approval)

Commissioner Tombarello moved to authorize the Finance Office to apply for grant funding on behalf of Rockingham County, from the 2025 Residential Substance Abuse Treatment (RSAT) Grant for an amount not to exceed \$163,772.05 with a 27% required match as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

No public comments were received.

After the Arthur J. Gallagher & Co. presentation, Commissioner Tombarello moved to approve a change order request for C&M Cleaning for an amount not to exceed \$8,550.00, for cleaning services on the new building for the period of December 4, 2025 through December 31, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

H. Commissioners’ Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 2:52 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

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

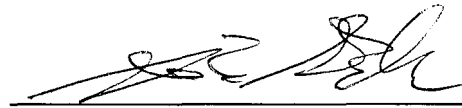
Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 3:34 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 15, 2026.

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

Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

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

Thursday, December 11, 2025 @ 1:00 pm

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC

Remote Attendance:

High Sheriff Massahos
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds
Ellen Tafoya, Jameka Spencer, and Caleb
Labee of American Facilities Professionals,
LLC

B. RFP Openings & Awards

1. Opening: Janitorial & Housekeeping Services – Finance Office

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

2. Award: Jail Glycol Refurbishment for the Heating System – Facilities Operations

Commissioner Goddu moved to award the proposal for jail glycol refurbishment for the heating system to KPMB Enterprises, LLC for an amount not to exceed \$36,000, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Award: Janitorial Supplies – Facilities Operations

Commissioner Tombarello moved to award the proposal for janitorial supplies as follows:

- For the Department of Corrections; Pyramid School Products for an amount not to exceed \$1,747 annually, and WB Mason for an amount not to exceed \$8,358.33 annually.
- For the Rehabilitation and Nursing Center; Staples for an amount not to exceed \$2,600.81 annually, WB Mason for an amount not to exceed \$3,944.98 annually, and Clean-O-Rama for an amount not to exceed \$13,049.52 annually.

These awards are made in accordance with the recommendations of the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. October 30, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 30, 2025 public minutes, nonpublic minutes and grievance hearing minutes. Commissioner Goddu seconded the motion and stated he would like to table the grievance hearing minutes, as he hadn't had the time to read them. Commissioner Coyle moved to approve the public and nonpublic minutes, and table the grievance hearing minutes. Commissioner Tombarello seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Register of Deeds (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare various items of office equipment and furniture from the Registry of Deeds surplus with the items to be properly disposed of, or retained in storage. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Coyle noted the program is tracking on budget and that allocated funds, such as those related to Silverthorne transportation, are holding steady as monthly figures come in consistently.

4. December 11, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the December 11, 2025 Accounts Payable list total of \$3,688,641.12. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Tombarello reported that he had toured the new building with four different chiefs, all of whom were "completely amazed" by the facility and speaking very positively about it in other settings, including at a state-level Christmas event. He also mentioned an email from the Register of Deeds about a major water incident at the State House, observing that it was good timing for the county to be out of that environment.

Commissioner Coyle described a collaborative police training session she hosted in the new auditorium, praising logistics, participation by deputies, and overall community benefit.

2. Department of Corrections – Jason Henry, Superintendent

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated December 5, 2025, transferring one inmate to Carrol County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Superintendent Henry clarified that the inmate had been received from Carroll County; the submitted documentation simply listed the transfer details in reverse order. Commissioner Coyle amended the motion as one inmate from Carrol County to Rockingham County. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor of the motion as amended.

b. Scheduling of Semi-Annual Facility Inspection (discussion)

Superintendent Henry confirmed he has scheduled the semi-annual facility inspection for December 18, 2025 at 8:30 a.m. Commissioner Tombarello agreed to the date and time.

3. Register of Deeds – Cathy Stacey, Register

a. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request dated December 2, 2025 in the amount of \$3,000, transferring from expendable equipment to supplies, as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

The High Sheriff affirmed the new auditorium's effectiveness and the strong impression the facility made on local chiefs. He conveyed appreciation for the Commissioners' support and highlighted the seamless

hosting of a recent meeting and tour, praising staff who made the transition to the new building smooth and the auditorium operational from day one.

Register of Deeds Cathy Stacey reported the office is running “business as usual” despite ongoing adjustments after the move. She commended Facilities staff for responsive assistance with equipment and space setup. She thanked the Board for approving her transfer and underscored the importance of precise handling of critical equipment and archival materials.

Senior Director Kivikoski confirmed wellness gifts and Amazon gift cards had been distributed to staff, with follow-ups planned to secure any outstanding signatures and safeguard unclaimed cards. She noted HR’s internal celebration planned for December 16, and ongoing collaboration with Facilities on information related to the new fitness gym, including guidance from Primex to present to the Board.

Senior Director Gates reported that employee feedback on the gift cards and wellness books was enthusiastic. She briefed the Board on a septic line break at the jail with paving scheduled for Friday. She detailed resolution of a persistent fire alarm issue: a Honeywell technician isolated the fault, a replacement repeater was approved (\$2,100), and delivery/installation was expected by Tuesday, which should end costly fire watch coverage, an expense kept largely under \$10,000 in parts but significant in overtime due to 24/7 staffing. Gates cautioned that Facilities would likely seek budget transfers after the first of the year to cover unanticipated services. In broader capital updates, she noted the large \$4 million HVAC project was nearing completion, with online activation targeted for the following Wednesday/Thursday. Also, NH DES had issued the well housing permit, enabling new testing requirements and controls work to proceed in the next two to three weeks. She also addressed campus signage: the misplaced visitor parking sign was bagged and would be corrected so all visitors are directed to the main front lot and front entrance.

Senior Director Dja Konan provided census and outbreak updates. She relayed NH Healthcare Association messaging that anticipated Medicaid cuts were frozen until February 1, giving the County additional time to plan and assess impacts. She celebrated a deficiency-free survey completed the week before Thanksgiving, and the facility is in full holiday engagement mode. She also spotlighted residents’ community action, sponsoring a tree at Exeter’s Festival of Trees that raised \$500 for charity, and a resident-led bake sale generating over \$700 for a local food pantry.

Superintendent Jason Henry noting policy tweaks and legal updates after training at a recent conference. He reported hiring momentum with six new staff onboard and more going through the process. He highlighted the mental health services grant application (\$163,000 sought) to bolster staffing aligned with new building programs. Importantly, he described the successful conversion of a unit to medication-assisted treatment (MAT) use, consolidating dosing to reduce nurse time from 4.5 – 5 hours across the evening to roughly two hours starting at 1:00 p.m., with PrimeCare supporting a second nurse during dosing to expedite mouth checks and safety protocols, regaining significant staff hours while improving patient flow. He also shared appreciation for Portsmouth Police Department, which now proactively assists County staff with hospital security constraints by stopping in during shifts, enabling officers to take breaks, an “above and beyond” courtesy the DOC plans to acknowledge formally.

Senior Director Nickerson recognized HR and Payroll for coordinating gift cards. He noted the usual year-end workload, audits and filings, and said more targeted budget insight would be provided prior to the Executive Committee’s mid-January review. Responding to Commissioners’ concerns about lines under pressure (e.g., legal costs and unforeseen facilities items), he committed to circulate guidance to departments to evaluate budgets immediately, submit line-item transfers for the December 30/31 and January 8 meetings, and deliver a preliminary summary highlighting trends ahead of the formal quarterly reports. The Board aligned on January 8 as a strategic checkpoint to coordinate transfers and adjust plans for the remaining fiscal half.

Senior Executive Assistant Mattila reported that two meeting videos have been edited and all videos are now posted. She also confirmed that the new Zoom pre-registration requirement is working smoothly.

F. New Business / Old Business

Commissioner Goddu raised the issue of an invoice from the moving vendor that was \$16,000 over the original bid, though still \$14,000 less than the next-highest bidder. He noted the vendor attributed the overage to unexpected volume, including an extra truckload. The High Sheriff strongly objected to additional charges, stating his office moved most items themselves and that movers had full visibility during the mandatory site visit and should honor the bid.

Ms. Gates confirmed that all items, including those requiring disassembly, were shown during walkthroughs, suggesting the issue stemmed from poor estimating. She added that the Registry of Deeds' move involved complex equipment but these requirements were clearly communicated. Ms. Stacey emphasized her move took eight days, with movers sometimes leaving early and being understaffed. She asserted the vendor underbid intentionally and should "live with" the original \$25,000 quote.

Commissioner Tombarello echoed this stance, citing industry norms: "You bid it, you eat it." He said any change order would require the vendor to present a compelling case. The Board asked Ms. Gates to gather details and report back.

Commissioner Goddu then addressed mail delivery issues at the new building, explained that multiple addresses (five) had been in circulation with inconsistent communications among the town's building inspector, fire officials, and the post office, creating confusion for emergency response and mail routing, particularly for the high-volume Registry of Deeds.

Ms. Gates clarified that 911 recognizes a single address (94 North Road) and that the fire alarm panel is programmed to that number. Departments can retain unique postal addresses (e.g., like the jail at 99/101 and nursing home at 117/119) with mailbox assignments in the lobby, but signage must aid first responders and visitors. The Board agreed to update the marquee to read "94–102 North Road" to reflect the numbering range and requested continued coordination with Brentwood's 911 liaison and the Exeter Post Office, which Ms. Gates has already initiated to finalize and enforce correct delivery.

Commissioner Goddu also noted concerns that visitors were not being properly directed to the designated parking area at the new building. The existing visitor parking sign was incorrectly placed, leading to confusion. Ms. Gates explained that the sign had been bagged (covered) earlier in the week to prevent misdirection and that the initial architectural plan assumed the first two rows of parking would serve visitors, which proved impractical because those rows do not provide convenient access to the main entrance. Everyone agreed that all visitors should be directed to the front lot near the main entrance. Ms. Gates confirmed that her team will reassess signage placement and ensure proper directional guidance.

Finally, Ms. Kivikoski announced Primex moved its annual education conference to June 2–4 at Mount Washington, urging early registration given frequent sell-outs and noting there is no registration fee (only lodging/travel). Commissioners Coyle and Goddu reflected positively on past sessions and agreed to plan Board scheduling accordingly.

G. Public Comment

No public comments were received.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

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

Commissioner Tombarello moved to exit Nonpublic Session at 2:20 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello stated there were two nonpublic sessions and he moved to seal the minutes of both nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board and the issues are

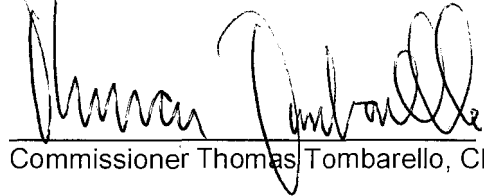
ongoing. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 2:20 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 22, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, December 18, 2025 @ 10:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 10:01 am.

1. Pledge of Allegiance

2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC
High Sheriff Massahos
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds
Captain Lussier, Sheriff's Office
Pat, Preferred Moving
Remote Attendance:
Damian Flannery, Preferred Moving

B. Consent Agenda

1. October 30, 2025, November 6, 2025, and November 12, 2025 Meeting minutes (approval)

Commissioner Tombarello moved to approve the October 30, 2025 grievance hearing minutes, the November 6, 2025, and the November 12, 2025 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Coyle stated expenditures were tracking as hoped, with recognition that remaining funds would support Silverthorne transportation needs. Commissioner Goddu reported a quick calculation showing that, even accounting for approximately \$44,000 for six months, spending trajectories suggested the program remained under budget by about \$1,000, characterizing the plan as in "good shape." Commissioner Coyle affirmed the point that funding balances across providers serving more people.

3. Long Term Care Services Quarterly Compliance Committee Minutes (informational)
4. Long Term Care Services QAPI Committee Meeting Minutes (informational)

Both above items were discussed concurrently. Dja Konan summarized that Long Term Care Services holds routine Compliance and QAPI meetings focused on metrics, trends built over the past year, and positive outcomes from interventions and education that enhance quality of care. Commissioner Coyle highlighted the collaborative nature of compliance, spanning clinical staff, HR, facilities, and more.

5. December 19, 2025 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,791,157.78 for the period ending December 13, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

- a. Commissioner updates

Commissioner Goddu extended holiday wishes and celebrated the motivation a brand-new facility brings to county employees. Commissioner Tombarello described a two-hour tour of the jail, expressing hope that rehabilitative programs, especially Community Corrections, continue to reduce recidivism, reflecting on the emotional contrast between his returning home for the holidays and most incarcerated individuals not doing so. Commissioner Coyle thanked all contributors, who helped the County reach this milestone and

specifically praised preparations to launch Community Corrections on the administrative side of the campus. Tombarello also detailed program areas, minimum security vending access, library, infirmary, and reiterated optimism that these efforts keep individuals on track.

b. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman Majors Auditorium and to waive both the facility fee and the IT/AV services fee for the Sheriff's Office to host the 911 Quarterly Meeting on March 12, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Finance Office – Charles Nickerson, Senior Director

a. Pilot Program Grant Budget Adjustment (approval)

Commissioner Tombarello moved to approve a budget adjustment for the DHHS pilot program grant, reallocating \$3,100 from the Salary & Wages budget line item to the Software category, and to authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained this covered a zero-dollar term extension where software costs continue \$700/month for an added nine months, after the initial four. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the December 18, 2025 Accounts Payable warrant T260699 payable to Harvey Construction Corporation in the amount of \$1,802,860.87 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Mr. Nickerson noted that some bids lacked required disclosures or detailed pricing; one vendor submitted only hourly rates and later added an amended, more detailed bid, raising process questions about whether to accept an amendment. References were still being checked; bid amounts spanned a wide range (over \$100,000 difference if the amended bid were accepted).

Commissioner Goddu floated the merits of an hourly model for flexibility in a new, still-evolving facility, while Commissioner Coyle cautioned that one hourly vendor required referencing a competitor for supplies, and indicated bids over \$200,000 seemed out of scope. She suggested narrowing to three vendors clustered roughly \$135,000–\$155,000 with experience and solid references.

Ms. Gates asked to review SDS/MSDS for cleaning products, noting concerns about wastewater implications. The Commissioners discussed inviting finalists to the next meeting, acknowledging current temporary cleaning coverage buys time. Commissioner Tombarello moved to table the award. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

1) Change Order, C & M Cleaning (approval)

Commissioner Tombarello moved to approve a change order request for C & M Cleaning for an amount not to exceed \$2,700, for a six-day extension as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-4, Wage Increase – Long Term Care Services (approval)

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

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

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

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated December 15, 2025 to Easterseals for an additional client (F.S.) at an amount of \$80 per day, two days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Envoy, Inc. Services Agreement (approval)

Commissioner Tombarello moved to approve the Envoy, Inc. Services Agreement for printing visitor name tags beginning January 1, 2026 for a term of one (1) year for an amount of \$1,308, with automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan emphasized that this replaces the AccuShield component previously covered by projects, and that using existing hardware yields notable savings (she noted AccuShield cost figures for a six-month period were significantly higher than the new annual cost). Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Hobart Service Agreement (approval)

Commissioner Tombarello moved to approve the Hobart Service agreement for service on the dishwasher beginning January 1, 2026 for a term of one (1) year for an amount of \$8,986, with automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Register of Deeds Cathy Stacey reported the office remains busy, citing substantial transaction volumes in Newington, New Castle, and Portsmouth with “big dollar” activity. She said staff are settling into the new office, thanked Ms. Gates’s team for responsive support, and noted one of her staff was now installing artwork.

Senior Director Kivikoski announced the Teamsters had submitted their intent to negotiate with required information; HR will prepare for bargaining in January. She presented a new NH law effective January 1, 2026 establishing a leave of absence for medical appointments related to childbirth, postpartum care, and infant pediatric visits, signed by Governor Ayotte. HR has drafted a policy and requested permission to send it to Legal for review and incorporation into County personnel policies.

Ms. Kivikoski shared information on an employee giveaway opportunity from Revision Energy. Regarding the planned fitness gym opening in January, Ms. Kivikoski said HR consulted Primex for risk guidance. Primex advised that waivers/hold-harmless agreements are generally not enforceable for local governments in New Hampshire due to recent case law and recommended Legal craft appropriate policy language. Commissioners Coyle and Goddu urged Ms. Kivikoski to push Primex to suggest best-practice language and for Legal to finalize a compliant release/policy. Ms. Kivikoski proposed offering certified training sessions, using available wellness funds, so employees learn proper equipment use, potentially scheduling clinics at shift changes to maximize participation.

Superintendent Jason Henry provided a census update and announced a January academy to meet regional needs. Hillsborough County had 14 candidates to send, but venue logistics are in flux. If Merrimack County repurposes its old nursing home, they may need to relocate the academy possibly to Merrimack County’s jail.

Henry then flagged a legislative proposal resurging after being pulled two years prior. It would require jails to take custody (including medical responsibility and costs) of individuals pre-arraignment, even if law enforcement transports an injured person to a hospital and the person isn’t yet arraigned. He warned this would impose significant liability and taxpayer costs, noting widespread superintendent opposition during

earlier attempts. The High Sheriff corroborated the County's stance, explaining current practice: if a person is hurt, transport agencies ensure hospital care rather than shifting costs to taxpayers.

Commissioner Coyle asked about bail statute changes and whether officers understand when a bail commissioner must be called versus no-bail holds under newer, more rigid criteria (e.g., violations while on bail). Henry said they train staff on these nuances, though confusion persists across agencies. Commissioner Coyle acknowledged complexity and offered training support materials to help clarify entitlements under the revised statutes.

Senior Director Dja Konan provided census and COVID-19 updates. Holiday celebrations are ongoing, including daily unit parties and generous donations from a local church. Operationally, Long Term Care Services is finalizing a medical director transition with two strong candidates and expects to conclude within two weeks. A new partnership will host LPN clinical rotations starting in February, offering a pipeline for future hires. Financially, they secured a special project rate for consulting on managed care contracts, reducing costs while improving revenue negotiations. Additionally, state-level efforts aim to address Medicaid backlogs and stabilize rates, both expected to positively impact reimbursement and reduce write-offs.

Senior Director Nickerson noted that payroll had many moving parts and that staff compiled accurate overtime reporting consistent with recent tax guidance (overtime amounts may be tax-electable for some employees). He outlined ongoing work on audits, grants, calendar year end reporting, and the five-year Medicaid cost report audit. He is also processing the sam.gov renewal.

The High Sheriff commended Deputy Amanda Bebo for saving an older woman's life who was choking while the Deputy was serving paperwork. He reported the team again led fundraising in "Beards for Bucks," praised Lt. Marshall Bennett for highway safety grant performance, and announced receipt of Granite Shield funding of \$195,000 to partner with towns on part-time bases to combat narcotics without burdening taxpayers. Transport volumes are up (linked to bail reform). He also shared personnel updates: Lt. Papalardo's last working day is imminent; promotions include Sgt. Craig Charest to Lieutenant (Transport) and Deputy Katie Bolton to Sergeant, crediting them as strong, reliable leaders.

Senior Director Gates said Facilities continue to maintain Firewatch and expects parts arriving that day to complete the nursing home's fire systems alignment. E-911 records now reflect correct mailing addresses; she is still trying to reach the U.S. Postal Service about delivery issues, including a broken mailbox lock in the mailroom, which currently necessitates Sheriff's staff pickup calls. She also mentioned sign modifications at the road entrance are underway.

Senior Executive Assistant Leila Mattila thanked the County Attorney for loaning their flag and raised the topic of their old Carlisle offices. HR expressed interest for podcasts, overflow meetings, and storage. Ms. Dja Konan added that they could use space to relocate seasonal decorations from closed units to the Carlisle space. The Commissioners discussed retention of space and concluded that HR and Long Term Care Services would proceed with allocations of the two large offices, and UNH Cooperative Extension could use the two smaller offices.

E. New Business / Old Business

Commissioner Tombarello reported visiting the old courthouse with Jude's staff to assess remaining materials. Commissioner Coyle emphasized expediency to avoid accruing unpaid rent for state-owned spaces; Superintendent Henry offered DOC assistance with outdoor placement if needed. Ms. Stacey added that the state had first choice and had already selected certain cubicles, bookcases, and a conference table. The Board agreed to proceed with surplus actions and coordinated disposal logistics.

F. Public Comment

Damien, from Preferred Moving & Storage addressed the Board, thanked the County for the opportunity, and summarized a request for additional payment beyond the original bid, due to increased scope citing the Registry of Deeds book room shelving work as more labor-intensive than anticipated and additional Sheriff's items not on their initial list. They proposed a final price of \$35,987.25, seeking a compromise as a small business that covered payroll amid short-staffing.

The High Sheriff and Ms. Stacey disputed the added charges and opposed any extra payment. Commissioner Coyle thanked the representatives and said leadership would review the matter and documentation further after the meeting.

G. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director
 - a. Nonpublic session NH RSA 91-A:3, II (a)
2. Department of Corrections – Superintendent Jason Henry
 - a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 11:25 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 12:23 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

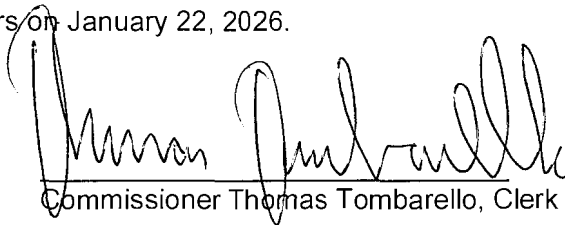
Commissioner Coyle stated there were five nonpublic sessions and moved to seal the minutes of all five nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and the issues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

H. Adjourn

Commissioner Tombarello moved to adjourn at 12:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on January 22, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Tuesday, December 23, 2025 @ 10:00 am

A. Call to Order

Commissioner Goddu called the meeting to order at 10:00 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Chantal Dja Konan, Sr. Director, LTC
Jason Henry, Superintendent, DOC
High Sheriff Massahos
Erin Coker, Sheriff's Office

Cathy Stacey, Register of Deeds
Mike Spero, C&M Cleaning
Caleb Labbe, American Facilities

Remote Attendance:

Commissioner Kathryn Coyle
Ellen Tafoya, Jameka Spender, Matt Storrs,
and Nelson Walker of American Facilities
Hans Familia, and Jonathan Garcia of Star
Building Services

B. Consent Agenda

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a 2014 bariatric bed from Long Term Care Services surplus with the item to be used for parts. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

2. December 23, 2025 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the December 23, 2025 Accounts Payable list total of \$4,427,435.40. Commissioner Coyle seconded the motion. Mr. Nickerson explained the unusually large total reflected (1) catch-up payments to Sodexo for Long Term Care Services billing corrections covering August–October (approx. \$1.3M), and (2) the scheduled mid-January bond payment for principal and interest across three existing bonds.

Commissioners Goddu and Coyle requested a comparative listing for Glendale for the same period last year and asked for validation against Sodexo's original monthly cost estimate. Ms. Dja Konan responded that staff had compiled year-over-year trends and, although there would be variances, particularly due to honoring incumbent staff wage rates, she would share detailed trend analysis and budget alignment data with the Board. Commissioner Coyle asked about budget position. Ms. Dja Konan confirmed the department had budgeted cautiously (using higher of historical Glendale actuals or RFP line items and encumbrances) and would send trend details by the following day. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Tombarello reported site visits and planning discussions regarding renovation needs on the former site of the Sheriff's Office. He described extensive infrastructure challenges, obsolete wiring overhead, limited internet, and a continuing temporary reliance on the old building for 911 backup dispatch, suggesting significant future capital costs and encouraging his colleagues to tour the space. The High Sheriff recounted a recent backup dispatch activation when the primary system went down, underscoring the need to maintain the legacy backup until a firm migration timeline is set. Commissioner Coyle agreed the upcoming budget will be tight given operating costs for the new facility and potential renovation scope.

2. Finance Office – Charles Nickerson, Senior Director

a. Janitorial & Housekeeping Services Bids (further discussion & award)

At Commissioner Coyle's suggestion, the Board temporarily tabled the Finance item on Janitorial & Housekeeping Services Bids to allow regular agenda business to proceed and to free department heads who had completed their items. Commissioner Goddu moved to table the motion until the end of the meeting. Commissioner Tombarello seconded the motion to table. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

b. USI Insurance Services, LLC Excess Workers' Compensation Premium for CY 2026 (approval)

Commissioner Tombarello moved to approve the USI Insurance Services calendar year 2026 premium of \$113,402 for excess worker's compensation coverage and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Nickerson clarified the two-year policy with Arch Insurance locked the rate rather than the premium; because payroll increased, the premium rose by ~\$13,000 year-over-year yet remained lower than premiums paid in prior years before CY24–25. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

a. Inovalon Provider, Inc. Contract Amendment (approval)

Commissioner Tombarello moved to approve the Inovalon Provider, Inc. contract amendment for an additional \$84 monthly fee for Medicare file submission services beginning January 1, 2026 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Ms. Dja Konan noted Inovalon's service had already supported billing; the vendor recognized a missed charge and would not bill retroactively, but the monthly add-on was required to maintain billing continuity. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

b. Strategic Health Care Managed Care Consulting Service Agreement (approval)

Commissioner Tombarello moved to approve the Strategic Health Care Managed Care Consulting Service Agreement for \$9,000 beginning on December 23, 2025 and continue through the duration of the project, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

c. Accelerated Care Plus Leasing, Inc. Purchase and Warranty/Service Agreement (approval)

Commissioner Tombarello moved to approve the Accelerated Care Plus Leasing, Inc. Purchase and Warranty/Service Agreement effective December 19, 2025 for the purchase of an OmniStand Dynamic Balance System for \$8,480.38 plus two (2) years extended limited additional coverage for \$1,449 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Commissioner Goddu asked about the proportional cost of the extended coverage (8–8.5% of purchase price). Ms. Dja Konan explained the OmniStand enables standing therapy without installing tracks and reduces co-treat needs. Given vendor-controlled parts and service, and risk of accidental damage, the extended coverage would mitigate high repair costs and allow integration into existing annual service visits across ACP products. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

D. Department Head Updates

Register of Deeds Cathy Stacey reported strong interest in recently posted positions. With an initial pool of candidates filtered, second-round interviews would begin next week, and she is optimistic about the candidate quality.

Senior Director Kivikoski had no formal updates at this time.

Superintendent Jason Henry said the facility is steady heading into the holidays and noted six new staff members would start in early January, reflecting continued hiring progress.

Senior Director Dja Konan provided census data and a health status update. Hiring remains strong with a larger orientation group planned. She expressed appreciation to Ms. Stacey, noting that her brother's business, Stacey's Farm & Garden had donated holiday plants that delighted residents throughout the facility.

Senior Director Nickerson briefed the Board on the approaching closeout of the pilot program grants supporting adult medical day services (Easterseals and Silverthorne). DHHS reviewed wish lists from the providers and approved most items. He suggested the Board consider a basic amendment to the subrecipient agreements to allow expenditure of grant balances on those pre-approved items. The Board requested a written list for review and potential action on December 31, 2025, signaling a desire to fully expend available funds within allowable uses. He further flagged a payroll planning nuance for calendar year 2026. Year-end filings continue across Finance.

The High Sheriff had no new updates beyond last week's report.

Commissioner Tombarello conveyed the Facilities Maintenance report on behalf of Senior Director Gates. The fire watch remains in place due to alarm panel relay issues across units and certain outbuildings. Given the facility's miles of alarm and legacy wiring, tracing intermittent faults can be time-consuming, and current thinking points to an external/outer-building issue more than the central nursing home. He also noted the fire department was conducting a final walk-through of the new building, and staff were preparing for an incoming storm.

E. New Business / Old Business

Commissioner Tombarello asked Mr. Nickerson if they had to give any ARPA money back to the Federal Government. Mr. Nickerson confirmed 100% of County ARPA funds were formally obligated by December 31, 2024, as required. They are now focusing on timely performance and compliant spend-down.

Commissioner Goddu moved to take the janitorial & housekeeping services bids discussion and possible award off the table. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

The Board held structured discussions with the three respondent vendors: C&M Cleaning (incumbent), Star Building Services, and American Facilities Professionals. The Board focused on staffing plans, man-hours, semi-annual carpet and window cleaning scopes, chemicals (SDS/MSDS data), and contract terms (non-appropriation and indemnification), along with insurance coverage and background checks for after-hours access. The vendors that didn't send all the required documentation with their initial bid were instructed to provide them after the meeting. The Board will take the next week to fully analyze the latest details, wait for pending documents and postpone the award for a week.

Commissioner Tombarello moved to table the award of the RFP for janitorial and housekeeping services, tentatively for next week. Commissioner Coyle seconded the motion to table. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

F. Public Comment

Jemekia Spencer wished everyone happy holidays.

G. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 11:24 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 11:57 am. Commissioner Coyle seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

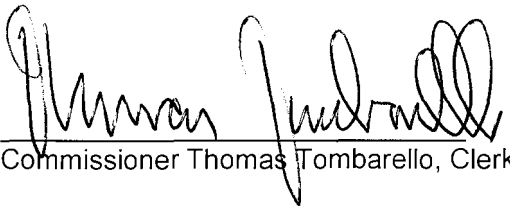
Commissioner Tombarello stated there were two nonpublic sessions and moved to seal the minutes of both nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner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

H. Adjourn

Commissioner Tombarello moved to adjourn at 11:58 am. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Wednesday, December 31, 2025 @ 10:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 10:02 am.

1. Pledge of Allegiance

2. Attendance

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

High Sheriff Massahos
Erin Coker, Sheriff's Office
Pat Conway, County Attorney
Mike Sparo, C&M Cleaning
Caleb Labbe, American Facilities

Remote Attendance:

Cathy Stacey, Register of Deeds
Ellen Tafoya, Jameka Spencer, Matt Storrs,
and Nelson Walker of American Facilities

B. Consent Agenda

1. November 6, 2025 Nonpublic Grievance Hearing minutes, and November 17, 2025 Public Meeting minutes (approval)

Commissioner Tombarello moved to approve the November 6, 2025 nonpublic grievance hearing minutes and the November 17, 2025 public meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. January 2, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,756,064.64 for the period ending December 27, 2025. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

- a. Commissioner updates

Commissioner Tombarello reported an early-morning visit to the Department of Corrections and offered holiday well-wishes. Commissioners Goddu and Coyle likewise extended New Year greetings.

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

Commissioner Coyle opened the discussion by summarizing actions from the prior week: the Board had requested additional documentation from bidders, including insurance verification and materials safety data around chemicals proposed for use, so the County's wastewater operator could evaluate any downstream impacts. She emphasized her reluctance to award a contract without fully understanding what would enter the building's systems and ultimately its wastewater stream.

Commissioner Goddu stated a preference for testing the low bidder under a short "try-and-evaluate" approach, eight staffed hours during the day and four after hours, while protecting the County with a termination clause (e.g., a 30-day out). He framed the proposal as a fiscally prudent trial that could be reassessed within three to six months.

Commissioner Tombarello expressed concern that the low bid's pricing structure appeared to shift many routine tasks (e.g., carpeting, windows) into "extras," potentially eroding any apparent savings. He shared that after reviewing the hourly task list and conferring with Finance, he had "crossed off" one proposer and

leaned toward awarding a one-year contract, rather than the County's typical three- or five-year term, to the vendor currently providing interim services. He noted the owner's regular presence and familiarity with the new building, and urged a cautious, short-term commitment while the County continues to learn the facility's operational nuances. Commissioner Coyle agreed that once add-ons are properly included, bidder pricing converged and that the two other proposers offered more staffed hours for comparable dollars; nonetheless, she reiterated that awarding without the wastewater/chemical review would be premature.

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

c. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium and waive the facility fee and the audio/video fee for the Rockingham County Attorney's Office to host a Sexual Assault Resource Team (SART) meeting on Monday, January 26, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Finance Office – Charles Nickerson, Senior Director

a. Adult Medical Day Care (AMDC) Wish Lists (discussion/approval)

Commissioner Tombarello moved to approve the Subrecipient Agreements with Salemhaven, Inc., and Easterseals New Hampshire effective February 13, 2024, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained that DHHS requires formal subrecipient agreements to memorialize allowable AMDC reimbursements, and that additional "wish list" purchases must be initiated by the subrecipients and received by year-end to qualify. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Elected Officials Biweekly Salary Payments for Calendar Year 2026 (discussion/approval)

Commissioner Tombarello moved to account for 27 biweekly pay dates in calendar year 2026 and divide the Rockingham County Elected Officials biweekly salaries accordingly to avoid an interruption in receiving a biweekly salary payment, as recommended by the Senior Directors of Finance and Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to approve revised job descriptions for Long Term Care Services, for the following positions: Licensed Nursing Assistant (LNA), Licensed Practical Nurse (LPN), Medication Nursing Assistant (MNA), Registered Nurse (RN), Laundry Aide, and Receptionist, effective December 31, 2026, as recommended by the Senior Directors of Long Term Care Services, and Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle contextualized the updates as part of a broader initiative to repurpose roles, strengthen staffing, and reduce agency dependence entering 2026. She celebrated that RN roles were fully staffed for the first time in years, which aligns with quality-of-care and regulatory priorities. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the repurposing of four (4) full-time Licensed Nursing Assistant (LNA) positions to four (4) full-time Registered Nurse (RN) positions, pending approval of the Executive Committee, effective January 26, 2026, as recommended by the Senior Directors of Long Term Care Services and Human Resources. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that available RN posts must be position-spotted before posting; with five RN hires in recent weeks amid hospital labor market shifts, they sought to capitalize on current RN pipelines where LPN recruiting has lagged (10 LPN openings with only one hire). She highlighted that forthcoming CMS changes may impose more stringent RN requirements and that RN staffing influences the Center's overall 5-star

quality rating. Senior Director Kivikoski added that competitive RN wages have aided recruitment. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. General Leave Request – Department of Corrections (approval)

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period December 16, 2025 through December 31, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski asked for a nonpublic session on the matter before they vote. Commissioner Tombarello moved to table the motion. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Senior Director Nickerson reported a challenging but successful payroll run, and described imminent communications, first to union leadership, then broadly, to clarify year-end tax treatment changes where necessary. He noted the IRS issued late guidance, allowing the County to proceed without outside legal spend and providing a clear compliance roadmap. With quarter- and year-end upon them, he anticipated a busy January filled with grant reporting and close-out tasks. He confirmed SAM.gov registrations were completed, maintaining the County's eligibility for federal grants and contracts.

Senior Director Gates reported steady operations while staff responded to fluctuating winter heating demands. She detailed a water pipe line failure that required an emergency rerun; an unusual condition had allowed water to travel up a conduit, causing electrical reliability issues that were resolved after several shifts of corrective work. She also briefed the Board on an ongoing fire watch: front-of-building systems exhibited a copper-related issue tied to wastewater and jail interfaces, and a configuration anomaly in a fire alarm line routing to the phone panel remained under remediation. She anticipated outbuilding corrections by Monday, while certain equipment reconfiguration could extend the front-building watch if vendor or parts constraints persisted.

The High Sheriff thanked the Board for delivering a "beautiful" new building and reported the office was settling in well amid sustained operational tempo, offering holiday well-wishes and appreciation for the County team.

County Attorney Conway committed that she, her deputy John Mara, or Ms. McGowan would maintain regular presence at Board meetings to improve communication between the legal office and the Commissioners, particularly when court obligations conflict. She reported the office is nearly fully staffed, with all attorney positions filled and only one legal assistant vacancy outstanding, an achievement not seen "in quite some time." She closed with season's greetings and a request for the Superintendent to bring "Meatball" (the comfort dog) to visit her office sometime. Superintendent Henry promised to make the arrangements.

Register of Deeds Cathy Stacey reported that Deeds is operating lean but actively interviewing with two strong candidates in the pipeline. She described mail delivery issues between Kingston and Exeter resulting in unusually low volume; they are working with USPS to resolve it. Month-end processing continues, with numbers trending well.

Senior Director Dja Konan provided census data and a health status update. She highlighted a successful Winter Wonderland event featuring an Assisted Living choir, drawing families, grandchildren, and staff children, a morale boost amid a busy clinical season. She shared positive news that anticipated Medicaid rate cuts appear not to be moving forward "for now," and briefed the Board on Harmony Health's LPN program: after serving on its board for several years, she was pleased that an instructor will finally conduct on-site clinicals at the County Center. A group is expected to start late February/early March, coinciding with trimester testing, and they will host coordination meetings to ensure smooth onboarding with the goal of recruiting hires from the student group.

Senior Director Kivikoski mentioned preparing early for the upcoming budget and two union negotiations in 2026, while finalizing mandatory filings tied to benefits. She also confirmed that departmental recognitions, including Halloween and years-of-service acknowledgments, were delivered across all shifts, with larger

departments receiving snack boxes and smaller offices receiving cookie arrangements, and thanked Eileen for her coordination.

Superintendent Jason Henry reported that Central Square is up and running (a system implementation), and his team is ironing out data-sharing workflows with the Sheriff's Office to facilitate reporting. He anticipates onboarding six new officers at the beginning of next month. He also updated the Board on bylaws for the Certification Board, slated for a vote at the Association of Counties next month, and announced a Legislative Conference tentatively set for Tuesday, February 24 at the Grapone Center, hosted by the Association of Counties, featuring invited legislators and panel discussions.

Senior Executive Assistant Leila Mattila notified the Board that the IRS mileage rate increased by 2.5 cents, effective with the new year; she will update the County's reimbursement form on the website accordingly.

E. New Business / Old Business

No new or old business was brought forward for discussion.

F. Public Comment

The Board heard final comments from C&M Cleaning and American Facilities representatives. There were also a few attendees that participated in public comment, where they urged caution and transparency with any proposed contract with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE), and voiced their process and policy concerns, encouraging thorough vetting and, in some cases, discouraging County involvement given reputational risk. The speakers included: Rep. Linda Haskins of Exeter, Rep. Chris Muns of Hampton, Rep. Buzz Scherr of Portsmouth, Rep. Mike Edgar of Hampton, and Kevin Fleming of Exeter.

Commissioner Coyle thanked the speakers and clarified that the County had not yet received a contract from ICE; Superintendent Henry added that while some materials had been submitted, he anticipated receiving a draft or response early in the year, at which point all materials would come before the Commissioners in public session. Commissioner Tombarello emphasized that he is deeply engaged, meeting with the Superintendent regularly, and will weigh the decision on comprehensive homework rather than headline dollar figures, with the County's overall interests foremost.

G. Commissioners' Nonpublic Session

1. Commissioners' Office – Kathryn Coyle, Chair

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

2. Human Resources – Alison Kivikoski, Senior Director

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

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

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

Commissioner Tombarello moved to enter nonpublic session at 10:49 am pursuant to NH RSA 91-A:3, II (a), personnel, (c) reputation, and (j) internal practices. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 12:23 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle stated there were nine nonpublic sessions and moved to seal the minutes of nonpublic sessions 1, 2, 3, 4, and 9 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board and the issues are ongoing. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve the settlement agreements with S.W. and B.A.. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to bring the motion for the Department of Corrections General Leave Request off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

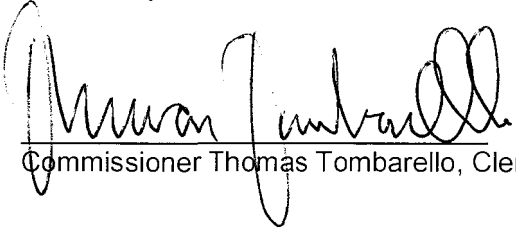
Commissioner Coyle moved to approve a general leave request for a Department of Corrections employee (J.K.) with County portion of all benefits to continue for the period December 16, 2025 through December 31, 2025 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

H. Adjourn

Commissioner Tombarello moved to adjourn at 12:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, January 8, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:02 pm.

1. Pledge of Allegiance

2. Attendance

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

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

Remote Attendance:

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

B. RFP Openings & Awards

1. Opening: Emergency Dispatch Radio and 9-1-1 Recording System/Equipment – Sheriff's Office

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

C. Consent Agenda

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

Commissioner Tombarello moved to approve the November 20th, and November 26, 2025 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare miscellaneous office furnishings from the County Attorney's Office surplus with the items to be disposed of accordingly by Facilities Maintenance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the January 8, 2026 Accounts Payable list total of \$3,084,111.85. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Facilities Operations – Jude Gates, Senior Director

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

Commissioner Tombarello moved to approve the ReVision Energy Operation and Maintenance Service Agreement, effective February 1, 2026 for an initial term of one (1) year, with automatic renewal for one additional one-year term. Each term will include an annual fee adjustment based on the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), Boston-Cambridge-Newton, MA-NH, as published by the U.S. Bureau of Labor Statistics, using the index value for the month of January. Further, authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. TD Equipment Finance Inc. Capital Lease Proposal (approval)

Commissioner Tombarello moved to approve the TD Equipment Finance, Inc. capital lease proposal and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. FY 2026 Lease Reimbursement Resolution (approval)

Commissioner Coyle read the following resolution aloud:

RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF LEASE FINANCING FOR CERTAIN EQUIPMENT

The Board of Commissioners for the County of Rockingham, New Hampshire (the “County”) has determined that it may be necessary or desirable to advance money to pay the cost of acquiring one (1) 2025 GEM ELXD electric vehicle (collectively, the “Equipment”).

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

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the cost of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$36,193. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Country Club Enterprises, LLC, d/b/a C2 Vehicles (\$36,193 total).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on January 8, 2026. Voted 3-0 on the resolution, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Line Item Transfers (2) (approval)

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

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

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

4. Human Resources – Alison Kivikoski, Senior Director

a. Per Diem Wage Schedule Revision (approval)

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

E. Department Head Updates

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

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

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

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

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

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

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

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

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

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director

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

Commissioner Tombarello moved to approve that the remaining portion of certain union stipends for calendar year 2026 shall be distributed evenly across the remaining 26 biweekly pay periods, in accordance with respective collective bargaining agreement provisions, and as recommended by the Senior Directors of Finance and Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

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

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

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

G. Public Comment

No public comments were received.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

2. Facilities Operations – Jude Gates, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 2:42 pm pursuant to NH RSA 91-A:3, II (a), personnel and (i) emergency functions. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

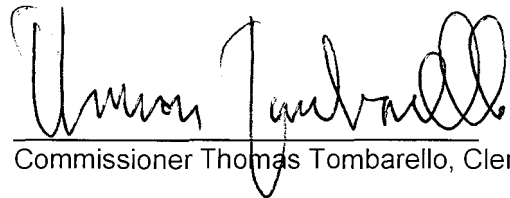
Commissioner Tombarello moved to seal the minutes of nonpublic sessions 3 and 5 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle added that they are sealing session 4 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and the issue is ongoing. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 3:41 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

A. Call to Order

Commissioner Coyle called the meeting to order at 1:03 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Pat Conway, County Attorney
Megan McGowan, County Attorney's Office

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

B. Consent Agenda

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

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

2. January 16, 2026 Payroll (approval)

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

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

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

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

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

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

2. Department of Corrections – Jason Henry, Superintendent

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

Commissioner Goddu moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated January 14, 2026, transferring one inmate to Grafton County, and one inmate to Hillsborough County, as recommended by the Superintendent. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

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

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

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

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

c. FY 2026 Lease Reimbursement Resolution (approval)

Commissioner Goddu read the following resolution aloud:

RESOLUTION OF THE BOARD OF COMMISSIONERS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF LEASE FINANCING FOR CERTAIN EQUIPMENT.

The Board of Commissioners for the County of Rockingham, New Hampshire (the "County") has determined that it may be necessary or desirable to advance money to pay the cost of acquiring four (4) 2026 Dodge Durango trucks (collectively, the "Equipment").

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

1. The Board of Commissioners adopts this declaration of official intent.
2. The Board of Commissioners reasonably expects to reimburse advances made or to be made by the County to pay the cost of acquiring the Equipment from the proceeds of certain lease financing with TD Equipment Finance, Inc. The maximum amount of financing expected to be issued in one or more series for the Equipment is \$179,968. The vendor supplying the Equipment, to whom monies would be advanced by the County, is Central Dodge, Inc., d/b/a Central CDJR (\$179,968 total).
3. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the Board of Commissioners at its meeting on January 15, 2026.

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

4. Human Resources – Alison Kivikoski, Senior Director

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Register of Deeds – Cathy Stacey, Register

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

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

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

D. Department Head Updates

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

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

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

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

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

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

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

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

E. New Business / Old Business

1. Department of Corrections – Jason Henry, Superintendent

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

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

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

2. Facilities Operations – Jude Gates, Senior Director

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

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

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

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

Commissioner Goddu moved to approve the Strategic Health Care mutual nondisclosure agreement effective as of the date of the last party to sign until the date on which either party receives from the other, written notice, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

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

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

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

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

F. Public Comment

Several attendees participated in public comment, where they expressed strong opposition to the Board of Commissioners' consideration of a potential contract with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE). The speakers include: Kathleen Slover of Portsmouth, Rep. Linda Haskins of Exeter, Rep. Eric Turer of Brentwood, Klein Dickens of North Hampton, Kevin Fleming of Exeter, Hazel Brady Spires of Portsmouth, Megan Chapman of Albany, NH, Brenda Burkle of Newmarket, Sandra Koski of Derry, and Kate Benson of Rye.

G. Commissioners' Nonpublic Session

1. Commissioners' Office – Kathryn Coyle, Chair

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

2. Human Resources – Alison Kivikoski, Senior Director

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

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

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

Commissioner Goddu stated there were three nonpublic sessions and he moved to seal the minutes of sessions 1, and 2 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and seal the minutes of session 3 indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

H. Adjourn

Commissioner Goddu moved to adjourn at 3:02 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

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


Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Norman L. Major Auditorium, 94 North Rd, Brentwood, NH
Thursday, January 22, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:07 pm.

1. Pledge of Allegiance

2. Attendance

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

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

Remote Attendance:

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

B. RFP Openings & Awards

1. Opening: Paper/Plastic Products – Facilities Operations

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

2. Award: Emergency Dispatch Radio and 911 Recording System/Equipment – Facilities Operations/IT Services

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

C. Consent Agenda

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

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

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

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

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

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

Commissioner Tombarello moved to approve the January 22, 2026 Accounts Payable list total of \$2,012,651.78. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Tombarello described a recent visit to Salem's AMDC site, praising the program's atmosphere, a newly constructed back porch/deck (an Eagle Scout or community project), and strong attendance. Commissioner Coyle underscored that transportation remains critical to AMDC participation and expressed appreciation that county support continued after the prior grant ended.

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

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

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

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

c. Building Dedication Plaque (discussion)

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

2. Facilities Operations – Jude Gates, Senior Director

a. Change Order Request – Toshiba (approval)

Commissioner Tombarello moved to approve a change order request for Toshiba for an amount not to exceed \$9,150.72, as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Goddu seconded the motion. Superintendent Jason Henry detailed the operational need: an additional copier for the Department of Corrections to process inmates' legal mail (copying and securing originals to prevent contraband), replacing an inadequate smaller unit. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to approve the special event contract for the 2026 Years of Service event to be held at Zorvino Vineyards on September 23, 2026, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

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

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

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

Commissioner Tombarello moved to approve the Membership Agreement with Navigator Group Purchasing, LLC at no cost to the County, effective December 8, 2025, for an initial term of two (2) years, with automatic one (1) year renewals thereafter, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that outdated vendor listings limited savings capture; updating contracts would align purchases with available discounts. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Medical Director Agreement (approval)

Commissioner Tombarello moved to approve the Medical Director Agreement with Lauren DeMaris, D.O., and Vantage Healthcare LLC, effective February 1, 2026, for an initial term of one (1) year at a cost of \$30,000, with the option to renew for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Ms. Dja Konan mentioned she realized a bid waiver was needed. Commissioner Coyle suggested a motion to table the vote and approve a bid waiver request first. Commissioner Tombarello moved to table the motion. Commissioner Coyle asked Ms. Dja Konan to explain why she is requesting a bid waiver. Ms. Dja Konan noted the regulatory necessity to maintain a medical director on license after provider changes; Vantage’s existing relationship with County assisted living residents; inclusion of telehealth within the base contract; and recommendations from peer county homes. Commissioner Coyle emphasized due diligence already undertaken and the time-sensitive need.

Commissioner Coyle moved to approve a bid waiver request for Vantage Healthcare LLC for a medical director agreement with Lauren DeMaris, D.O. as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to bring the approval of the medical director agreement off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Medical Director Agreement with Lauren DeMaris, D.O., and Vantage Healthcare LLC, effective February 1, 2026, for an initial term of one (1) year at a cost of \$30,000, with the option to renew for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

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

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

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

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

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

F. New Business / Old Business

1. Department of Corrections – Jason Henry, Superintendent

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated January 20, 2026, receiving one inmate from Hillsborough County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

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

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

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

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

G. Public Comment

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

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 2:33 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 5:06 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

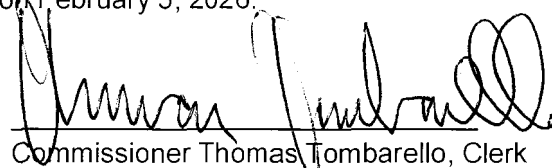
Commissioner Tombarello announced that there were 6 nonpublic sessions and moved to seal the minutes of nonpublic sessions 1, 2, 3, 4, and 5 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this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

I. Adjourn

Commissioner Tombarello moved to adjourn at 5:07 pm. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

January 29, 2026 @ 1:00 pm

Municipal Building, 94 North Rd, Brentwood, NH.

A. Call to Order

Commissioner Coyle called the meeting to order at 1:02 pm.

1. Pledge of Allegiance

2. Attendance

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

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

B. RFP Openings & Awards

1. Award: Generator repair– Facilities Operations

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

C. Consent Agenda

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

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

2. January 30, 2026 Payroll (approval)

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

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

None of the commissioners had updates this week.

2. Finance Office – Charles Nickerson, Senior Director

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

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

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

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

Motion #1 (RCSO vehicles)

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

Motion #2 (Facilities Operations)

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

3. Human Resources – Alison Kivikoski, Senior Director

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

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

E. Department Head Updates

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

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

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

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

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

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

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

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

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

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

F. New Business/Old Business

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

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

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

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

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

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

G. Public Comment

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

H. Commissioners' Nonpublic Session

1. Human Resources- Alison Kivikoski, Senior Director

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

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

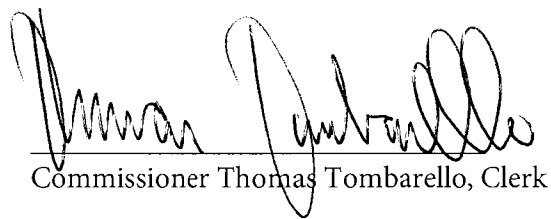
Commissioner Coyle moved to exit Nonpublic session at 4:17pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioner Goddu and Coyle in favor.

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

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

Minutes taken and typed by Kate Coyle.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building, Norman L. Major Auditorium, 94 North Rd, Brentwood, NH
Thursday, February 5, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:02 pm.

1. Pledge of Allegiance

2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC
Jason Henry, Superintendent, DOC
Jon Banville, Asst. Superintendent, DOC
Cathy Stacey, Register of Deeds
Many members of the public

Remote Attendance:

Ashley Ryall, member of the public

B. RFP Openings & Awards

1. Award: Paper/Plastic Products – Facilities Operations

Commissioner Tombarello moved to award the proposal for paper/plastic products to WB Mason for the period of February 5, 2026 through January 31, 2028, for an amount not to exceed \$119,000, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. December 18, 2025 Through January 29, 2026 Meeting minutes (approval)

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

Commissioner Tombarello moved to seal the minutes of the January 22, 2026 nonpublic session number 6 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the February 5, 2026 Accounts Payable list total of \$4,435,826.91. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

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

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

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

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

2. Facilities Operations – Jude Gates, Senior Director

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

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

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

Commissioner Tombarello moved to approve the Elevate Monitoring Standard Elevator Monitoring Agreement for elevator #3, for the period beginning February 5, 2026 for a term of three (3) years renewing month to month thereafter, and authorize the Chair to sign all necessary documents, as recommended by the IT Director, and the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Harvey Construction A/P Warrant (approval)

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

b. Line Item Transfer (approval)

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

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

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

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

4. Human Resources – Alison Kivikoski, Senior Director

- a. Exception Request 7-4, Wage Increase – Long Term Care Services (approval)

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

- b. Exception Requests Related to Weather Emergency – Multiple Departments (approval)

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

- c. Cigna Wellbeing Solution Program Update (approval)

Commissioner Tombarello moved to approve acceptance of Cigna's reimbursement fund for Wellness Rewards paid to employees in excess of the \$600 cap for the remainder of the current plan year, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to approve the job description for Clerical-Temporary for the Commissioners' Office, effective February 5, 2026, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

- a. 2025 FSA Compliance Collaborative Risk Assessment (informational)

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

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

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

- c. Regroup Invoice (approval)

Commissioner Tombarello moved to approve the Regroup invoice for an amount of \$1,500 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care

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

E. Department Head Updates

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

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

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

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

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

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

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

F. New Business / Old Business

No new or old business was brought forward for discussion.

G. Public Comment

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

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

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

H. Commissioners' Nonpublic Session

1. Commissioners' Office – Kathryn Coyle, Chair

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

2. Facilities Operations – Jude Gates, Senior Director

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

3. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 2:12 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Commissioner Tombarello amended the motion to add (c) reputation, and (i) emergency functions. Commissioner Goddu seconded the amendment. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

Commissioner Tombarello stated there were six nonpublic sessions and moved to seal the minutes of sessions 4, 5, and 6 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Commissioner Coyle asked for an amendment to seal those minutes indefinitely.

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

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

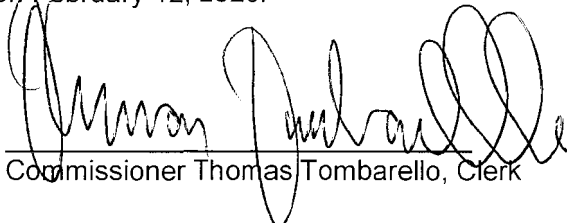
Commissioner Tombarello moved to approve a sign-on bonus for the Director of Nursing position in the amount of \$15,000 (\$5,000 at 4 months, \$5,000 at 8 months, and \$5,000 at 12 months). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, February 12, 2026 @ 1:00 pm

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

Jon Banville, Asst. Superintendent

Remote Attendance:

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

B. RFP Openings & Awards

1. Opening: Chaplain Services – Long Term Care Services

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

2. Opening: Surplus Bidding – Schick 33 Dental X-Ray Machine – Long Term Care Services

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

3. Opening: Surplus Bidding – Perfect Deep Fryer – Long Term Care Services

Commissioner Tombarello moved to authorize the Senior Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion asked why the County was buying a deep fryer. Ms. Dja Konan explained the unit was discovered unused and still boxed during unit moves to D1, but it is not compatible with their operations; the intent is to sell the fryer to recoup costs through surplus bidding—not to purchase or retain it. Commissioner Coyle emphasized that is why it appears as “surplus bidding”. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Opening: Eaton (or similar) UPS Equipment – Sheriff's Office

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

C. Consent Agenda

1. February 5, 2026 Meeting minutes (approval)

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

2. February 13, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,762,324.35 for the period ending February 7, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello noted he would meet with the current and former Major over lunch to discuss transitions and upcoming changes at the Department of Corrections, joking about who would pick up the tab and promising to report back.

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

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

a. Bid Waiver Request, Karpel Solutions (approval)

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

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

Commissioner Goddu raised concerns about vendor dependence and data portability. Conway cited challenges from the prior DocStar migration and said some legacy data remains in paid storage. Superintendent Henry noted conversions can cause minor data loss, but data remains accessible. Conway affirmed PBK's reliability and plans to reduce costs through retention policies and returning large video files to police. The Board voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-4, Wage Increase – Long Term Care Services (approval)

Commissioner Tombarello mentioned he had questions on this agenda item and suggested a nonpublic discussion. Commissioner Coyle asked to table this item. Commissioner Tombarello moved to table an exception request to Personnel Policy 7-4 wage increases, for a Long Term Care Services employee (R.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

c. General Leave Request – Assisted Living (approval)

Commissioner Tombarello moved to approve a general leave request for an Assisted Living employee (K.M.) with County portion of all benefits to continue for the period February 8, 2026 through February 9, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Position Change – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the status change of one (1) full time Medication Nursing Assistant position to one (1) part time Medication Nursing Assistant position effective February 22, 2026 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Position Changes – Department of Corrections (approval)

Commissioner Tombarello moved to approve the exchange of positions without posting for K.S. and P.B., with no change to the employees' rates of pay or evaluation dates as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Superintendent Henry explained each employee's strengths align better with the other role, both are agreeable to the change, and the adjustment improves operational performance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

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

E. Department Head Updates

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

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

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

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

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

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

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

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

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

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

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

G. Public Comment

No public comments were received.

H. Commissioners’ Nonpublic Session

1. Facilities Operations – Jude Gates, Senior Director

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

2. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 1:43 pm pursuant to NH RSA 91-A:3, II (i) emergency functions, and (a) personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit nonpublic Session at 2:45 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello announced there were four nonpublic sessions and moved to seal the minutes of sessions 2, 3, and 4 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and seal session 1 because it pertains to preparation or carrying out of actions regarding terrorism. Commissioner Coyle added to the motion that they would all be sealed indefinitely. Commissioner Goddu seconded the motion as amended. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to bring the three items from earlier in the meeting off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

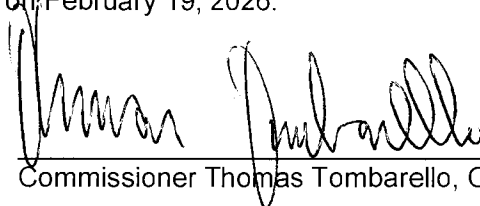
Commissioner Tombarello moved to table an exception request to Personnel Policy 8-4, weather emergencies related to the January 26, 2026 snowstorm, for a Long Term Care Services employee (C.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0,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

I. Adjourn

Commissioner Tombarello moved to adjourn at 2:47 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on February 19, 2026.


Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, February 19, 2026 @ 1:00 pm

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jason Henry, Superintendent, DOC
Jon Banville, Asst. Superintendent
John Mara, Deputy County Attorney

B. RFP Openings & Awards

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

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

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

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

3. Opening: IAQ – Duct Cleaning – Facilities Operations

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

C. Consent Agenda

1. February 12, 2026 Meeting minutes (approval)

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

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

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

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

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

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

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

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

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

2. Finance Office – Charles Nickerson, Senior Director

a. Select Actuarial Services Engagement Letter (approval)

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

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

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

3. Human Resources – Alison Kivikoski, Senior Director

a. General Leave Request – Environmental Services (approval)

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

March 7, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

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

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

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

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

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

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

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

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

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

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

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

F. New Business / Old Business

1. Department of Corrections – Jason Henry, Superintendent

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

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated February 17, 2026, receiving one inmate from Hillsborough County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

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

G. Public Comment

No public comments were received.

H. Commissioners’ Nonpublic Session

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

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

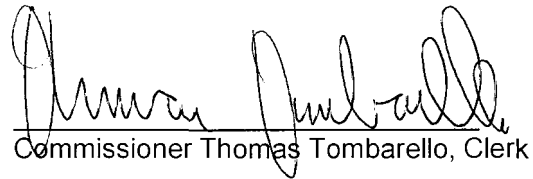
Commissioner Tombarello moved to seal the minutes of all five nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in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

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

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

Remote Attendance:

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

B. RFP Openings & Awards

1. Opening: Fire Sprinkler Testing – Facilities Operations

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

2. Opening: Ammunition – Sheriff's Office

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

3. Opening: Eaton (or similar) UPS Equipment – Sheriff's Office

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

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

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

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

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

C. Consent Agenda

1. February 19, 2026 Meeting minutes (approval)

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

2. February 27, 2026 Payroll (approval)

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

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

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

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

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

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

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

2. Department of Corrections – Jason Henry, Superintendent

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

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

3. Facilities Operations – Jude Gates, Senior Director

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

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

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

4. Finance Office – Charles Nickerson, Senior Director

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

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

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

5. Human Resources – Alison Kivikoski, Senior Director

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Register of Deeds – Cathy Stacey, Register

a. Use of Facility Request (approval)

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

E. Department Head Updates

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

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

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

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

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

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

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

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

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

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

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

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

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

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

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

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

2. Commissioners' Office – Kathryn Coyle, Chair

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

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

G. Public Comment

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

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

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

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

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

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

Commissioner Tombarello announced there were three nonpublic sessions and moved to seal the minutes of nonpublic sessions one and three because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle amended the motion adding that the sessions will be sealed indefinitely because there is no foreseeable timeframe for resolution and seconded the motion. Voted 3-0 in favor. Commissioner Coyle voted yes, Commissioner Tombarello voted yes, and Commissioner Goddu voted yes.

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

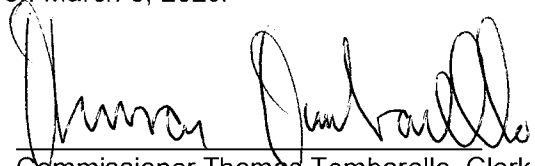
Commissioner Coyle moved to approve the PointClickCare service agreement addendum for the period March 1, 2026–February 28, 2027, specifying a \$20,205 increase, a rate of \$2,245 from June 1, 2026 to Feb. 28, 2027, and thereafter \$4,490 per month starting March 1, 2027, on a monthly term with automatic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

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, March 5, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:03 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Julie Hoyt, HR Manager
Jude Gates, Sr. Director, Fac. Op.
Kendra Mayall, Asst. Director, LTC

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

Remote Attendance:

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

B. RFP Openings & Awards

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

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

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

2. Award: IAQ-Duct Cleaning – Facilities Operations

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

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

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

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

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

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

C. Consent Agenda

1. February 26, 2026 Meeting minutes (approval)

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

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

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

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

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

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

D. Reports

1. Commissioners’ Office – Kathryn Coyle, Chair

a. Commissioner updates

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

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

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

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

2. Facilities Operations – Jude Gates, Senior Director

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

Commissioner Tombarello moved to reject the proposals received for the jail sprinkler head replacement RFP and authorize republishing the RFP as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Goddu seconded the motion. Ms. Gates explained only one bid was received and pricing had escalated dramatically over successive attempts at clarification—from roughly \$20K to \$169K—with numerous scope uncertainties. Some vendors are reluctant to work inside the jail without larger crews; the aim is to tighten specifications and obtain a realistic market number, potentially positioning the project as a capital request next year. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

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

Commissioner Tombarello moved to approve the March 5, 2026 Accounts Payable warrant T261070 payable to Harvey Construction Corporation in the amount of \$157,280.70 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson noted just over a quarter of the amount pertains to the North Road water main project, with a portion funded by ARPA, effectively using remaining federal dollars to close out project needs. Commissioner Coyle praised the coordinated effort and timely completion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

4. Human Resources – Alison Kivikoski, Senior Director

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

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

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

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

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

c. Use of Facility Request (approval)

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

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

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

E. Department Head Updates

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

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

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

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

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

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

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

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

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to approve the Amendment to the Contract Service Agreement with Medical Solutions, LLC, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

Commissioner Tombarello moved to declare a weather emergency in accordance with Personnel Policies and Procedures Chapter 8-4, starting at 11:00 pm or the start of third shift as defined by the department, on Thursday, March 5, 2026 through 7:00 am or the start of first shift as defined by the department, on Friday, March 6, 2026, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

G. Public Comment

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

H. Commissioners’ Nonpublic Session

1. Commissioners’ Office – Kathryn Coyle, Chair

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

2. Human Resources – Alison Kivikoski, Senior Director

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

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

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

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

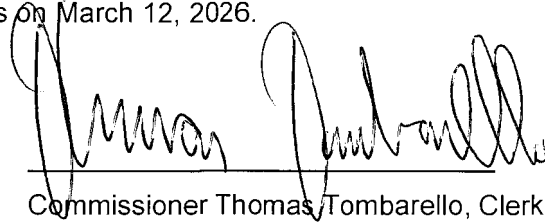
member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, March 12, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:03 pm.

1. Pledge of Allegiance

2. Attendance

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

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

B. RFP Openings & Awards

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

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

C. Consent Agenda

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

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

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

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

3. March 13, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,704,287.68 for the pay period ending March 7, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu reported steady, constructive progress in negotiations with the Sheriff's supervisors and dispatch supervisors, expressing optimism about reaching tentative agreements soon. He commended the Recruiter for proactively engaging local high school Career & Technical Education programs, including Salem and Pinkerton, to support recruitment pipelines.

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

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

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

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

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

3. Finance Office – Charles Nickerson, Senior Director

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

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

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

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

4. Human Resources – Alison Kivikoski, Senior Director

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

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

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

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (R.M.) with County portion of all benefits to continue for the period March 8, 2026 through April 4, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Register of Deeds – Cathy Stacey, Register

a. Hopdoh Electronic Recording Approved Procedures Agreement (approval)

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

E. Department Head Updates

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

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

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

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

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

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

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

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

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

F. New Business / Old Business

1. Commissioners' Office – Kathryn Coyle, Chair

a. Amendment to February 26, 2026 motion

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

2. Facilities Operations – Jude Gates, Senior Director

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

Commissioner Tombarello moved to approve the Knollwood Energy, Renewable Energy Credit Sale and Purchase Agreement, at a cost of 2% of the sale price, or a minimum of \$0.50 per REC, whichever is greater, for the period beginning March 12, 2026 through December 31, 2028, and automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Commissioner Coyle requested a brief table to review terms but, after conferring with Ms. Gates and Mr. Nickerson, agreed to proceed due to timing: failure to execute promptly could forfeit a full quarter of REC revenue. Solar REC pricing is in the mid to upper \$30s, making the 2% fee materially favorable, and Knollwood's long-standing presence and reputation in REC markets, functionally close to sole-source in some segments, was noted as favorable. Commissioner Coyle observed the contract was somewhat one-sided (e.g., indemnification, assignment, market selection) yet judged overall exposure limited relative to the opportunity cost of lost RECs if delayed. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Extension of Paid Administrative Leave

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

G. Public Comment

No public comments were received.

H. Commissioners' Nonpublic Session

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

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

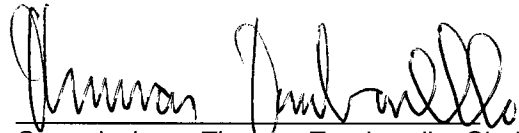
Commissioner Tombarello announced there were two nonpublic sessions and moved to seal the minutes of both sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu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

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

March 19, 2026 @ 1:00 pm

Municipal Building, 94 North Rd, Brentwood, NH.

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello

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

B. Consent Agenda

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

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

C. Reports

1. Human Resources – Alison Kivikoski, Senior Director

a. Agency Staff Contract Buyout Agreement (approval)

REQUEST WITHDRAWN

D. Department Head Updates

There were no department head updates.

E. New Business / Old Business

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

F. Public Comment

There were no members of the public present.

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

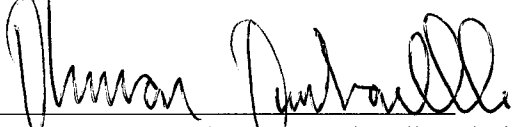
Commissioner Tombarello moved to enter nonpublic session per NH RSA 91-A:3, II (a), personnel at 1:06pm. Commissioner Goddu seconded. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

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

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

Minutes taken and typed by Kate Coyle.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

A. Call to Order

Commissioner Coyle called the meeting to order at 1:02 pm.

1. Pledge of Allegiance

2. Attendance

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

Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Pat Conway, County Attorney
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: Department of Corrections Sprinkler Head Replacement – Facilities Operations

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

2. Opening: Condensate Piping Insulation – Facilities Operations

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

3. Award: Fire Sprinkler Testing – Facilities Operations

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

4. Award: Ammunition – Sheriff's Office

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

C. Consent Agenda

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

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

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

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

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

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

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

3. March 27, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,692,712.62 for the pay period ending March 21, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Coyle offered a substantive update on cybersecurity readiness, highlighting a well-received training forum for county staff and underscoring the importance of awareness, silo reduction, and emergency planning. She referenced recent cyber incidents in other counties (Strafford and Hillsborough) as cautionary context and praised internal collaboration among IT and departmental leaders. The High Sheriff noted their monthly 15-minute cyber trainings as part of ongoing practice.

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

2. Facilities Operations – Jude Gates, Senior Director

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

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

3. Finance Office – Charles Nickerson, Senior Director

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

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

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

4. Human Resources – Alison Kivikoski, Senior Director

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

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

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

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

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

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (S.H.) with County portion of all benefits to continue for the period of March 22, 2026 through March 27, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Square 9 Softworks Revised Statement of Work (approval)

Commissioner Tombarello moved to authorize the Board to initial each page of the Square 9 Softworks revised statement of work and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

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

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

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

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

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

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

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

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

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

a. Use of Facility Request (approval)

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

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

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

E. Department Head Updates

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

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

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

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

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

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

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

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

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

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

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

F. New Business / Old Business

No new or old business was brought forward for discussion.

G. Public Comment

No public comments were received.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

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

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

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

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

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

Commissioner Tombarello announced there were eight nonpublic sessions and moved to seal the minutes of nonpublic sessions one through four because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle amended the motion to specify indefinite sealing consistent with the reputational protection rationale. Commissioner Goddu seconded the motion as amended. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

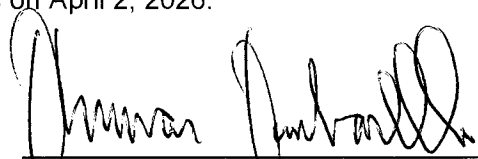
Commissioner Tombarello moved to approve an exception request for a Corrections employee (R.M.) Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, April 2, 2026 @ 1:00 pm

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Megan McGowan, County Attorney's Office
Jessica Szweda, Silverthorne

B. RFP Openings & Awards

1. Opening: LTC Awning Replacements – Facilities Operations

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

C. Consent Agenda

1. March 26, 2026 Meeting minutes (approval)

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

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

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

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Department of Corrections – Jon Banville, Superintendent

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

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

3. Finance Office – Charles Nickerson, Senior Director

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

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

4. Human Resources – Alison Kivikoski, Senior Director

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

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

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

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

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

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

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

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

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

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

E. Department Head Updates

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

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

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

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

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

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

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

F. Public Comment

No public comments were received.

G. Commissioners' Nonpublic Session

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

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

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

H. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

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

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

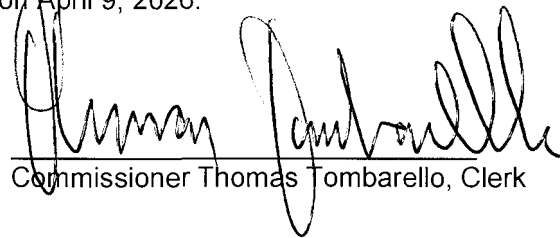
Ms. Kivikoski then provided the Commissioners with a position listing to accompany upcoming department meetings, clarifying which changes are new positions, and which are regrades/title changes within existing alignment; she noted some proposals may be considered for January start rather than July, depending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

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

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

Department of Corrections 8:30 am

Registry of Deeds 9:00 am

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

Sheriff's Office 11:00 am

County Attorney's Office 11:30 am

Human Resources 12:00 pm

Long Term Care Services 2:30 pm

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

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

Minutes provided by Leila Mattila.

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

Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

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

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

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

Remote Attendance:

Jordan Little, Sodexo
Ricardo Lopez, Sodexo

B. Consent Agenda

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

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

2. April 10, 2026 Payroll (approval)

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

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

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

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

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

2. Finance Office – Charles Nickerson, Senior Director

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

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

3. Human Resources – Alison Kivikoski, Senior Director

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

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

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

b. Stop Loss Renewal (approval)

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

c. Voluntary Benefits Details (approval)

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

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

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

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

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

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

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

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

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

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

Further to approve Voya to continue as the Product Administrator of the Health Savings Account (HSA); no separate fee for HSA plan account administration.

Further to approve Voya to continue as the Product Administrator of COBRA with no increase in rates at an Annual Renewal fee of \$250, payable on 7/1/2026 for the 7/1/2026 – 6/30/2027 plan year; \$0.45 PEPM (Per Employee/ Per Month) fee; Qualified Beneficiary Takeover Fee \$40.

Further to approve EyeMed to continue as the voluntary Vision carrier with no increase in rate.

Further to approve Lucet to continue as the Employee Assistance Plan provider with no increase in rate.

Further to approve Colonial to continue as the Product Administrator for the Voluntary Accident, Hospitalization and Critical Illness benefit plans with no increase in rates.

Commissioner Coyle also noted Boston Mutual continues to be retained but is closed to new enrollment. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Health, Dental, Health Savings Account, Retiree Health, and Buy-out Details (approval)

Commissioner Tombarello moved to approve the July 1, 2026 through June 30, 2027 benefits as noted below and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Senior Director of Human Resources. Specifically:

Further to approve Cigna continue as the administrator for Medical insurance with a 1% increase to the Administrative Fees for all plans, no change to plan design. Note: Cigna Wellness dollars confirmed at \$25,000.

Further to approve an increase of 4% to premiums for the Cigna HDHP 10% and HDHP 20% plans.

Further to approve the 7/1/2026 to 6/30/2027 Retiree premium rate for the Cigna Medicare Supplement plan continue with a 4% increase. This plan is 100% retiree paid.

Further to approve Northeast Delta Dental continue as the administrator for Dental insurance with a 4% increase to the Administrative Fee, no change to plan design and no increase to the premium rates.

Further to approve County funding of employee Health Savings Accounts (HSA) of \$3,500 for Two-Person/Family and \$1,750 for Individual. These amounts will be prorated for employees enrolling or changing plan tiers with effective dates after July 1, 2026.

Further to approve adding the Hinge Health and Pathwell Bone and Joint Programs to the Cigna health plan effective July 1, 2026, with no additional PEPM fees.

Further to approve implementing the Stella Health Navigation and Point Solution Platform at an estimated annual cost of \$65,296.

Further to approve AmWins continue as the Product Administrator for the United American Plan F and Rx plans offered to Medicare-Eligible retirees at an approximate 10.1% increase to the Plan F rates, and authorize the Senior Director of Human Resources to sign the AmWins renewal form. These plans are 100% retiree paid.

Further to approve \$1,500 annually for the employee Health Buy-Out option for the fiscal period 7/1/2026 to 6/30/2027. The full-time monthly rate of \$125.00 is pro-rated for part-time employees. The same eligibility policy and procedures practiced for the 7/1/2025 to 6/30/2026 plan year will be applied for the 7/1/2026 to 6/30/2027 plan year.

Additionally, to affirm that the medical and dental eligibility and deduction policy and procedure continue so that employees are eligible for and pay for both health and dental on the same date. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Revised Job Descriptions (2) – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the revised job descriptions for the Nurse Practitioner and Life Enrichment Supervisor positions, effective April 9, 2026, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

f. Revised Job Descriptions (2) – Department of Corrections (approval)

Commissioner Tombarello moved to approve the revised job descriptions for the Lieutenant, Safety and Security and Lieutenant, Inmate Records and Operations positions, effective April 9, 2026, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Long Term Care Services – Chantal Dja Konan, Senior Director

a. 2026 Compliance Workplan (approval)

Commissioner Tombarello moved to approve the Long Term Care Services Compliance Workplan for calendar year 2026 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. HealthPro Heritage Amendment to Therapy Services Agreement (approval)

Commissioner Tombarello moved to approve the Amendment to the Therapy Services Agreement with HealthPro Heritage, acknowledging and ratifying services provided from May 1, 2025, through March 31, 2026, under the same terms and conditions set forth in the Agreement, and extending the Agreement term effective April 1, 2026, through April 30, 2027, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Senior Director Nickerson briefly summarized Finance as focused on budget, grants, and audit work.

Senior Director Gates offered a detailed Facilities update: at the jail, an emergency radiator replacement for the generator system was scheduled for Monday through part of Wednesday next week, with operations transitioned to a single generator to ensure the DOC remains unaffected; assembly of VOC furnishings—bedside tables bolted down and bunks being built—was underway and progressing well based on her morning inspection. In the Municipal Building, recent issues were primarily programming-related: the elevator intermittently failed to stop at staff floors on recent mornings; technicians were onsite addressing elevator controls and thermostat communications (including the meeting room, which remained warm pending restoration). She also noted a generator sync issue the prior afternoon due to a breaker needing reprogramming—fortunately identified and corrected during the day rather than early morning hours. Overall, she said, the team is “zoning in” on the remaining items and otherwise doing well.

Superintendent Jon Banville reported a head count of 199, the first time that week the population was below 200. He shared that Sergeant Alex Santos was moving to serve as Investigator and Fire/Sanitation Compliance Coordinator, aligning with responsibilities he had informally undertaken; this transition would open another Sergeant slot, which he described as positive for staff development. Commissioner Tombarello commended Banville’s performance in his first full budget cycle, to which Banville expressed appreciation and noted a deeper respect for the complexity across county departments.

Senior Director Dja Konan provided census data and a health status update. She noted they remained busy with budgeting and the new Director of Nursing (DON) was settling in. She added that she would seek to introduce the DON to the Board in the near future.

Senior Director Kivikoski reported progress on electronic records management, collaboration with HR and Payroll on a training slide deck to roll out county-wide in the coming weeks, and preparations for Open Enrollment.

Deputy County Attorney John Mara highlighted an active trial calendar over the next three months (with courts typically pausing jury trials in July), ongoing trainings across departments (including with the Sheriff’s Office), and a recent SART training hosted in the auditorium three weeks prior featuring a State Police presentation on digital evidence (e.g., Cellebrite phone dumps), underscoring the ubiquity of technology across case types.

E. New Business / Old Business

1. Department of Corrections – Jon Banville, Superintendent

a. Walk-in Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated April 3, 2026, receiving one inmate, booking #202600634 from Hillsborough County, and transferring one inmate, booking #202502552 to Hillsborough County, as recommended by the

Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Human Resources – Alison Kivikoski, Senior Director

Before turning to the remaining HR items, Proposed Position Changes and Proposed Wage Adjustments, Commissioner Coyle suggested tabling these matters for one week until the Board concludes all department budget meetings, allowing decisions with full fiscal context. Commissioner Goddu agreed, acknowledging it likely would not change outcomes but would ensure informed alignment with budget numbers. Commissioner Tombarello moved to table Human Resources Proposed Position Changes and Proposed Wage Adjustments, items a through f, until next week. Commissioner Coyle clarified that they are items a, and b. Commissioner Goddu seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- a. Proposed Position Changes for FY 20227 Budget (approval) *tabled*
- b. Proposed Wage Adjustments (approval) *tabled*

F. Public Comment

No public comments were received. Commissioner Coyle noted a scheduled vendor meeting with Sodexo at 2:00 PM and proposed entering Nonpublic Session.

G. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

- a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 1:34 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 2:09 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle announced there was one nonpublic session and moved to seal the minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Tombarello seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

The Board met briefly with Sodexo management to discuss a future possible opportunity.

H. Adjourn

Commissioner Coyle moved to adjourn at 2:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 16, 2026.



Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Municipal Building, Commissioners' Board Room, 94 North Rd, Brentwood, NH
Monday, April 13, 2026 @ 11:00 am

3

The Board of Commissioners met from 11:00 am – 2:40 pm to discuss proposed changes to the draft Commissioners' Proposed Fiscal Year 2027 budget. They reviewed every department's proposed appropriations in detail and made changes where they felt it was appropriate to reduce the overall budget.

Minutes provided by Leila Mattila.

Minutes approved by the Board of Commissioners on April 23, 2026.

A handwritten signature in dark ink, appearing to read "Thomas Tombarello", is written over a horizontal line.

Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, April 16, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:02 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Julie Hoyt, HR Manager

Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Megan McGowan, County Attorney's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: UST Tank Replacement – Facilities Operations

Commissioner Goddu moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

C. Consent Agenda

1. April 9, 2025 Meeting minutes (approval)

Commissioner Goddu moved to approve the April 9, 2026 public and nonpublic minutes. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

2. HR Recruitment Report – March (informational)

Commissioner Goddu observed an uptick in agency usage, noting a shift from approximately 40% to 43% for certain staffing categories compared to recent months. Commissioner Coyle responded that, when viewed quarter-over-quarter and year-over-year, internal staffing has improved despite persistent geographic and market constraints, and that newly instituted clinical programs are expected to bolster the pipeline. Ms. Dja Konan added context: some agency coverage is filling temporary leave gaps (including a 12-week supervisory leave) and several supervisory vacancies have been filled with start dates in early May. She described active pipelines from two clinical classes—one concluding that day and a senior cohort finishing Monday—with two to three anticipated applicants post-certification, plus strong engagement through local high school trade programs.

Ms. Dja Konan further highlighted growing internal referrals, which were rare during her first nine to twelve months but have recently increased, reflecting improved workplace satisfaction. Commissioner Goddu encouraged capturing brief, authentic employee testimonials for social media, while Ms. Dja Konan outlined current efforts: monthly staff highlights in the newsletter, refreshed website photos, and cost-conscious marketing—thanking their Executive Assistant for coordinating internal photography to avoid thousands of dollars in outside costs.

Commissioner Coyle transitioned to Corrections recruitment trends, noting a decline in applications in the third quarter. Superintendent Jon Banville explained that initial interest often arrives via Indeed, after which candidates are directed to the County's website; pre-screening occurs before formal applications, which may make the pipeline look thinner. He reported five new hires starting Monday, bringing the headcount to 56, or eight shy of authorized positions, with additional candidates in process.

3. April 16, 2026 Accounts Payable List (approval)

Commissioner Goddu moved to approve the April 16, 2026 Accounts Payable list total of \$1,280,624.59. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu outlined the difficult budget context: although departmental appropriations may be held to under 2% growth, reserves are insufficient to avoid a tax increase this year. He invited any innovative suggestions from the public before the Board finalizes its proposal to the delegation next week.

Commissioner Coyle added that incremental tax adjustments now can help avert the kind of double-digit spikes other counties have faced to remain solvent, and she commended departments for presenting lean budgets despite broad inflationary pressures in fuel, food, and other operating costs. Both Commissioners stressed the importance of not depleting reserves while working to “right the ship” and maintain fiscal health.

2. Department of Corrections – Jon Banville, Superintendent

a. ~~Bid Waiver Request – Neptune Uniforms (approval)~~ **WITHDRAWN**

b. ~~Bid Waiver Request – PrimeCare Medical (approval)~~ **WITHDRAWN**

c. Line Item Transfer (approval)

Commissioner Goddu moved to approve a line item transfer request dated March 26, 2026 in the amount of \$27,345.00, transferring from Software to Service Contracts/Maintenance as recommended by the Superintendent. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

d. Travel & Training Request (approval)

Commissioner Goddu moved to approve a travel & training request for a Department of Corrections employee (A.M.), to attend the National Association of Pretrial Services Conference in Reno, NV, to be held August 30, 2026, through September 2, 2026 at an estimated total cost of \$3,123.50, as recommended by the Superintendent. Commissioner Coyle seconded the motion. Commissioner Goddu asked Superintendent Banville to outline the value. He emphasized networking, best practices, and cost-defraying strategies (e.g., electronic monitoring) especially relevant as the County brings its Community Corrections building fully online; sending one attendee balances learning and fiscal responsibility, and the employee has previously returned with tangible improvements in diversion processes and court interactions. Voted 2-0, Commissioners Goddu and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Line Item Transfer (approval)

Commissioner Goddu moved to approve a line item transfer request dated April 13, 2026 in the amount of \$9,100.00, transferring from Software to Service Contracts as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

b. Line Item Transfer (approval)

Commissioner Goddu moved to approve a line item transfer request dated April 15, 2026 in the amount of \$42,313.00, transferring from Education Assistance, Borrowing Expenses, Finance Staff, Finance FICA, and Finance Retirement to General Government Service Contracts as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. General Leave Extension Request – Long Term Care Services (approval)

Commissioner Goddu moved to approve a general leave request for an Environmental Services employee (R.M.) with County portion of all benefits to continue for the period April 5, 2026 through April 30, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human

Resources. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

b. Proposed Position Changes for FY 2027 Budget (approval)

Commissioner Goddu moved to bring the Proposed Position Changes for FY 2027 Budget and Proposed Wage Adjustments off the table. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

Commissioner Goddu moved to approve one (1) new Facilities Operations position, part time (30 hours) Accounts Payable Clerk, Grade R07 effective January 10, 2027, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Facilities Operations Executive Assistant, Grade R12 (hourly) to one (1) full time (40 hours) Office Administrator, Grade R13 (exempt), effective August 2, 2026, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Building & Grounds Technician, Union to one (1) full time (40 hours) Lead Building & Grounds Technician, Grade R10, effective July 13, 2026, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Long Term Care Services Program Case Technician, Grade R08 (hourly) to one (1) full time (40 hours) Senior Office Administrator, Grade R14 (exempt), effective July 13, 2026, pending Executive Committee approval.

Further to approve one (1) new full time position (40 hours) Medical Director, Grade R28 effective January 10, 2027, pending Executive Committee approval.

Further to approve one (1) new full time position (40 hours) Life Enrichment Specialist, Grade R10 effective July 13, 2026, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Department of Corrections Assistant Office Administrator, Grade R12 (hourly) to one (1) full time (40 hours) Office Administrator, Grade R13 (exempt), with wage adjustment in lieu of COLA and annual evaluation increase effective July 1, 2026, pending Executive Committee approval.

Further to approve a repurpose/regrade for one (1) full time (40 hours) Department of Corrections IT Support Coordinator, Grade R14 (hourly) to one (1) full time (40 hours) Lieutenant of Support Services, Grade R19 (exempt), with wage adjustment in lieu of COLA and annual evaluation increase effective July 1, 2026, pending Executive Committee approval. Commissioner Coyle seconded the consolidated motion and emphasized that most actions involve targeted repurposing for efficiency and operational structure with relatively modest grade changes. She provided additional context on the Medical Director position: although it appears significant on paper, it is expected to be cost-neutral or better compared with contracting, while materially improving quality and continuity of care for residents. Voted 2-0, Commissioners Goddu and Coyle in favor.

c. Proposed Wage Adjustments (approval)

Commissioner Goddu moved to approve a one-time wage adjustment, effective July 1, 2026, in lieu of the COLA, and no change to their annual evaluation date to the following individuals:

Seven (7) Nursing Managers, Grade R20:

- L.A., from \$49.98 to \$55.45;
- D.L., from \$51.61 to \$55.45;
- T.E., from \$52.00 to \$55.45;
- J.L., from \$53.61 to \$56.27;
- J.M., from \$53.61 to \$56.27;
- G.C., from \$53.61 to \$56.27;
- C.B., from \$53.00 to \$56.27;
- J.M., Assistant Resident Care Manager, Grade R17, from \$39.70 to \$41.75;

Two (2) Finance Office employees, Grade R09:

- R.M., Accounts Payable Technician, from \$31.86 to \$33.85;
- S.G., Senior Accountant, from \$29.09 to \$31.49;

Two (2) Sheriff's Office Lieutenants, Grade R19:

- L.C., from \$46.14 to \$50.57;
- C.C., from \$46.00 to \$50.43.

Commissioner Coyle seconded the motion. Commissioner Goddu explained these one-time increases address compression resulting from negotiated union raises, ensuring managers do not earn less than those they supervise. Voted 2-0, Commissioners Goddu and Coyle in favor.

d. Revised Job Description – Department of Corrections (approval)

Commissioner Goddu moved to approve the revised job description for the Lieutenant – Classifications and Intelligence position, effective April 16, 2026, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu and Coyle in favor.

E. Department Head Updates

Senior Director Nickerson reported active workstreams in budget, grants, audits, and quarter-end payroll and grant reporting. He attended his first NHRS Board of Trustees meeting and Audit Committee session, noting his direct experience with the Pension Gold system could be useful to the Board. He relayed encouraging actuarial guidance: employer rates are likely to decrease for FY 2028 and FY 2029 (not FY 2027), as unfunded liabilities trend downward under the 30-year amortization and recent investment returns have outperformed assumptions; he added that the trustees accepted the recommendation.

Ms. McGowan announced award of a \$50,000 VOCA grant, noting this year's competitive process seemed to favor prior recipients, which likely strengthened the County's proposal. She anticipates follow-up documents for Board signature in the coming weeks and noted the office remains busy with trials and case work. Commissioner Coyle welcomed the relief the grant provides and asked about the sustainability of awards under the new process; Ms. McGowan reiterated there are no guarantees, but the office is well-positioned.

Senior Director Gates reported high activity across sites: contractor work on nursing home doors and jail flooring; a swift emergency repair to the jail generator completed in two and a half days, restoring full functionality; and a warranty repair underway on Generator #2 at the Municipal Building that nonetheless involves meaningful HVAC work. She described multiple equipment startups, responding to shifting spring temperatures—"AC calls this week, heat next week." She is preparing several budget transfers to reconcile costs for the new building, which was not fully budgeted, and she thanked Mr. Nickerson for financial support on budget line forecasting. Commissioner Coyle asked whether Facilities could balance internally; Ms. Gates said she believes so, especially if a \$92,000 adjustment under review with Eversource is returned to the County, with additional opportunities expected.

Superintendent Jon Banville reported a head count of 211, up roughly 10 over two weeks, reversing a perceived plateau around 208 and indicating continued growth. Commissioner Coyle contextualized the budget impact: post-bail-reform counts moved from 130–140 to the low 200s, driving substantial increases in meals, laundry, and overall operating costs. Superintendent Banville highlighted the near-completion of the Field Training Officer (FTO) program, with standards and evaluation tools ready—critical given that a vast majority of staff have two years' experience or less, and the program will re-establish second-nature practices. He credited staff for diligent development and training (including proctoring and evaluation methods). He also confirmed VINE—the victim notification and inmate status system—is back online after an Equifax-related outage, not a DOC failure; he thanked an Executive Councilor for assistance accelerating the fix. Commissioner Coyle explained VINE's role for victims and prosecutors and praised Rockingham County's leadership in adopting VINE even before state grant support existed.

Senior Director Dja Konan provided census data and a health status update and highlighted infection-control insights: during Q4 of the prior year vs. Q4 this year, instituting a temporary mask mandate corresponded with approximately 20–25% reductions in respiratory infections among staff and residents,

based on detailed graphs prepared by the Infection Preventionist. While acknowledging uncontrolled external variables, she emphasized the magnitude of the observed change. She added that the team is deep into budgeting, process improvements, and mock survey follow-ups, and is responding to recent CMS/State survey memo updates revising chapters 5 and 7 of the surveyor manual.

Ms. Hoyt reported active open enrollment preparation and a robust orientation scheduled for Monday with 11 new employees: five Corrections Officers (COs), two RNs, two LNAs, one housekeeper, and one nursing manager. She also relayed a wellness initiative from Ms. Lampro to schedule chair massages for staff, with communications forthcoming.

Register of Deeds Cathy Stacey stated operations are “business as usual,” but formally acknowledged and commended Ms. Gates’ staff for their exceptional responsiveness. They have experienced several issues recently, including heating concerns and challenges related to Siemens equipment, and her team has addressed every call from her staff promptly and effectively. She stated their support has been greatly appreciated.

Ms. Mattila notified the Board of a Use of Facility Request for the new auditorium during evening hours. She asked the Commissioners whether they would make exceptions to allow after-hours use of the auditorium. Commissioner Goddu recommended a comprehensive review of policy, security, staffing, and fees. Commissioner Coyle expressed concern that the auditorium was initially intended for 8:30 a.m.–4:30 p.m. business hours, and expanding use could create cost and staffing challenges, particularly while overall building operational costs are still being assessed. The Commissioners discussed the need for a county employee to be present during any public use and for adequate cleaning and security protocols.

They reached consensus not to open the auditorium for after-hours public use at this time, directing requestors to the Hilton, a 24-hour building, and agreed to evaluate fee structures should evening demand warrant future changes, ensuring any rental fee fully covers overtime, security, cleaning, and other costs. Ms. Mattila detailed a second request for the auditorium during the weekend, from a county department. Commissioner Coyle stated that, for now, the same approach applies—offer the Hilton—pending a broader policy review.

F. New Business / Old Business

No new or old business was brought forward for discussion.

G. Public Comment

No public comments were received.

H. Commissioners’ Nonpublic Session

Commissioner Goddu moved to enter nonpublic session at 1:56 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:20 pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Coyle announced there was one nonpublic session and moved to seal the minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

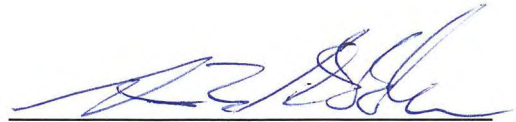
The Commissioners engaged in further discussion about proposed FY 2027 appropriations. Commissioner Coyle moved to amend the percentage increase for employee contributions for health insurance from 4% to 7% for FY 2027 as recommended by the Board of Commissioners. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

I. Adjourn

Commissioner Coyle moved to adjourn at 3:14 pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 23, 2026.



Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, April 23, 2026 @ 11:00 am

The Board of Commissioners met from 11:00 am to 12:30 pm to focus on finalizing the FY27 county budget prior to Delegation presentation. The Commissioners addressed departmental budget increases, Delegation expense accountability, non-profit funding allocation, and long-term fiscal sustainability challenges.

Minutes provided by Leila Mattila.

Minutes approved by the Board of Commissioners on May 7, 2026.

A handwritten signature in dark ink, appearing to read "Thomas Tombarello", is written over a horizontal line.

Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, April 23, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:03 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR

Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Megan McGowan, County Attorney's Office
Major Bashaw, Sheriff's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Award: LTC Awning Replacements – Facilities Operations

Commissioner Tombarello moved to award the proposal for Long Term Care awning replacements to Just Right Awnings for an amount not to exceed \$10,365, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. April 9, 2026 Department Budget Meeting minutes, April 13, 2026 Commissioners' Budget Meeting, and April 16, 2026 Minutes (approval)

Commissioner Tombarello moved to approve the April 9, 2026 Department Budget Meeting minutes, the April 13, 2026 Commissioners' Budget Meeting minutes, and the April 16, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Commissioner Tombarello asked to have a separate motion for the April 16th minutes because he did not attend. Commissioner Coyle amended the motion to omit the April 16, 2026 public and nonpublic minutes. Commissioner Tombarello seconded the motion as amended. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the April 16, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioners Goddu and Coyle in favor, Commissioner Tombarello abstained.

2. April 24, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,683,525.26 for the pay period ending April 18, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu noted that it's been a difficult budget year. Commissioner Coyle thanked the departments for their thoughtful budget presentations and stated the process appeared responsible and measured.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Grant Continued Application Process: SFY 27 Victims of Crime Act, \$50,000 (approval)

Commissioner Tombarello moved to authorize the County Attorney's Office to continue the application process for the SFY 27 Victims of Crime Act Grant and authorize the Chair to sign all necessary

documents as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request dated April 15, 2026 in the amount of \$16,500, transferring from Admin Salaries to Service Contracts and Expense of Prosecution as recommended by the County Attorney. Commissioner Goddu seconded the motion. Commissioner Coyle asked whether this transfer was expected to cover the County Attorney's needs through the remainder of the year. Ms. McGowen explained that it would likely cover service contracts through year-end but that major trials could drive up prosecution costs unexpectedly. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Department of Corrections – Jon Banville, Superintendent

a. Bid Waiver Request – Neptune Uniforms (approval)

Commissioner Tombarello moved to approve the Neptune Uniforms and Equipment, Inc. Proposal & Bid Waiver Request in the amount of \$71,000, for a one-year contract extension, expiring June 30, 2027 with a 3-5% increase as recommended by the Superintendent. Commissioner Goddu seconded the motion. Commissioner Coyle asked when the last time the County had gone out to bid for uniforms. Superintendent Banville replied that it was around 2015 since the last one. He described significant problems with a previous vendor and contrasted that with the service they receive from Neptune, which is local, responsive, and flexible. Commissioner Coyle observed that, while Neptune was not technically a sole-source provider, the situation was "almost like sole source," and she used this to explain the rationale for the bid waiver. The vendor relationship was functionally unique in quality and reliability. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request – PrimeCare Medical (approval)

Commissioner Tombarello moved to approve the PrimeCare Medical Proposal & Bid Waiver Request in the amount of \$2,773,167.35 for a one-year contract extension, expiring June 30, 2027 with a 4.1% increase as recommended by the Superintendent. Commissioner Goddu seconded the motion. Commissioner Coyle emphasized the importance of continuity during the development of community corrections and the financial risk of going to bid. Superintendent Banville confirmed PrimeCare was honoring original contract rates, and Commissioner Coyle noted the 4.1% increase aligned with inflation. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Facilities Operations – Jude Gates, Senior Director

a. Bid Waiver Request, Control Technologies, Inc. (approval)

Commissioner Tombarello moved to approve the Control Technologies, Inc. Proposal & Bid Waiver Request in the amount of \$13,000 for the repair of the air handling unit serving C Block in the Department of Corrections, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. In the brief discussion, it was confirmed that this was truly a sole-source situation. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Line Item Transfers (2) (approval)

Commissioner Tombarello moved to approve a line item transfer request dated April 20, 2026 in the amount of \$48,000, transferring from Technical and Trade Salaries to Facilities Electricity, and the amount of 23,000 transferring from Employer FICA and Staff Salaries to Building Repairs Purchased Service as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. The Commissioners discussed challenges in forecasting utility costs and ongoing efforts with Eversource over the County's electricity rate classification. Ms. Gates reported that a new Eversource account executive had requested an in-person meeting to present a proposed resolution. Commissioner Goddu reiterated that the County expects the G rate and stated he would reach out to his contact again. Ms. Gates informed the Board that she tentatively accepted the meeting and Commissioner Goddu affirmed that was the right decision. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request dated April 17, 2026 in the amount of \$19,868, transferring from Service Contracts to Telephone/Communications as recommended by the Senior Director of Facilities, Planning and IT, and the IT Director. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Finance Office – Charles Nickerson, Senior Director

- a. Grant Application: US BJA FY 2025 Edward Byrne Memorial JAG, \$29,275 (approval)

Commissioner Tombarello moved to authorize the Senior Director of Finance to apply for grant funding in the amount of \$29,275 and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. FirstLight Fiber and CDBG Rock Rimmon Cooperative Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the April 23, 2026 Accounts Payable warrant T261206 for payment of the Rock Rimmon CDBG project in the amount of \$120,745, and warrant T261205 payable to FirstLight Fiber in the amount of \$4,685.74 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

6. Human Resources – Alison Kivikoski, Senior Director

- a. Exception Request – Temporary Dual Occupancy of Position for Training and Transition – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request for dual occupancy of a Long Term Care Services position for two and a half month period to allow for training and transition of personnel as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. UKG Benefits Hub Order Form – Authorization to Sign (approval)

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to sign the UKG Benefits Hub Launch Order Form Amendment, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Utilization of County Wellness Fund (approval)

Commissioner Tombarello moved to authorize the purchase of replacement batteries for an elliptical in the Rehabilitation and Nursing Center staff fitness center utilizing the County Wellness Fund as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

7. Long Term Care Services – Chantal Dja Konan, Senior Director

- a. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Hilton Auditorium and waive the facility fee for the Rockingham County Republicans Committee for May 11, 2026, and the fourth Monday of every month for the remainder of 2026, all starting at 5:30 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Nickerson reminded attendees of the upcoming NHAC Executive Committee meeting and noted that dispatchers had begun performing detail work to assist Portsmouth. Major Bashaw briefly acknowledged this as an innovative way to support regional partners while giving County dispatch staff additional opportunities, provided it remained operationally sustainable.

Senior Director Gates noted that the County had started turning over additional spaces in the new building including access of the Sheriff's Office into a former construction storage area, and activation of card

access for the Diversion program. She described a walkthrough held with the diversion staff, stating they were “very excited” about their new space. Both County lift stations were nearing completion, and the fire panel transition to the new dispatch center was progressing. PFAS monitoring work was also expanding, with new test pits and monitoring wells scheduled for installation. Revision Energy requested to bring a training group to the site on May 8, which she approved. She referenced ongoing budget work, indicating that Facilities was heavily engaged in supporting the County’s budgeting process and balancing operational needs with cost control.

Register of Deeds Cathy Stacey noted stable operations. She reported that she had conducted a tour earlier that morning for about 20 seniors from Epping. She also highlighted a significant employee milestone, noting that Bonnie was celebrating her 39th anniversary with Rockingham County that day. The Commissioners reacted warmly, recognizing 39 years as an extraordinary tenure.

Superintendent Jon Banville reported that the inmate population at the jail that day stood at 207. He noted that Project Manager Evans was currently out in the community soliciting donations for National Corrections Week, which was approaching. He emphasized the importance of community support and recognition for corrections staff. He also said that he was reviewing policies and protocols with PrimeCare Medical in anticipation of the contract extension discussed earlier, ensuring that operations would continue smoothly, and exploring whether there were any ways to improve procedures under the existing arrangement. Beyond that, he described the department as functioning well.

Ms. McGowan reported that her office had been very busy with trials, noting that it had been another week of intense courtroom activity with many of the County’s attorneys spending significant time at the courthouse, given the volume and complexity of cases. She also highlighted an Administrative Professionals Day celebration recognizing office support staff.

Major Bashaw discussed heightened security needs at the courthouse due to a contentious trial. He also noted recent increases across the state in officer-involved shootings, and rising vehicle pursuits. Commissioner Coyle mentioned the notable jail population increase having a major budget impact of a roughly 50–60% population increase. Major Bashaw also noted that the Sheriff’s mental health and wellness coordinator had been actively working with the jail to support staff after some stressful incidents.

Senior Director Dja Konan provided census data and health status update and noted that the CMS/state survey window for the nursing home was opening soon. She noted ongoing budget work aimed at achieving efficiencies, and introduced Annie, who was completing her first month as Director of Nursing, and who shared positive impressions of the facility. The Commissioners expressed appreciation for her leadership and energy.

Senior Director Kivikoski provided a focused update on employee benefits and open enrollment and explained that all employees must log into UKG to acknowledge rate changes, even without altering elections. She also shared personal news celebrating her daughter’s successful dissertation for her doctoral degree for Mental Health Clinician.

F. New Business / Old Business

No new business or old business was brought up for discussion.

G. Public Comment

There were no public comments.

H. Commissioners’ Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 1:43 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 2:13 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

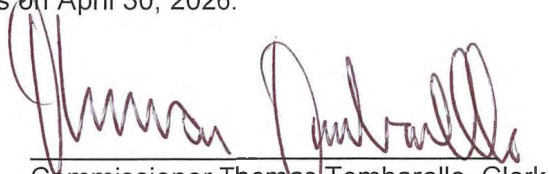
Commissioner Tombarello noted there were two nonpublic sessions and moved to seal the minutes of both sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 2:14 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on April 30, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, April 30, 2026 @ 1:00 pm

A. Call to Order

Commissioner Goddu called the meeting to order at 1:02 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR

Jude Gates, Sr. Director, Fac. Op.
Kendra Mayall, Asst. Director, LTC
Jon Banville, Superintendent, DOC
John Mara, Deputy County Attorney

B. Consent Agenda

1. April 23, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the April 23, 2026 public and nonpublic minutes.

Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Tombarello, and Goddu in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care Services (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a Frigidaire freezer from Long Term Care Services surplus with the item to be properly disposed of.

Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Tombarello, and Goddu in favor.

3. April 30, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the April 30, 2026 Accounts Payable list total of \$3,825,784.71. Commissioner Goddu seconded the motion. There was a brief discussion regarding the timing of the approval and payment of the state bill. Voted 2-0, Commissioners Tombarello, and Goddu in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello provided a report on budget subcommittee meetings this week where several updates were decided, particularly concerning non-county specials. The previously approved 15% reduction across all groups was reversed, restoring the full 15%, and two additional organizations were added: the Advance Life Support service for Plaistow Ambulance and a new incoming agency. Although these groups submitted requests, including Silverthorne, he did not recommend their full \$94,000 request, nor did the subcommittee. He said he believes there is room for them to receive some level of funding. They will still have further opportunities to present their case, potentially when Ms. Szweda returns from vacation. Commissioner Goddu agreed to reach out to her.

Commissioner Goddu noted continued work on the budget. This week he met with Representative Ken Wyler to review the proposed plan. Goddu noted that Wyler expressed full support for the budget, even in light of the significant tax increase. After reviewing the full proposal, he agreed that the Board's approach is prudent and reflects conservative spending, recognizing that inflationary pressures cannot be avoided and inevitably impact tax rates.

2. Finance Office – Charles Nickerson, Senior Director

a. Grant Application: FY 2025 Comprehensive Opioid, Stimulant, and Substance Use, Site-Based Program, \$1,300,000 (approval)

Commissioner Tombarello moved to approve the submission of a grant application under the FY 2025 Bureau of Justice Assistance Public Safety and Mental Health Initiative program in the amount of \$1,300,000; to authorize the Chair to sign any required physical documents; and to authorize the Senior Director of Finance, on behalf of the County, to complete any required electronic submissions and signatures, as recommended by the Senior Director of Finance and the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Tombarello, and Goddu in favor.

3. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for a Long Term Care Services employee (B.G.), to attend the APIC26 conference in Nashville, TN for infection prevention and control training, to be held June 15-17, 2026, at an estimated total cost of \$2,701.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion and asked about the schedule which indicates that she will be traveling on Sunday and returning on the 17th, arriving in Boston around 6 p.m. However, it also notes that she is not scheduled to return to work until the 19th. This suggests she may have an additional day off following the conference, and there is some uncertainty about whether this extra time is due to her Sunday travel or for another reason.

Ms. Mayall noted that the conference begins on Sunday, and she will fly in that day, register immediately, and start attending programming, effectively making Sunday a workday even though she normally works Monday through Friday. On Wednesday, although she travels home in the evening, the conference schedule starts as early as 6:15 a.m., allowing her to complete a full workday before departing. She wasn't certain about the employee's schedule and return to work date, but she would follow up with Ms. Dja Konan when she returns from vacation and report to the Commissioners' Office with additional information. Voted 2-0, Commissioners Tombarello, and Goddu in favor.

D. Department Head Updates

Senior Director Nickerson reported being extremely busy with multiple responsibilities occurring at once, including budgets, grants, audits, and the single audit. He stated he is also gathering the final information needed to pursue tax credits, which would bring additional funding to the county.

Senior Director Gates reported that gasoline prices had risen sharply, creating serious concerns for the county's fuel budget. The latest delivery under the new contract was priced at \$3.88 per gallon—an increase of 56% from the March 5 price of \$2.48 per gallon—far exceeding the 25% increase budgeted for the fiscal year. She outlined the county's fuel procurement process, noting that prices are based on a rack rate plus eleven cents per gallon and that the county typically receives six deliveries per year for its 12,000-gallon storage tank. While the county attempts to store fuel to mitigate price volatility, regular refills remain necessary. Ms. Gates acknowledged the difficulty and noted that one more delivery is expected before the budget is finalized, which will help determine if adjustments are needed.

Superintendent Jon Banville reported the jail census was 217 inmates, increasing again from the previous week. He announced that the Department of Corrections will launch its first Field Training Officer program in seventeen years, aimed at rebuilding foundational corrections practices and restoring mentorship lost through staff turnover. He also highlighted upcoming Corrections Week, during which the department will hold several staff appreciation events, supported by community donations that include multiple grills and a Blackstone griddle for raffle. Banville noted an upcoming DOC subcommittee meeting on May 4th, and reported ongoing collaboration with Facilities Operations to weld security-related gaps in jail bunks, temporarily relocating a housing unit to expedite the work.

Deputy County Attorney John Mara provided a brief but informative update on legal matters and professional development activities in his office. He reported that his office had been extremely busy with trial work, noting that the County Attorney was in the final stages of completing an AFSA trial that had occupied the entire week. Despite the heavy trial schedule, the office was continuing its commitment to training and professional development for both its own staff and the broader prosecutorial community.

Assistant Director Mayall provided census data and a health status update. She reported several ongoing initiatives within the long-term care division. The annual shopping day was held earlier in the week, allowing residents to choose donated clothing with support from Liberty Mutual volunteers. The team is also preparing for upcoming appreciation events, including Nurses Week, Nursing Home Week, and LNA Week, with Employee Engagement personnel and the Director of Nursing coordinating activities. When asked about the current census of 142 residents, Ms. Mayall explained that the lower number was due to open beds in the skilled nursing unit, and that admissions coordinator Ms. Duffy is actively working to fill them.

Senior Director Kivikoski provided updates on upcoming benefits open enrollment and ongoing recruitment initiatives. Open enrollment notifications were scheduled for distribution within the next day, and Service Credit Union representatives would be on-site to offer financial guidance to employees as part of the county's wellness efforts. She also reported active work with the recruiter on a rural grant opportunity with a fast-approaching deadline, exploring an LNA apprentice program that would provide high school students with hands-on experience and create a future nursing workforce pipeline. A meeting with key stakeholders was planned to develop the grant strategy. Ms. Kivikoski also noted uncertainty about attendance at an upcoming Pinkerton Academy job fair. Superintendent Banville added that traditional high school job fairs often yield limited results for corrections recruitment, while classroom presentations—such as those previously held at Salem High School and Pinkerton Academy—have been more effective in generating strong candidates.

Senior Executive Assistant Mattila reminded everyone about the upcoming public hearing and next week's adjusted schedule. She confirmed that the hearing was properly advertised in the Union Leader, meeting all legal requirements. The Board's regular meeting will begin early at 2:30 PM, followed by the public hearing at 5:00 PM in the auditorium.

E. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

- a. Walk-in Request for Authorization for the Chair to Sign HM Stop Loss Proposal (approval)

Commissioner Tombarello moved to authorize the Chair to sign the HM Life Insurance Company Stop Loss Proposal, Option 2, with an effective date of July 1, 2026. Commissioner Goddu seconded the motion. Ms. Mattila noted that Commissioner Coyle, who was not present at the meeting, had given explicit permission for her electronic signature to be used on the document, ensuring that all required authorizations would be properly executed. Voted 2-0, Commissioners Tombarello, and Goddu in favor.

F. Public Comment

No public comments were received.

G. Commissioners' Nonpublic Session

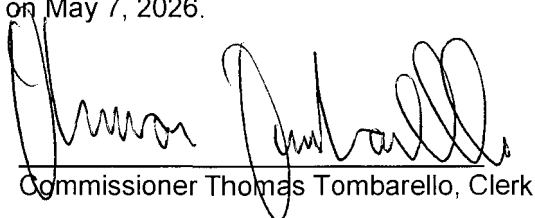
No nonpublic sessions were requested.

H. Adjourn

Commissioner Tombarello moved to adjourn at 1:28 pm. Commissioner Goddu seconded the motion. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Tombarello, and Goddu in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on May 7, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, May 7, 2026 @ 2:30 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 2:33 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR

Autumn Dickson, Recruiter
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Pat Conway, County Attorney
Cathy Stacey, Register of Deeds

B. Consent Agenda

1. April 23, 2026 Budget Meeting Minutes, and April 30, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the April 23, 2026 Budget Meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the April 30, 2026 public minutes. Commissioner Goddu seconded the motion. Voted 2-0-1, Commissioners Goddu and Tombarello in favor, Commissioner Coyle abstained as she was not in attendance for that meeting.

2. Adult Medical Day Care (AMDC) Payout Report, January 2026 (informational)

Commissioner Coyle observed that the program was on track to finish the fiscal year within budget. Transportation expenditures year-to-date were about \$22,000, indicating improved accuracy following corrections to the billing spreadsheet. Ms. Dja Konan confirmed that outstanding March and April invoices were still being processed but the underlying issues had been resolved. Commissioner Coyle reflected on the challenge of determining where transportation support should be budgeted and expressed interest in possibly reallocating funds to non-county specials in future budget cycles to align expenses more appropriately.

3. HR Recruitment Report (informational)

Commissioner Coyle thanked Ms. Dickson for the clarity of the data and noted that while hiring improvements were evident year-to-year, attrition in nursing continued to offset gains. Discussion followed about an April increase in agency staffing for LNAs, and Ms. Kivikoski explained that leave-of-absence coverages and regular turnover contributed to the short-term agency spike and added that the nursing market was beginning to stabilize after years of volatility, with several outside agencies experiencing layoffs.

Ms. Dickson noted that seasonal patterns had also influenced recruitment, with winter months traditionally producing fewer job changes. With spring underway, both LNA and corrections recruitment were expected to rise. She described recent adjustments to sponsorship levels. Earlier in the year, corrections had received a large surge of applications, prompting a temporary reduction in sponsorships to manage the workload. With the slower months behind them, she increased sponsorships again for both LNAs and corrections officers, and early data suggested that this continued to drive higher application volume.

4. May 8, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,700,204.02 for the pay period ending May 2, 2026. Commissioner Goddu seconded the motion. Mr. Nickerson noted that bail-related pay was unusually high this period, and that employer HSA contributions and several new employees also influenced totals. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu reported on his recent walkthrough of the jail, noting visible improvements to cleanliness and painting efforts. He expressed appreciation for management's work.

Commissioner Tombarello described attending the Jail Subcommittee meeting earlier in the week, where a full group of state representatives offered questions and feedback. He also discussed a conversation with Councilor Janet Stevens, who is working to secure long-term care funding for Rockingham County. In addition, he recounted a meeting with Brentwood officials and the Sheriff's Department regarding call volume between the jail and nursing home.

Commissioner Coyle reported that the Long Term Care Subcommittee meeting had gone well, with delegates expressing confidence in the department's budget discipline and strategic planning for future reopenings of closed wings.

D. Department Head Updates

Senior Director Kivikoski reported that the Salary Classified Committee had approved requests for new and repurposed positions. She also described collaborative work on the Rural Health Transformation Grant, including an upcoming planning meeting with the grant writer. She requested permission to bring forward a proposal next week for a countywide holiday gift purchase using current-year funds due to rising costs and limitations on future encumbrances.

Ms. Dickson announced that a long-term care job fair was scheduled for May. She began targeted ad campaigns for LNAs and noted that strong early application numbers were already appearing. She outlined upcoming new-hire orientations, which included corrections officers, a deputy sheriff, an LNA, two LPNs, and a personal care partner. Assisted Living currently had only one part-time vacancy.

Senior Director Dja Konan provided census data and a health status update. She noted that it was Nurses Week and described several appreciation events for nursing staff, including a coffee cart run by the Director of Nursing and a "pub crawl" (non-alcoholic) featuring treats and small acknowledgements. Events would continue into Nursing Home Week beginning on Mother's Day.

County Attorney Conway shared that the office remained extremely busy, with many attorneys in court daily and no new items of concern to report.

Superintendent Jon Banville reported that Corrections Week activities were underway and included an ice cream truck visit, taco bar, pizza sponsored by the Teamsters, a cornhole tournament, and raffles. Staff also participated in a firearms competition. He announced strong interest in a third-shift sergeant posting, with four corporals applying. He also reported a major development: a human trafficking arrest in Florida stemming from monitored communications originating in the county facility, illustrating the impact of recent FCC-related communication system changes.

Register of Deeds Cathy Stacey stated she had nothing new to report.

Senior Director Gates highlighted installation of historic farm footage in the facility's display area. Landscaping updates, including fresh mulch and new plantings, were completed. The Atrium roof was refinished and expected to last an additional five to seven years. She noted that the water system's lead and copper tests came back clean.

Ms. Gates reported that Nobis Group, the civil engineering firm that worked with the County for years on the new well and related infrastructure, had recently been honored with the 2026 Engineering Excellence Award (ACEC) for the County project. She explained that the firm's lead engineer, Naomi, had been closely involved throughout the project's development, including siting and engineering the new well and coordinating extensively with DES. Ms. Gates emphasized that the award recognized the high quality and effectiveness of Nobis's work, noting that their efforts had been critical in helping the County achieve a successful outcome.

Ms. Gates informed the Board that Eversource had notified her it would not reimburse at the expected G rate, resulting in a projected shortfall of approximately \$185,000 for the current fiscal year. She explained that this figure was nearly double what the County had already anticipated losing, and that the news arrived only that morning. She noted that Eversource had provided inconsistent information over the past year—initially indicating the County would be paid at the G rate, then switching to GV, then back to G—and had retroactively adjusted payments multiple times, creating significant financial uncertainty.

Ms. Gates added that the historical data Eversource claimed to be relying upon had not yet been shared with the County, and that the company had previously suggested any discrepancy would amount to only five to six thousand dollars—a statement now proven incorrect. She and Commissioner Goddu both expressed dissatisfaction with Eversource's lack of transparency during earlier meetings, during which representatives appeared not fully forthright.

She explained that the County would need to adjust its appropriations requests, withdraw previously planned abatements, and prepare for additional transfers, likely from the contingency fund—because her department's electricity budget could not absorb the new deficit. She emphasized that the County had already adjusted budget lines based on the expectation of reimbursement, making this reversal particularly disruptive. She concluded by saying that while further analysis was still forthcoming, the issue was not yet resolved and would require continued follow-up with Eversource and the County's partners at Revision Energy.

Senior Director Nickerson reviewed tax rate analyses comparing Rockingham to other counties and outlined ongoing grant and audit preparation. He updated the Board on the status of the Rural Health Transformation Grant and noted upcoming state RFPs that could allow capital improvements if projects were sufficiently developed.

A. New Business / Old Business

Human Resources presented a walk-in General Leave Request to be voted on. Commissioner Tombarello moved to approve a General Leave Request for a Long Term Care Services employee (J.C.) from May 7, 2026 through May 11, 2026 with County portion of all benefits to continue. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

B. Public Comment

No public comments were received.

C. Commissioners' Nonpublic Session

Commissioner Tombarello moved to enter nonpublic session at 3:17 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 4:00 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello noted there were three nonpublic sessions and moved to seal the minutes of all three sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to approve the transfer of the Clinical Software Specialist position from IT to the Nursing Department, effective July 1, 2026, as recommended by the Senior Director of Facilities, Planning & IT and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Adjourn

Commissioner Tombarello moved to adjourn at 4:02 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on May 13, 2026.

A handwritten signature in blue ink, appearing to read "S. Goddu", is written over a horizontal line.

Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Public Hearing Minutes

Norman L. Major Auditorium, 94 North Rd, Brentwood, NH
Thursday, May 7, 2026 @ 5:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 5:00 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu

Commissioner Tom Tombarello

Commissioner Tombarello moved to open the Commissioners' proposed fiscal year 2027 budget public hearing pursuant to NH RSA 24:13-C. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello confirmed that the public hearing notice had been duly published in the Union Leader on Wednesday, April 29, 2026, and posted both at 94 North Road, Brentwood, NH, and on the official Rockingham County website, satisfying all statutory requirement for public notification.

Commissioner Coyle delivered a comprehensive overview of the context, challenges, and guiding principles behind the Fiscal Year 2027 budget proposal. She emphasized that this year's budget process had been particularly demanding due to multiple external and internal factors converging at once. She explained that department heads had worked diligently to manage costs within a difficult fiscal environment marked by persistent inflation, rising fuel and operating expenses, and changes in federal revenue streams. The County also faced increased operational demands following bail reform, which had resulted in an estimated 50% increase in the County jail population, adding pressure on staffing, food service, medical care, and utilities. Additionally, the County was now responsible for operating and maintaining its newly constructed building, a significant asset but also a substantial long-term financial obligation.

Despite these pressures, Commissioner Coyle reported that the County Commissioners and Department Heads had succeeded in containing the appropriations increase to only 1.67%, a figure she stressed was "significantly less than the inflation increase." She praised the discipline, restraint, and practicality demonstrated by County leadership in achieving such a modest rise in appropriations under difficult circumstances.

However, Commissioner Coyle noted that some residents may naturally wonder why a budget with only a 1.67% appropriations increase required a 13% tax increase. She provided an expanded explanation: for several years, the county had artificially suppressed the tax rate by relying heavily on its unassigned fund balance, essentially using savings to offset taxes. While this strategy offered short-term relief to taxpayers, it was not fiscally sustainable. The County's savings account had been depleted to a level where continued reliance on it would threaten financial stability and undermine the county's AAA bond rating, which requires maintaining approximately 10–12% of the County's operating budget in unreserved cash.

She emphasized that the proposed 13% tax increase was not, in reality, equivalent to a 13% increase in the average taxpayer's financial burden. Using an average home value of \$600,000, she explained that the increase equated to approximately \$55 per year, or \$4.58 per month. She described this as a reasonable and necessary adjustment to transition the county away from its dependence on fund balance usage and toward a more stable, predictable revenue structure for the years ahead.

Commissioner Coyle concluded her overview by reaffirming the County's commitment to acting responsibly, protecting services, safeguarding fiscal health, and ensuring future stability. She then invited Commissioner Goddu to offer additional remarks.

Commissioner Goddu offered a detailed reflection on the County's long-term fiscal trajectory, providing broader historical context to reinforce the need for the proposed tax increase. He began by highlighting that over the past decade, the County had raised taxes by only 18%, while inflation during the same period had risen approximately 33.5%. He emphasized that inflation is cumulative and does not reverse itself;

therefore, unless revenues grow proportionally, the purchasing power of County resources inevitably diminishes.

Commissioner Goddu explained that for years the county had been able to blunt the impact of inflation and avoid raising taxes by drawing heavily on its unreserved fund balance, essentially plugging revenue gaps with savings. He noted that this strategy was made possible because taxpayers had been overtaxed in earlier years, leading to unusually high reserves. Consequently, the County had repeatedly used its accumulated surplus to subsidize annual operating costs rather than generating the necessary revenue through the tax rate. While this practice temporarily kept taxes low and benefited residents in the short term, it also masked the true cost of County services.

He commended Commissioner Coyle for warning last year that depositing \$16 million of fund balance into the revenue portion of the budget was unsustainable. At the time, both the Board and the legislative Delegation chose to maintain a low tax rate by using the savings, but Commissioner Goddu acknowledged that Commissioner Coyle had correctly cautioned that the practice was not viable long-term.

Commissioner Goddu then turned to the challenges now facing the County. To maintain the County's AAA bond rating, he stressed that the County must keep 10–12% of its total operating budget in reserve. Falling below that threshold would not only jeopardize the bond rating but also impair the County's ability to respond to unexpected financial emergencies. He observed that some Counties in similar situations had described themselves as "broke" when they over-drew reserves below responsible levels, and he made clear that Rockingham County must not allow itself to reach such a point.

He also described the financial pressures stemming from the construction of the County's new building, noting that bond payments, maintenance, and related operating costs were now permanently part of the County's ongoing expenses. In addition, the County faced a 50% to 70% increase in its jail population following statewide bail reform. The increase had placed significant strain on the corrections system, which now had to absorb additional costs for housing, food, security staffing, and medical services.

Another major financial consideration, he said, was the need to raise wages several years earlier to attract and retain qualified employees. At that time, County departments were struggling to hire staff in a competitive labor market. Many applicants simply could not afford to accept lower-wage public sector positions, causing operational strain across departments. Commissioner Goddu explained that the County ultimately approved wage increases for both union and non-union employees, bringing pay rates closer to a livable level. Although this step was necessary to maintain a competent and stable workforce, it also increased the county's long-term operating costs. He emphasized that these wage adjustments were carefully negotiated, and no department or union received excessive increases.

Commissioner Goddu concluded by forecasting the likely financial picture for the near future. He predicted that by the end of the next fiscal year, the fund balance would be restored to the minimum 10% needed for stability and bond rating protection. However, he warned that the County would have no additional money available to supplement revenue in future budgets, meaning taxes would have to rise again next year unless appropriations could be reduced, something he stated was not feasible without cutting essential services or laying off staff. Since no departments were currently overstaffed, service reductions would directly harm residents. He thus stressed that raising revenue through the tax rate was the only responsible option.

Commissioner Tombarello followed with remarks acknowledging the challenges described by his colleagues while offering his perspective based on many years of service. He stated that he could easily repeat everything previously said by the other two Commissioners, as he fully agreed with their assessments.

He explained that during his tenure, he had often supported using the fund balance to offset taxes, recognizing that doing so made the Commissioners appear fiscally conservative and taxpayer-friendly. He emphasized that this practice had been used for years not because of negligence, but because Commissioners in all terms had sought to provide residents with tax relief whenever possible. However, he now agreed that the fund balance had reached a point where the County simply had to rebuild it.

Commissioner Tombarello praised Department Heads and Elected Officials for keeping increases exceptionally low in their budget requests, noting that an overall 1.67% increase in appropriations within a \$100 million budget was remarkable. He highlighted the Sheriff's Department specifically, explaining that in his twelve years in office, he had never seen them come in with such a lean request. He recounted that the Board had multiple sessions with department leaders, during which they often had to say no to discretionary items and approve only necessities, especially in light of the operating costs of the new building.

He also referenced a particularly difficult union negotiation process in which five rounds of discussions were required. He described the negotiations as heated at times, but ultimately successful because the County refused to exceed what it believed to be responsible and sustainable compensation levels. He reiterated that although some residents might perceive the budget as large, the Commissioners had approved only essential expenditures and maintained extremely tight fiscal discipline.

Commissioner Tombarello acknowledged that the tax increase would be a "hard pill to swallow," but emphasized that it was necessary to restore fiscal health, stabilize the fund balance, and prevent far worse increases in future years. He expressed confidence that, although difficult, this year's budget was something the County could be proud to present.

After Commissioner Tombarello finished, Commissioner Goddu added one more point of perspective, reiterating the earlier illustration for homeowners. He noted again that an average resident with a home valued at \$600,000 would see approximately \$55 in additional taxes for the year due to the County portion, an amount he believed would be manageable for most taxpayers even amid broader economic pressures.

B. Public Comment

Commissioner Coyle opened the floor for public comment and asked speakers to limit remarks to approximately five minutes. She also clarified that while speakers may ask questions, the Commissioners would not engage in dialogue during the hearing itself, as the purpose of this portion was to gather public input rather than conduct debate.

Several members of the public spoke, including Representative Larry Miner of Fremont, John McGillroy of Brentwood, Brian Chirichiello of Derry, Representative Pam Brown of East Kingston, and Nathan Lenny, Finance Director at the City of Portsmouth.

With no additional speakers coming forward, Commissioner Coyle closed the public comment portion of the hearing and asked the Clerk for a motion to close the hearing.

Commissioner Tombarello moved to close the Commissioners' proposed fiscal year 2027 budget public hearing. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Commissioners' proposed fiscal year 2027 budget pursuant to NH RSA 24:13-C, pending Delegation approval. Commissioner Goddu seconded the motion.

Commissioner Goddu addressed concerns raised during public comment, particularly the assertion that the 1.67% appropriations increase did not tell "the whole story." He agreed that budgeting is complex and that a simple number cannot capture the full range of financial considerations. He explained that year-to-year changes in the tax rate do not always correlate neatly with changes in spending, especially when the County has previously used substantial amounts from the fund balance to artificially offset taxes.

He emphasized that while using savings to reduce taxes may seem appealing, it can lead to future instability. He reiterated that the County had used its unreserved fund balance over many years because taxpayers had previously been overtaxed, resulting in unusually high reserves. As those reserves were spent down, the County's operating budget increasingly relied on one-time funds. The Board now faced the consequence of that long-term structural imbalance.

He also responded to suggestions that the County should draw \$15 million from fund balance this year, instead of the proposed \$10 million, in order to reduce the tax levy. Doing so, he explained, would reduce the County's remaining fund balance to \$3 - 4 million, plunging reserves below the 10% threshold required to preserve the County's AAA bond rating and maintain financial stability. He underscored that undermining

the fund balance would not only harm the County's financial standing but also leave taxpayers in a much worse position next year, when the lack of savings would force an even larger tax increase.

Commissioner Goddu further addressed concerns about increasing food service costs in the Department of Corrections. He clarified that the County had recently reorganized food service contracts and accounting practices, separating long-term care food service expenses from corrections. As a result, an apparent increase in corrections food costs was matched by a corresponding decrease in the long-term care budget. He stated that this was purely an accounting redistribution, not evidence of overspending.

He concluded by affirming that the primary issue facing the County was revenue, not spending. Appropriations had been tightly controlled for years, which he described as a credit to County leadership. The revenue imbalance was the product of relying too heavily on savings. The proposed budget, he said, was the responsible step toward long-term financial sustainability.

Commissioner Coyle built on Commissioner Goddu's remarks and addressed several themes raised by the public. She acknowledged the concerns of residents who described increases in local and school taxes and expressed that the Commissioners understood the broader economic pressures families face, including rising costs for fuel, food, and basic necessities. She explained that County officials felt these same pressures in budgeting, as inflation directly affects operational costs, especially in areas such as corrections where food and labor demands rise with population.

She described the county's current effort as an attempt to "right the ship", moving from a cycle of annual fluctuations in tax rates and fund balance usage toward a more stable, predictable multi-year financial plan. She emphasized that a dramatic one-year correction, raising taxes by the full 26% theoretically needed to immediately restore structural balance, would be unreasonable and unfair to residents. Instead, the County was pursuing a phased approach over several years, reducing its reliance on the fund balance while restoring and maintaining the minimum reserve needed for bond rating protection.

Commissioner Coyle said this strategy would place the County on a path where future tax increases would be modest and stable rather than unpredictable. She stressed that the only alternative to the current proposal would be significant service reductions and staff layoffs, which would harm residents who depend on County services.

Throughout her remarks, she reinforced that the Board was pursuing a long-term responsible plan, not a short-term patch, and that while the decisions were difficult, they were necessary for the County's future.

Commissioner Goddu added that the County's current predicament likely reflects a revenue imbalance that had been developing for four or five years. The availability of a large fund balance had masked the problem, but now that the County had spent down those excess reserves, the underlying structural issue had become unavoidable. He reiterated that the Commissioners were all in agreement that the County should no longer rely on savings to fund recurring costs.

When invited to speak, Commissioner Tombarello stated that he had nothing additional to add, indicating his full support for what had already been said by Commissioners Coyle and Goddu.

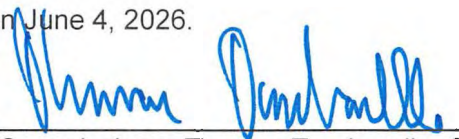
Commissioner Coyle called for a vote on the motion to approve the Commissioners' Proposed Fiscal Year 2027 Budget. Voted 3-0. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

C. Adjourn

Commissioner Tombarello moved to adjourn at 5:39 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 4, 2026.


Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Wednesday, May 13, 2026 @ 3:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 3:35 pm and expressed appreciation for everyone's patience, noting that she had been delayed in court, and emphasized her recognition of everyone's valuable time.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Jon Banville, Superintendent, DOC
Julie Hoyt, HR Manager

Kathy Masso, LTC Finance
Elaine Walczak, Executive Asst, LTC
Kevin Flemming, Member of Public
Remote Attendance:
Jude Gates, Sr. Director, Fac. Op.

B. RFP Openings & Awards

1. Opening: External Window Washing Services – Long Term Care Services

Commissioner Goddu moved to authorize the Senior Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

2. Award: UST Tank Replacement – Facilities Operations

Commissioner Goddu moved to award the proposal for UST Tank Replacement to Dependable Petroleum Services for an amount not to exceed \$49,995.68, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

C. Consent Agenda

1. May 7, 2026 Meeting minutes (approval)

Commissioner Goddu moved to approve the May 7, 2026 public and nonpublic minutes. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

2. May 14, 2026 Accounts Payable List (approval)

Commissioner Goddu moved to approve the May 14, 2026 Accounts Payable list total of \$1,187,085.36. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Coyle offered a detailed summary of the Executive Committee meeting held the prior Friday, noting that the committee reviewed third-quarter budget performance and asked thoughtful questions related to fund balance levels and the upcoming tax rate. She commended Commissioner Goddu for his clear explanation of solar credit accounting and the distinction between G and GV readings, which helped clarify financial impacts for the committee. She added that the Commissioners would continue to work closely with the Executive Committee throughout the budgeting cycle.

2. Finance Office – Charles Nickerson, Senior Director

a. Harvey Construction A/P Warrant (approval)

Commissioner Goddu moved to approve the May 14, 2026 Accounts Payable warrant T261234 payable to Harvey Construction Corporation in the amount of \$799,121.95 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Coyle seconded the motion.

Mr. Nickerson explained that a substantial portion of this payment represented release of retainage, with the remainder covering completed project work. The project was nearing completion, with remaining tasks including HVAC controls integration, exterior landscaping, and other final close-out items. Discussion included updates on remote camera system integration, with Ms. Gates reporting a national software issue expected to be resolved by the end of the week. Voted 2-0, Commissioners Goddu, and Coyle in favor.

b. Tyler Technologies Contract Amendment (approval)

Commissioner Goddu moved to approve the Tyler Technologies Contract Amendment for termination of their module Assets Mobile effective December 1, 2025, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Mr. Nickerson clarified that after staff reviewed the module with Tyler representatives, it became apparent that the product was not beneficial to county operations, leading to its removal. Voted 2-0, Commissioners Goddu, and Coyle in favor.

c. TD Equipment Finance Inc. Capital Lease Proposal (approval)

Commissioner Goddu moved to approve the TD Equipment Finance, Inc. capital lease proposal and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. The Commissioners discussed the importance of acting promptly to secure the available rate, with Mr. Nickerson actively coordinating with the lender. Voted 2-0, Commissioners Goddu, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Employee Winter Gift (approval)

Commissioner Goddu moved to approve the use of funds from the Human Resources Employee Retention line (115*-53408), in an amount not to exceed \$3,200.00, for the purchase of appreciation gifts for active employees to be distributed in December 2026, as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion and noted that removing the gift expense from next year's budget allowed for more effective financial planning and that the gesture will still be meaningful to staff with a low cost item. Ms. Hoyt added that ordering early ensured free shipping and cost savings. Voted 2-0, Commissioners Goddu, and Coyle in favor.

b. Summer 2026 Employee Discount Tickets (approval)

Commissioner Goddu moved to approve employee discount ticket agreements with Canobie Lake Park, Funtown Splashtown, York's Wild Kingdom, Clarks Bears, Water Country, and Whale's Tale, at no charge to the county for the 2026 season and to authorize the Senior Director of Human Resources to sign all necessary documents as recommended by the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

4. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Line Item Transfers (2) (approval)

Commissioner Goddu moved to approve a line item transfer request dated May 11, 2026 in the amount of \$183,831.00, transferring from service contracts to staff, FICA, retirement as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Mr. Nickerson explained the transfer was necessary because three positions had been reallocated during the fiscal year from long term care to assisted living staffing. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Goddu moved to approve a line item transfer request dated May 11, 2026 in the amount of \$109,000.00, transferring from dietary service contracts to Assisted Living meals as recommended by the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion and noted that inaccurate vendor budgeting in prior years had merged assisted living meal costs into long-term care lines,

making accurate budgeting difficult. This transfer corrected the allocation to better reflect actual program operations. Voted 2-0, Commissioners Goddu, and Coyle in favor.

E. Department Head Updates

Commissioner Coyle noted that County Attorney Conway had to leave earlier due to other obligations.

Senior Director Nickerson reported that the office was heavily engaged in budget preparations, managing annual audits, managing grant compliance requirements and other cyclical responsibilities typical for this time of year.

Superintendent Jon Banville reported an inmate head count of 208, noting fluctuations over weekends. His team was reviewing and updating policies, including raising standards for oral board testing by implementing minimum passing thresholds to reinforce professional excellence. He highlighted a recent situation in which a staff member from the finance department expedited a bail check, allowing a detainee to be released the same day rather than spending an unnecessary night in custody.

He also described a sewage leak discovered in Housing Unit D; staff coordinated efficiently to relocate inmates to Echo Unit. The repair created an opportunity to complete a long-planned project to plug bunk holes, which would now proceed more quickly.

Commissioner Coyle commended Superintendent Banville for his recent feature in Correctional News, noting that the article highlighted his career development and leadership during Correctional Officers Week.

Ms. Masso provided census data and health status updates and noted that staff were celebrating both Nursing Home Week and Nursing Week, with multiple events generating strong participation and positive morale. A recent “crawl” event brought visible joy to residents and staff, with many smiling faces noted throughout the facility.

Ms. Hoyt reported that HR was fully occupied with preparations for open enrollment, beginning Friday. The department was also heavily involved in budget work and year-end activities, while undertaking initiatives to support staff morale. She noted that she and Ms. Kivikoski attended the nursing home celebrations and were pleased with the level of participation and enthusiasm.

Senior Director Gates reported extensive work underway across county facilities. At the jail, her team was managing follow-up repairs including flooring and the recently repaired sewage line, with outdoor maintenance accelerating due to seasonal changes. The department was also preparing transfer requests based on updated expectations of revenue and expenditures. She welcomed commissioners’ input on permanent signage needs, as part of an effort to replace temporary paper notices with durable professional signage appropriate for the new building.

Ms. Mattila provided a reminder for the next meeting scheduled and noted the agenda submission deadline for the following week’s meeting.

F. New Business / Old Business

1. County Attorney’s Office – Patricia Conway, County Attorney

a. Walk-in Use of Facility Requests

Commissioner Goddu moved to approve the requests for use of the Norman L. Major Auditorium and waive the facility fee for the Rockingham County Attorney’s Office to host Sexual Assault Resource Team (SART) meetings on Monday, May 18, 2026, Monday, September 21, 2026, and Monday, November 16, 2026. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Commissioner Goddu raised the need to formalize a countywide policy for use of the new auditorium, specifically restricting beverages to water only, prohibiting food due to upholstery maintenance, and ensuring that events outside normal business hours either be disallowed or require a county employee onsite. Commissioner Coyle noted that the current position was not to open the auditorium after hours and emphasized that the issue should be placed on a future agenda for formal adoption. Ms. Gates confirmed she was compiling a list of permanent signage needed and invited input.

G. Public Comment

Kevin Flemming expressed well wishes. The Commissioners thanked him and reaffirmed appreciation for public participation.

H. Commissioners' Nonpublic Session

Commissioner Goddu moved to enter nonpublic session at 4:00 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 4:10 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

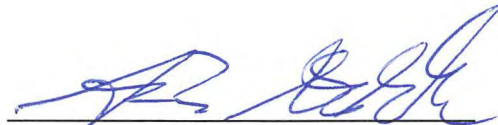
Commissioner Goddu noted there was one nonpublic session and moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and render a proposed action ineffective. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Goddu moved to adjourn at 4:11 pm. Commissioner Coyle seconded the motion. Voted 2-0, Commissioners Goddu, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on May 28, 2026.



Commissioner Steven Goddu, Vice Chair



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, May 28, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:02 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Julie Hoyt, HR Manager
Autumn Dickson, Recruiter

Rich Zabrowski, Asst. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Briana O'Keefe, Social Svcs Manager, LTC
Cathy Stacey, Register of Deeds
Megan McGowan, County Attorney's Office

Remote Attendance:

Jon Banville, Superintendent, DOC

B. RFP Openings & Awards

1. Opening: Waste Disposal – Facilities Operations

Commissioner Tombarello moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Opening: Rockingham County DOC Roofing Project – Facilities Operations

Commissioner Tombarello moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. May 13, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the May 13, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Adult Medical Day Care (AMDC) Payout Report, April 2026 (informational)

3. Long Term Care Services Quality Assurance and Performance Improvement (QAPI) Meeting Notes (informational)

4. May 28, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the May 28, 2026 Accounts Payable list total of \$2,666,914.62. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu reported that the Executive Committee's review of the County's FY27 budget was highly positive, with no objections raised despite anticipated tax rate increases resulting from depleted unassigned fund balance. He commended the transparency and collaboration among Commissioners and staff, noting that clear communication contributed to the Committee's strong support.

Commissioner Coyle affirmed the positive relationship between the Board and legislative Delegation and expressed appreciation for staff efforts.

Commissioner Tombarello reported he completed open enrollment and humorously referenced a required cybersecurity retraining course after inadvertently opening a questionable email. He also referenced ongoing communications regarding wastewater system alarms.

b. Appointment of Deputy Treasurer pursuant to NH RSA 29:15 (approval)

Commissioner Tombarello moved to re-appoint Robert Troy as Deputy Treasurer pursuant to NH RSA 29:15, as recommended by the Rockingham County Treasurer. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Update to Food/Beverage Policy in the Norman L. Major Auditorium (discussion)

Commissioner Goddu opened a detailed discussion about confirming and strengthening the policy restricting food and beverages in the auditorium, aside from water. He cited recent spills and concerns about protecting the carpeted and upholstered seating areas. He reiterated that the auditorium is not to be treated as a cafeteria space.

The Commissioners also engaged in a complex discussion about after-hours facility use. Commissioner Goddu suggested that any after-hours use require either the presence of a full-time County employee or a paid facility staff member assigned specifically to oversee building access and security. The Commissioners acknowledged that the building locks automatically after business hours and that shift technicians cannot be pulled away from operational duties to manage events.

Commissioner Tombarello raised concerns about enforcing beverage restrictions during daytime meetings, noting that some elected officials ignore posted signage. Commissioner Coyle agreed that consistent enforcement is challenging but emphasized the importance of maintaining the policy. She recommended encouraging respectful compliance and noted efforts to obtain permanent, more professional signs.

Regarding after-hours use, the Commissioners agreed they must consider overtime implications, union agreements, employee willingness to accept call-in assignments, and the need for clear fee structures. Commissioner Coyle stated that fees should reflect the actual cost of staffing required for after-hours access. Commissioner Goddu clarified that by default, the auditorium is not available evenings or weekends unless the County develops and adopts formal exceptions.

The Board agreed that staff should begin with gauging employee interest, then gathering cost estimates, and exploring MOU requirements before drafting any policy changes.

2. Department of Corrections – Jon Banville, Superintendent

a. Merrimack County Department of Corrections Female Housing Agreement Pursuant to NH RSA 30-B:21 (approval)

Commissioner Tombarello moved to approve the Merrimack County Department of Corrections Female Prisoner Housing Agreement pursuant to NH RSA 30-B:21 for a one-year term beginning July 1, 2026 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Grant Application: University System of New Hampshire's Rural Health Transformation Hub (approval)

Commissioner Tombarello moved to authorize the Senior Director of Finance to apply for grant funding on behalf of the County, from the University System of New Hampshire's Rural Health Transformation Hub for an amount up to \$40,640.00 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Kofile Technologies, Inc. Proposal for Services Under Moose Plate Grant (approval)

Commissioner Tombarello moved to approve the Kofile Technologies, Inc. Proposal for book preservation, archival imaging, and digital image to film services funded by the State of NH Moose Plate Grant, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance.

Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. TD Equipment Finance Lease Purchase Agreement (approval)

Commissioner Coyle read the Lessee Resolution aloud.

A RESOLUTION OF COUNTY OF ROCKINGHAM, NEW HAMPSHIRE AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE PURCHASE AGREEMENT WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION

WHEREAS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, a body politic and corporate duly organized and existing as a political subdivision of the County of Rockingham, New Hampshire ("Lessee"), is authorized by the laws of the State of New Hampshire to purchase, acquire and lease personal property for the benefit of Lessee and to enter into contracts with respect thereto; and

WHEREAS, Lessee desires to purchase, acquire, finance and lease certain equipment with a cost not to exceed \$927,137.84 constituting personal property necessary for Lessee to perform essential governmental functions (the "Equipment"); and

WHEREAS, Lessee proposes to enter into that certain Lease Purchase Agreement (the "Agreement"), with TD Equipment Finance, Inc. ("Lessor"), the form of which has been available for review by the governing body of Lessee prior to this meeting; and

WHEREAS, the Equipment is essential for Lessee to perform its governmental functions; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment; and

WHEREAS, the governing body of Lessee deems it for the benefit of Lessee and for the efficient and effective administration thereof to enter into the Agreement and any other documentation necessary, convenient or appropriate for the purpose of the financing the Equipment on the terms and conditions described therein;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE, that Lessee is hereby authorized to execute and deliver the Agreement with principal components of rental payments in an aggregate amount not to exceed \$927,137.84

BE IT FURTHER RESOLVED, that the Agreement and the acquisition and financing of the Equipment under the terms and conditions as described in the Agreement are hereby approved. The Chair, Board of Commissioners of Lessee and any other officer of Lessee with the power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement and any and all instruments, documents and certificates which may be required by or provided for in the Agreement or as may otherwise be required for or necessary, convenient or appropriate to the financing described in this resolution together with any changes, insertions and omissions therein as may be approved by the officer(s) who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The Chair, Board of Commissioners of Lessee and any other officer of Lessee with the power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same.

BE IT FURTHER RESOLVED, that the proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement.

Bank Qualified only BE IT FURTHER RESOLVED, that pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended (the "Code"), Lessee hereby specifically designates the Agreement as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code.

BE IT FURTHER RESOLVED, that nothing contained in this resolution, the Agreement nor any other instrument shall be construed with respect to Lessee as incurring a pecuniary liability or charge upon the general credit of Lessee or against its taxing power, nor shall the breach of any agreement contained in this resolution, the Agreement or any other instrument or document executed in connection therewith impose any pecuniary liability upon Lessee or any charge upon its general credit or against its taxing power, except to the extent that the rental payments payable under the Agreement are special limited obligations of Lessee as provided in the Agreement.

BE IT FURTHER RESOLVED, that if any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Adopted and approved by the governing body of Lessee this 28th day of May 2026

Commissioner Tombarello moved to approve a three-year capital lease agreement dated May 29, 2026 with TD Equipment Finance, Inc. at an annual interest rate of 4.05% with payments in advance and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium, and the Municipal Building Lobby Conference Room, and waive the facility fee for the Finance Office to host a Munis User Group Workshop on Wednesday, August 12, 2026 from 8:00 am to 5:00 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 9-2, End of Employment Earned Time Payout Percentage – Long Term Care Services (approval)

Commissioner Tombarello moved to table the exception request pending nonpublic discussion. Commissioner Coyle seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor of tabling the motion.

b. Revised Job Description/Title Change – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a title change from Clinical Software Specialist to Clinical Systems Support and Training Specialist and job description revisions effective May 28, 2026, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Retiree and Former Employee Insurance Premium Write-Offs (approval)

Commissioner Coyle moved to table the write-offs pending nonpublic discussion. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. June Walking Challenge (informational)

Human Resources staff presented the upcoming County-wide walking challenge, noting opportunities for employees to win Amazon gift cards through steps or questionnaire participation.

5. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Adult Medical Day Care (AMDC) Request – Silverthorne (approval)

Commissioner Tombarello moved to approve the request submitted by Silverthorne Adult Medical Day Center, to increase the County's current support rate for Medicaid attendees from \$15 per day to \$30 per day, effective July 1, 2026, contingent upon the availability of funds within the designated budget line. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request, Ashley Furniture (approval)

Commissioner Tombarello moved to approve the Bid Waiver Request and purchase from Ashley Furniture in the amount of \$20,160.00 to replace a list of old furniture in Assisted Living, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Med Pathways, LLC IV Therapy Certification Training Agreement (approval)

Commissioner Tombarello moved to approve the Med Pathways, LLC IV Therapy Certification Training Agreement effective May 27, 2026, remaining in effect until terminated, at a cost of \$200 per student if the County provides the hands-on lab instruction, or \$400 per student if Med Pathways, LLC is contracted to provide hands-on lab instruction. I further authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Nickerson reported that the County is nearing the end of the FY26 budget process and reminded departments to finalize operating expense reviews before the final Executive Committee meeting. He summarized a successful fiscal year-end workshop held earlier in the week and noted plans to distribute detailed instructions and updated budget packets. He also mentioned ongoing preparation for two facilities-related line item transfer items scheduled for Executive Committee review.

Assistant Director Zabrowski reported that the wastewater treatment plant's fire panel failed during a recent electrical outage, requiring a temporary fire watch until replacement parts arrive. He also announced a scheduled hot water and steam shutdown the following Tuesday to complete necessary biomass system repairs. Overall, his department remains extremely busy addressing infrastructure needs.

Ms. McGowen reported that the office has been preparing extensively for trials and that staff recently completed a combined HR/payroll training that prompted useful discussions about cross-training and refresher skills, including EKG competency.

Register of Deeds Cathy Stacey shared that attorney closings in the conference room have increased significantly, signaling strong public engagement with the Registry's services. She expressed satisfaction with the growing use of County facilities for these transactions.

Superintendent Jon Banville reported a headcount of 212 inmates. He described a recent assault by a mentally ill inmate on an officer and stated this trend mirrors statewide and national increases. The department is responding by expanding Crisis Intervention Team training. The injured officer is recovering well. The Superintendent also noted that Bike Week (June 12–21) will require temporary transfers from Belknap County, though fewer inmates will be transferred this year due to housing limitations. He concluded by announcing the promotion of Corporal Lampro to Sergeant.

Senior Director Dja Konan provided census data and a health status update. The facility staff remain extremely busy with surveys, staffing initiatives, and program development. She highlighted a highly successful job fair that generated strong applicant turnout and approximately 15 pending offers across LNA, Assisted Living, and Environmental Services positions. She also noted significant interview activity outside the fair as the department continues to aggressively recruit and onboard new staff.

Ms. Dickson provided a recap of the latest job fair and current events.

Ms. Hoyt reported that open enrollment has reached 61% completion with seven days remaining. HR will open early to accommodate employees needing assistance. She emphasized ongoing availability for individual appointments and noted chair massage sign-ups and summer discount ticket promotions are active.

Ms. Mattila announced that next week's Commissioners meeting will be held Thursday at 8:00 a.m. at the Primex Conference, with the exact room to be determined.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-in Request for Employee Trainings for the New Employee Fitness Center

Commissioner Tombarello moved to approve the request to secure Jen from “Some Like it Fit” to perform gym trainings for employees in the New Employee Fitness Center at a rate of \$125.00/hour, utilizing the County Wellness fund, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Department of Corrections – Jon Banville, Superintendent

a. Walk-in Inmate Administrative Transfer pursuant to NH RSA 30-B:21 (approval)

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated May 22, 2026 for booking #202601072, and May 26, 2026 for booking #20260110, receiving two inmates from Hillsborough County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

No members of the public were present.

H. Commissioners’ Nonpublic Session

Commissioner Tombarello moved to enter nonpublic session at 12:22 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 1:10 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello noted there were three nonpublic sessions and moved to seal the minutes of all three sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

The Board returned to the tabled motions from earlier in the meeting. Commissioner Tombarello moved to approve an exception request to Personnel Policy 9-2, End of Employment Earned Time Payout Percentage, for a Long Term Care employee (K.M.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. The motion failed 3-0, with Commissioners Goddu, Tombarello, and Coyle opposed.

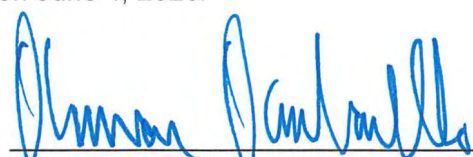
Commissioner Tombarello moved to approve write-offs for Health and Dental Insurance Premiums totaling \$855.42, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 1:14 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 4, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Omni Mt. Washington Resort, 310 Mount Washington Hotel Road, Bretton Woods, NH
Thursday, June 4, 2026 @ 8:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 8:07 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Alison Kivikoski, Sr. Director, HR

Chantal Dja Konan, Sr. Director, LTC

Remote Attendance:

Charles Nickerson, Sr. Director, Finance
Jon Banville, Superintendent, DOC

B. Consent Agenda

1. May 7, 2026 Public Hearing Minutes, and May 28, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the May 7, 2026 public hearing minutes, and the May 28, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. June 5, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,736,403.43 for the pay period ending May 30, 2026. Commissioner Goddu seconded the motion. Commissioner Coyle briefly acknowledged that payroll was in alignment with previous payrolls. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu remarked that the Primex Conference had been an "excellent conference" offering valuable information. Commissioner Coyle expanded on this, sharing that she had attended a well-run session on RSA 91-A the previous day, while Commissioner Goddu noted participation in a cybersecurity workshop. Commissioner Coyle added that sessions touching on AI and emerging technologies were particularly informative.

2. Facilities Operations – Jude Gates, Senior Director

a. Vivi LLC Customer Agreement (approval)

Commissioner Tombarello moved to approve the Vivi LLC Customer Agreement for the period beginning upon signing for a term of three (3) years, for eleven (11) licenses providing access to the cloud based Vivi Solution, for an annual amount of \$1,859.00 and authorize the Chair to sign all necessary documents, as recommended by the Assistant Director of IT, and the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. A brief discussion followed regarding indemnification language and whether the requested changes recommended by Primex had been incorporated. Ms. Mattila stated that Ms. Bernier confirmed all the requested changes were made. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request dated June 2, 2026 in the amount of \$5,100.00, transferring from Building Repairs Purchased Services to Water Treatment Purchased Services as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Commissioner Coyle noted that maintaining the water treatment systems is crucial for continuous operations, referencing the recent issues with the fire alarm panel as an example of why proactive funding is important. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. General Leave Request – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (H.D.) with County portion of all benefits to continue for the period May 18, 2026 through June 12, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained that the employee had exhausted FMLA but was awaiting confirmation of eligibility for short-term disability benefits. Extending the County-funded benefits through June 12 would provide time for the outstanding paperwork to be completed and allow HR to determine next steps. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Employee Engagement Activity – Ice Cream Emergency (approval)

Commissioner Tombarello moved to authorize an expense using the County Health Fund (51510000-52310) to have the vendor Ice Cream Emergency serve Ice Cream Sundaes to employees on-site, July 28, 2026, and July 30, 2026. Commissioner Goddu seconded the motion. Discussion included estimated cost (approximately \$3,700), and the importance of the event for staff morale. Ms. Kivikoski shared that this year's event was intentionally coordinated to coincide with the in-person sessions of the new Healthcare Academy, ensuring students could also participate. Departments would rotate attendance over two days to ensure service coverage. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Line Item Transfers (3) (approval)

Commissioner Tombarello moved to approve a line item transfer request dated May 29, 2026 in the amount of \$100,000.00, transferring from Delegation Contingency to Nursing Home Admin – Bed Assessment as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Coyle explained that this need was driven by increased revenue, particularly private-pay revenue, triggering a higher required tax payment. Mr. Nickerson added that he had already consulted with two state representatives, who expressed no concerns. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request dated June 1, 2026 in the amount of \$10,000.00, transferring from Equipment Non Expendable to Equipment Repairs & Maintenance as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a line item transfer request dated June 1, 2026 in the amount of \$3,000.00, transferring from Equipment Expendable to Office Supplies as recommended by the the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. This transfer addressed office supply needs made possible because actual furniture expenses were lower than expected. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Superintendent Jon Banville reported that the inmate population stood at 210 as of that morning. He noted that the weekend had brought welcome fluctuations downward, creating capacity for expected increases. He reported that operations were stable and that there were no significant incidents or changes to report for the week.

Senior Director Nickerson reported that the Executive Committee's public hearing the previous evening was unusually quiet, with only a small number of representatives in attendance. Although he anticipated contentious debate due to public statements made earlier in the season, the hearing proceeded smoothly with only minor clarifications needed.

Senior Director Kivikoski reported that the County was in the final hours of its open enrollment period, with approximately 37 employees still needing to complete their requirements as of the previous afternoon. Staff conducted extensive outreach, including targeted reminders and administrative assistance throughout the day. She expressed optimism that the County might achieve 100 percent completion, which would be a

first. She thanked departments for collaborating to ensure strong participation. She also noted several upcoming adjustments related to office supply budgeting and future purchasing needs but indicated that existing lines would cover the variances without exceeding transfer thresholds.

Senior Director Dja Konan provided census data and a health status update. She delivered positive news regarding the Healthcare Academy: the program's grant funding, as assembled collaboratively by Finance, HR, and Long Term Care, was approved and planning was moving swiftly. An informational night for prospective participants and families was scheduled for June 16. Ms. Kivikoski noted that outreach to area schools had been well received, with enthusiastic responses from nearly all contacts. Ms. Dja Konan emphasized that the Academy would expose students to a broad array of healthcare career paths, not solely nursing.

E. New Business / Old Business

Commissioner Goddu noted that several grants, including those related to workforce housing, daycare renovations, and construction feasibility, were interrelated and should be examined collectively. He proposed bringing in representatives from the Rockingham County Planning Commission, Community Development Block Grant staff, and daycare grant administrators to explore options and constraints. The Commissioners agreed to target June 25 as a suitable meeting date.

Ms. Dja Konan mentioned the possibility of co-locating daycare facilities with existing structures. Commissioner Goddu expressed interest in exploring unused space at the nursing home, although he acknowledged earlier concerns about surrendering licensed beds. The Commissioners agreed that upcoming discussions with grant specialists would help determine whether those options were feasible.

F. Public Comment

There were no public comments.

G. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 8:32 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 8:56 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

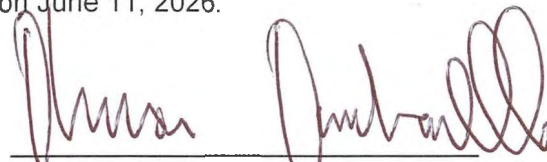
Commissioner Tombarello noted there were two nonpublic sessions and moved to seal the minutes of both nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

H. Adjourn

Commissioner Tombarello moved to adjourn at 8:57 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 11, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, June 11, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:01 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Julie Hoyt, HR Manager
Jude Gates, Sr. Director, Fac. Op.

Chantal Dja Konan, Sr. Director, LTC
Sean Norton, Asst. Superintendent, DOC
Pat Conway, County Attorney
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds

B. Consent Agenda

1. June 4, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 4, 2026 public and nonpublic minutes.
Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Surplus Equipment Requests (2) Pursuant to NH RSA 28:8-A, Long Term Care Services (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a Baxter Convection Oven OV300G from Long Term Care Services surplus with the item to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare five (5) HOLT Power Lift Recliners from Long Term Care Services surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. June 11, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the June 11, 2026 Accounts Payable list total of \$2,762,802.82. Commissioner Goddu seconded the motion. Commissioner Coyle highlighted the largest expenditures, including a state bill of approximately \$1.6 million, the first payment on the IT capital lease, and nursing-related costs, which together represented roughly \$2.2 million of the total. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu shared insights from the recent Primex conference, and his concerns with AI. He then noted scheduling conflicts for a rural grant presentation originally planned for July, prompting the Board to settle tentatively on July 16 as the meeting date.

Commissioner Tombarello reported on his visit to the jail earlier that day. The jail was under lockdown after several improvised weapons were discovered, creating heightened tension among inmates, though staff morale remained solid. He expressed his confidence in the professionalism of Major Norton and the staff, and described safety-driven maintenance such as welding modifications on bed structures to reduce

suicide risks. He also reported on discussions with HR and Facilities about converting the former Diversion space into the Occupational Health office.

Commissioner Coyle noted her own involvement in work related to the jail, observing that inmate population had risen sharply with the onset of summer. She highlighted a major recent arrest operation involving the Sheriff's Office, local police departments, and U.S. Marshals, praising the coordinated effort. She reflected on the value of the Primex conference, particularly updates in 91-A law and the discussion on AI.

2. Finance Office – Charles Nickerson, Senior Director

- a. Harvey Construction A/P Warrant (approval) (**WITHDRAWN**)
- b. Request for Usage of Opioid Abatement Funds (approval) (**WITHDRAWN**)
- c. Request to Reclass Community Corrections FF&E Expense to Opioid Abatement Funds (approval) (**WITHDRAWN**)
- d. TD Equipment Finance Inc. Capital Lease Proposal (approval)

Commissioner Tombarello moved to approve the TD Equipment Finance, Inc. capital lease proposal and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle noted the favorable interest rate of approximately 4.19 percent. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

- a. Cash Out of Accrued Earned Time and Holiday Time (approval)

Commissioner Tombarello moved to approve a Fiscal Year 2027 Cash-Out of accrued earned time and Holiday time, as outlined in the memorandum dated June 5, 2026, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle explained that this process maintains budget stability by reducing long-term liability, allowing most employees to cash out up to two weeks and employees with thirty years of service to cash out up to four weeks. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. FY 2027 Per Diem Wage Schedule (approval)

Commissioner Tombarello moved to amend the FY 2027 Per Diem Wage Schedule effective June 28, 2026, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained that several classifications required increases to align with wage adjustments already implemented for other positions. She had verified that each department had sufficient funds in their budget lines. Commissioner Coyle raised a question about per diem employees who work near full-time hours, and Ms. Kivikoski described HR's monthly review process to ensure employees stay under the 29-hour threshold to avoid triggering benefits requirements. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. General Leave Request – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a general leave request for a Long Term Care Services employee (M.S.) with County portion of all benefits to continue for the period May 28, 2026 through June 19, 2026 as recommended by the Senior Director of Long Term Care Services, and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski mentioned that she and Ms. Dja Konan were gathering additional information for follow-up recommendations. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- d. Former Adult Diversion Space in the Carlisle Building (discussion)

Ms. Kivikoski described the limitations of the current Occupational Health office, which lacked privacy, waiting space, and adequate clinical layout. She proposed modest improvements to the Carlisle space, including painting, minor repairs, and replacing deteriorating flooring, estimating the total cost at about \$1,879 and requesting a buffer up to \$2,000. Ms. Gates confirmed that Facilities could supply paint and that the flooring needed replacement regardless. The Commissioners expressed strong support for the

plan given the benefits to privacy, employee onboarding, and clinical function. No vote was required, but there was broad consensus to proceed.

4. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Adult Medical Day Care (AMDC) Request – Easterseals (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request dated June 2, 2026 to Easterseals, NH for an additional client (M.L.) at an amount of \$80 per day, for three (3) days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. A lengthy discussion followed regarding the broader Adult Medical Day program budget.

Commissioner Goddu raised concerns that Easterseals' higher cost per participant, coupled with increasing requests, was pushing total expenditures toward or beyond budget, and that Silverthorne, which provides services to more residents, also needs substantial transportation support. Commissioner Coyle responded that direct care must remain the priority and that rigidly allocating funds between providers might reduce the County's ability to meet individual resident needs. Both Commissioners acknowledged the need for better long-term data analysis. Ms. Dja Konan stated her staff had nearly completed gathering current-year data, though multi-year comparisons would be difficult due to the fluidity of participation and the distorting effects of COVID-era operations. The Board agreed that an updated analysis based on current-year invoices would be useful moving forward. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Bid Waiver Request, Applied Concepts (approval)

Commissioner Tombarello moved to approve the Applied Concepts Proposal & Bid Waiver Request in the amount of \$11,850.50 for equipment to update a current radar unit, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle asked about the need for a waiver, and Major Bashaw and the High Sheriff explained that the unit had failed unexpectedly; previous annual purchases from the same vendor were below the \$10,000 threshold, but purchasing the replacement would push cumulative spending beyond the limit, creating the need for a waiver. Funds were available within the department budget. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

County Attorney Conway reported a busy period for the County Attorney's Office, including several jury trials. One recent case involved an officer being dragged by a suspect; the jury returned a guilty verdict. Another case involving violation of a protective order was still with the jury. Staffing pressures existed due to maternity leaves and vacancies, but July was free of jury trials, providing some relief, even as the court filled the month with hearings. Overall, the office was moving cases forward efficiently.

Register of Deeds Cathy Stacey announced that the New Hampshire Association of Counties would be meeting onsite the next morning at 9:30 AM and expressed enthusiasm for hosting the event. She then described a June 1 incident when the building cleaner called out sick, leaving the Registry uncleaned. This had happened more than once, and she urged improved consistency. She also reiterated parking and signage challenges that leave visitors, especially elderly individuals, confused and frustrated, and she strongly recommended adding a sign near the first parking lot entrance to clearly designate visitor parking.

Ms. Stacey then raised a serious banking concern: TD Bank had withdrawn \$1,300 from the Registry's small account due to an unexpectedly low average monthly balance, despite the Registry depositing more than \$5 million monthly into the larger County account. She stated this fee had never occurred before. Commissioner Coyle, Commissioner Goddu, and Mr. Nickerson discussed the matter with her, concluding that TD Bank's average daily balance requirements likely caused the issue and that the County should negotiate a lower threshold given its banking volume. Mr. Nickerson agreed to coordinate with Ms. Stacey to resolve the matter.

Senior Director Kivikoski explained that three MOUs involving hospital detail rates required renewal, with rates rising from \$63.50 to \$66.00. She received the Board's approval to initiate union discussions so

completed MOUs could be presented the following week. She noted that approximately 566 employees completed open enrollment, with only a few outstanding cases requiring follow-up. HR and Payroll were engaged in a major PCN audit linked to wage adjustments and would deliver completed documents the following week, to be held until after the Delegation's budget meeting. She reported that the Stella benefits contract may shift from July 1 to August 1 pending further review, and she sought permission to release two union contracts to representatives ahead of the Delegation meeting so signatures could be obtained immediately afterward. Her report emphasized the heavy workload associated with this time of year.

Senior Director Dja Konan provided census data and a health status update. She noted valuable insights gained at a statewide healthcare conference, including updates on accessing CMP funds for dementia-related programming. She highlighted major progress on the Healthcare Academy at Rockingham, an educational initiative introducing high school students to healthcare careers. The parent and student information session was scheduled for June 16 from 6 to 8 PM, with program launch on July 7. She described creative orientation plans, including a scavenger hunt involving several departments, and praised staff for their rapid and effective coordination. Commissioner Coyle commended the program's potential for community and workforce development.

Major Bashaw provided an update from the Sheriff's Office, focusing on ongoing traffic and parking issues. He described vehicles entering restricted areas due to confusing signage, including a recent incident where a vehicle nearly struck a deputy during canine training. He and Facilities planned a site walk to assess improvements. He also raised the issue of after-hours access to the outdoor patio for dispatchers working 2nd and 3rd shifts who would benefit from outdoor breaks, provided appropriate security and monitoring are in place.

Assistant Superintendent Norton reported on the jail's operations, noting a current population of 219, down from a recent high of 228. He anticipated an increase approaching the July 4 holiday. The jail remained seven positions short but had promising candidates in the hiring pipeline. He announced that Corporal Nicholas Lampro had been promoted to Sergeant on the third shift, and Officer Racket, the next eligible candidate from the corporal board, would be promoted to Corporal. The Commissioners welcomed the news as evidence of good succession planning.

Senior Director Gates reported significant strain on HVAC systems from pollen and heat but confirmed that resident and inmate areas remained stable. She described a safety-driven ramp replacement at the Conservation District building and noted ongoing carpentry and repair projects. The LULA elevator project was nearing completion, with a card reader to be added to protect access to the amphitheater. She announced a June 17 meeting with Revision Energy representatives to review outstanding issues related to energy proposals. She also engaged in an extended discussion, alongside the Sheriff's Office and Register of Deeds Ms. Stacey, over after-hours access to the patio. Ms. Gate's recommendations included additional security cameras, access control adjustments, and elevator programming solutions to ensure security while accommodating staff needs. These measures addressed all concerns and were well received by all.

Senior Director Nickerson noted preparation of line-item transfers for review. He reported progress in registering with PaymentWorks, enabling participation in upcoming grants such as Rural Health Transformation initiatives. Work continued on the Moose Plate grant narrative. The auditors would reissue the 2022 Single Audit to remove previously cited questioned costs after the County supplied substantial corrective documentation. Nickerson reminded all departments that the coming week's payday would shift to Thursday due to the federal holiday and urged timely approval of timecards.

Ms. Mattila reminded everyone of the schedule for next week's meeting and the agenda deadline.

E. New Business / Old Business

Commissioner Goddu presented a detailed proposal to correct and enhance directional signage throughout the complex. He explained that the arrows on the main driveway sign incorrectly direct visitors to the right for the Registry of Deeds, County Attorney, and Commissioners, when the correct route is straight ahead. He recommended amending the sign accordingly and adding two additional visitor parking signs to reinforce proper navigation. Ms. Gates agreed to evaluate these suggestions during the upcoming site

walk. Commissioner Goddu also noted the need for a future discussion on food restrictions in the auditorium, which Commissioner Coyle confirmed was already planned for the next meeting.

F. Public Comment

No members of the public were present to offer comments.

G. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 12:12 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 12:29 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

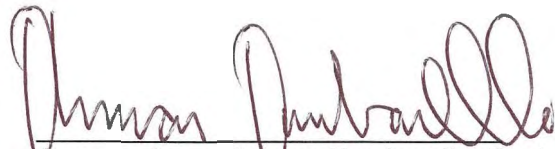
Commissioner Tombarello noted there were three nonpublic sessions and moved to seal the minutes of all three nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

H. Adjourn

Commissioner Tombarello moved to adjourn at 12:30 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 17, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Wednesday, June 17, 2026 @ 3:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 3:10 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.

Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Chief Deputy Sawyer, Sheriff's Office

B. RFP Openings & Awards

1. Award: Rockingham County DOC Roofing Project – Facilities Operations/IT Services

Commissioner Tombarello moved to award the proposal for Rockingham County DOC roofing project to Weather Shield Roofing for an amount not to exceed \$105,000, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Commissioner Coyle sought assurance that the County remained aligned with its earlier commitments and asked whether the accepted bid was both the lowest and operationally sound. In response, Ms. Gates confirmed that Weather Shield Roofing had performed high-quality work for the County in the past and that the project scope had been slightly refined to eliminate an unnecessary portion of work without compromising outcomes. She added that the bid offered strong value given the scale of the project. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Award: Waste Disposal – Facilities Operations/IT Services

Commissioner Tombarello moved to award the proposal for Waste Disposal to G Mello Disposal Corp. for the stated rates provided for the period beginning July 1, 2026 through June 30, 2029 with a 3% annual increase as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. June 11, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 11, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Human Resources (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 6 conference room chairs from the Human Resources Department surplus with the items to be disposed of properly. Commissioner Goddu seconded the motion. Ms. Kivikoski explained that the chairs had been obtained secondhand years earlier due to budget constraints and were now significantly worn. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. June 18, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,722,039.74 for the pay period ending June 13, 2026. Commissioner Goddu seconded the motion. Commissioner Coyle noted

that the payroll total was slightly elevated but still aligned with general expenditure trends. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu described an ongoing challenge interpreting Eversource tariff structures, explaining that he and others met with Revision Energy but remained concerned about inconsistent and highly technical explanations from Eversource. He expressed frustration that Eversource had provided inconsistent or overly technical explanations, noting that the engineer who presented at the last meeting dominated the conversation, spoke with highly technical authority, and presented information in a way that they could not effectively challenge or question.

He raised concerns about precedent, emphasizing that this issue might impact other municipalities and could cost Rockingham County \$200,000 per year. He suggested the County may need to engage specialized regulatory counsel. Ms. Gates added that the meeting had been productive in identifying areas requiring clarification, especially around metering and demand calculations.

Commissioner Tombarello reported having met that day with the president of the contracted cleaning company to review service quality and address questions that had arisen. He characterized the conversation as constructive.

Commissioner Coyle reminded the room that the County Convention would be held later that evening, expressing appreciation for the significant support received from the Executive Committee during the budget review. She noted that the shared effort of all involved had positioned the County well for the Convention session.

b. Use of Facility Policy (discussion)

The Board engaged in a substantial discussion regarding the prohibition of food and drink in the new auditorium, prompted by concerns raised by the Sheriff's Office. Major Bashaw explained that the restriction significantly hindered the County's ability to host professional law-enforcement trainings. He noted that such trainings typically allow beverages and snacks, and that forcing participants to leave the room for basic breaks disrupts instruction and discourages training providers from selecting the facility. He added that the auditorium had been presented during planning as a shared "community training space," and that his department consistently cleans and secures the room after use.

Commissioner Goddu strongly supported relaxing the restrictions. He felt the County was unintentionally limiting the value of its new facility and harming relationships with the County Delegation, which had expressed dissatisfaction with the rule. He believed most users would act responsibly and that occasional spills were manageable. Commissioner Tombarello agreed, arguing that the ban was impractical, inconsistently followed, and impossible to enforce effectively.

Commissioner Coyle acknowledged the benefits of increased access but focused on the operational implications. She emphasized that allowing food required clear expectations around trash removal, cleanup responsibilities, and possibly security deposits to protect the County from added costs. Staff echoed these concerns, pointing out that current trash capacity is insufficient and that timely spill reporting is essential for carpeted spaces. Despite these issues, staff agreed that managed use was feasible.

Major Bashaw suggested distinguishing between County-hosted trainings and external organizations, noting that it would be unreasonable to charge County departments deposits but appropriate to impose conditions on unrelated outside groups. Commissioners expressed interest in considering such divisions in a revised policy. Weekend access was also raised, as some high-value trainings require it.

With the County Delegation scheduled to meet that evening and likely to bring food, Commissioners Goddu and Tombarello urged immediate action. Although Commissioner Coyle preferred to wait for a fully revised policy, she acknowledged the Board's emerging consensus. Commissioner Goddu then moved to remove the moratorium on food and drink, and Commissioner Tombarello seconded. The motion passed 2–1, with

Commissioner Coyle opposed. The prohibition was lifted on an interim basis, and the Board will revisit the policy to craft long-term rules balancing accessibility with facility stewardship.

c. Adult Medical Day Care (AMDC) Summary 2022 – 2026 (discussion)

Commissioner Goddu initiated the discussion by observing that program costs were trending above estimates. He indicated that although the current overage appeared modest, the cumulative effect could exceed the County's \$100,000 allocation, requiring the Board either to restrict coverage or to consider a line-item transfer. He expressed reluctance to approve new requests until the Board had a clearer projection.

Commissioner Coyle clarified that the program will go beyond the \$5,000 allowable threshold before year end. Commissioner Goddu reported analyzing client-usage patterns between Silverthorne and Easter Seals, noting that Silverthorne served a significantly larger number of residents. He therefore preferred maintaining support for Silverthorne clients even if reductions had to be made elsewhere. Commissioner Tombarello agreed that the volume differential was meaningful, reinforcing Silverthorne's position as the higher impact provider.

Ms. Dja Konan explained that Silverthorne's transportation, a six-month, temporary expenditure that the County agreed to cover from January through June, contingent on the availability of funds, is the primary reason for the projected shortfall. She also noted that they have not yet received the invoice for May. Commissioner Coyle emphasized the importance of giving Silverthorne two weeks' notice and summarized the expected year-end projection:

- Approximately \$60,000 already spent on direct AMDC services, with an estimated \$5,000 more expected due to new applicants;
- \$30,000 already spent on transportation for four months;
- Two months of transportation invoices remaining, estimated at \$15,000;
- Resulting in an anticipated \$10,000 program shortfall by fiscal year end.

The Board considered:

- Discontinuation of transportation payments;
- Reducing coverage for new AMDC applicants;
- Delaying approval of pending requests;
- Providing immediate notice to Silverthorne allowing them to make adjustments;
- Line item transfers were effectively impossible due to timing.

Commissioner Coyle stressed the need to avoid harming eligible residents during the transition. Ms. Dja Konan agreed to place the call to Silverthorne with the Board's consensus.

2. Finance Office – Charles Nickerson, Senior Director

a. Harvey Construction Off-Cycle A/P Warrant (approval)

Commissioner Tombarello moved to approve the June 17, 2026 Accounts Payable warrant T261427 payable to Harvey Construction Corporation in the amount of \$46,421.81 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Request for Usage of Opioid Abatement Funds (approval)

Commissioner Tombarello moved to approve the use of \$6,374.79 from the Opioid Abatement Fund for the purchase of twenty-one televisions for use in the Community Corrections operations. Commissioner Goddu seconded the motion and commented on the extensive FF&E (furnishings, fixtures, and equipment) present in the new Community Corrections building, confirming that these expenditures aligned with previous opioid-abatement allocations. Commissioner Coyle emphasized that the televisions would be used for programming and rehabilitation purposes consistent with the objectives of the settlement funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Request to Reclass Community Corrections FF&E Expense to Opioid Abatement Funds (approval)

Commissioner Tombarello moved to approve the use of \$419,450.52 from the Opioid Abatement Fund for the expense of furnishings, fixtures and equipment (“FF&E”) charged by WB Mason for use in Community Corrections operations. Commissioner Goddu seconded the motion. Mr. Nickerson noted that the total FF&E budget for the project was approximately \$1.8 million and that the amount under consideration represented roughly 20% of the overall FF&E package. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- d. Grant Application - Moose Plate Grant FY 2026 - 2027 (approval)

Commissioner Tombarello moved to authorize the Finance Office to apply for grant funding from the 2026/2027 Conservation License Plate Grant Program for an amount not to exceed \$10,000 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained that the Moose Plate grant would support the preservation of deeds records. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

- a. Exception Request 7-11 – Sheriff’s Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-11 for Union and Sworn Administrative Deputies in the Sheriff’s Office as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- b. Exception Request 7-12 E.2. – Sheriff’s Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-12 E.2. for Unaffiliated Deputies of the Sheriff’s Office, full time and part time, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

- c. Open Enrollment Variances (discussion)

Commissioner Coyle noted that despite extensive communication and reminders from Human Resources, several employees missed required procedures or deadlines. Ms. Kivikoski confirmed that her team had made significant efforts, including after-hours availability to support employees during enrollment.

Commissioner Tombarello moved to deny an exception to the open enrollment deadline for employees K.B. and K.W. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an exception to the open enrollment deadline for employees H.W. and J.S. and to accept the buy-out attestation forms submitted after the deadline. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an exception to the open enrollment deadline for employees J.E., R.M., M.R., and A.R. contingent upon submission of the required documentation by Monday, June 22, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an exception to the Medicare status attestation letter deadline for employee G.S., allowing for the deposit of the County HSA contribution into the employee’s account contingent upon submission of the required documentation by Monday, June 22, 2026.

Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Long Term Care Services – Chantal Dja Konan, Senior Director

- a. Adult Medical Day Care (AMDC) Requests (2) – Silverthorne (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request from Silverthorne for an additional client (L.P.) at an amount of \$25 per day for four days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion but stated he would not support the motion until the County's budget position was fully reconciled. Commissioner Tombarello expressed hesitation but ultimately agreed with the concern. Commissioner Coyle, emphasizing that denying the request could harm a resident dependent on services. The motion failed with a 1-2 vote. Commissioners Goddu and Tombarello opposed, and Commissioner Coyle in favor.

Commissioner Tombarello moved to approve an Adult Medical Day Care request from Silverthorne for an additional client (M.R.) at an amount of \$25 per day for two days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. The motion failed with a 1-2 vote. Commissioners Goddu and Tombarello opposed, and Commissioner Coyle in favor.

b. Bid Waiver Request, Squee-G-Clean Window Washing (approval)

Commissioner Tombarello moved to approve the Squee-G-Clean, LLC proposal & Bid Waiver Request in the amount of \$15,400 for window washing services to be performed twice during FY 2027, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that the County had difficulty attracting multiple bidders due to the large number of windows. She noted that one vendor explicitly declined after learning the scope. The Commissioners remarked that the approved quote appeared reasonable. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Donna Cross Reiki Service Renewal Agreement (approval)

Commissioner Tombarello moved to approve the renewal agreement with Donna Cross, Reiki Master, for the period beginning July 1, 2026 through June 30, 2027, for an amount not to exceed \$1,800 per month, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Coyle moved to table the motion to raise a brief procedural point. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Kivikoski reported that her team had been distributing updated Payroll Change Notice sheets to departments. All commissioners except one had received their packets, with the last to be delivered that evening. She reminded departments to review the sheets but not scan them, as HR would process all materials together through an internal Excel workflow.

She then described the successful Healthcare Academy kickoff, launched quickly after receiving grant funds. Parents attended, and the mostly high-school participants were enthusiastic and respectful. Ms. Dja Konan noted that the Recruiter handled nearly all event preparation and execution due to limited staffing and "did a beautiful job." The program drew 17–18 participants, with several requesting applications for relatives; one parent, an LNA, expressed interest in working for the County. Ms. Kivikoski emphasized the Academy as a strong pipeline to County healthcare careers. Some participants already volunteer in long-term care, and parents hoped the program would become an annual offering.

She concluded by noting HR's ongoing work to finalize MOUs and CDAs before July 1. She would be out of the office but said Ms. Hoyt and Ms. Fioravante would provide coverage. She also reminded everyone about the upcoming Ice Cream Emergency truck visit.

Senior Director Dja Konan provided census data and a health status update. She then described the ongoing LNA Week celebrations, which included a well-received series of staff recognition activities. The Kona Ice truck was a highlight, delighting residents and prompting multiple courtyard dashes to secure favorite flavors. Staff also enjoyed raffles, treats, and personalized gestures throughout the week. The day was "wonderful," lifting spirits across the campus.

She again praised Autumn's leadership of the Healthcare Academy and noted how encouraging it was to see the enthusiasm of participating students and families. The program, she said, offered both strong recruitment potential and meaningful community connection.

Chief Deputy Sawyer delivered a solemn report on the tragic loss of K-9 Dundee, a Belgian Malinois who suffered a fatal medical emergency on June 12. He detailed the sequence of events: the K-9 was not on duty, but at home in a shaded outdoor kennel with regular ice-water access provided by family members. When the handler returned from a detail and checked on the dogs, he found Dundee unresponsive and exhibiting signs of extreme overheating. The deputy attempted immediate canine first aid, including cooling measures in the bathtub, before transporting the dog to the animal hospital in Brentwood. Despite these efforts, the dog was pronounced deceased.

Major Bashaw explained that heat-related deaths in high-drive working dogs can result from multiple non-environmental factors, including sudden internal medical events or even adrenaline-triggered overheating when a dog becomes excited. They ordered a necropsy to determine the precise cause and initiated a full incident review, including collecting weather data, kennel photographs, and care logs. The attending veterinarian, he emphasized, explicitly stated that nothing suggested negligence or improper care. The loss was devastating to the handler, his family, and the entire Sheriff's Office.

Superintendent Jon Banville reported a population of 214 inmates. He outlined plans to move the Special Management/Medical/Behavioral Treatment (MET) unit from A-B Block to F Block to accommodate the growing number of inmates needing medication-assisted treatment or enhanced mental-health supervision. With about one third of the population in MET programming, the move would add needed beds and flexibility. He also described an unusual bail order from Salem District Court requiring the transfer of a female defendant from Hillsborough County to Rockingham County, despite her primary charges originating in Pelham. He and Hillsborough Superintendent Costanzo were reviewing the procedural irregularity.

Finally, he reported that DHHS had abruptly ended Rapid Response mental-health services for correctional facilities. He raised serious concerns, noting the service had provided critical after-hours assessments and that the change created ethical and liability risks when releasing individuals in crisis. He questioned why incarcerated people were being treated differently and planned to seek clarification with Superintendent Costanzo.

Senior Director Gates noted ongoing drainage issues at the jail under active remediation. She also shared that renovations in the health services areas were progressing steadily: purchase orders for equipment had been issued, and painting would begin shortly. The goal was to vacate the current space by late July, enabling additional phases of relocation and setup to begin. She added that the department was preparing for a WB Mason punch-list walkthrough at the Community Corrections building, where they would review the installation of furniture and fixtures to ensure compliance with contractual expectations. Ms. Gates confirmed that the LULA lift (limited-use, limited-access elevator) leading to the auditorium was finally operational, and it would be available for that evening's County Convention meeting.

Senior Director Nickerson noted that One Sky, the nonprofit that acquired the former Farmsteads of New England property in Epping, reached out about pursuing CDBG funding, and Mr. Nickerson expected to bring forward a related grant request. He also noted he would be on vacation for two weeks but would remain reachable and travel with his County laptop.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

- a. Walk-in General Leave Request – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (H.D.) with County portion of all benefits to continue for the period June 13, 2026 through July 11, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Department of Corrections – Jon Banville, Superintendent

- a. Walk-in Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated June 16, 2026, booking #20231550, transferring one inmate to the NH Stage Prison, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Gates updated the Board on progress with ampUp, the software required to activate the County's EV chargers. Primex had reviewed the vendor's contract and proposed revisions, most of which were accepted except for the limitation-of-liability clause. Because pricing was scheduled to increase on July 1, Ms. Gates presented the matter as new business to avoid delays in implementation. The commissioners indicated comfort with proceeding.

G. Public Comment

No members of the public were present.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 4:51 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 5:20 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello noted there were four nonpublic sessions and moved to seal the minutes of all nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to bring the Reiki Service Renewal Agreement off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

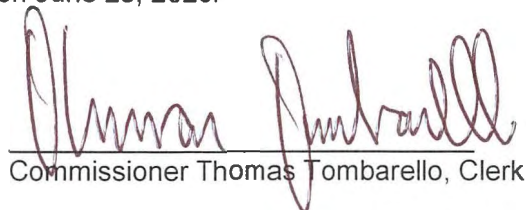
Commissioner Tombarello moved to approve the renewal agreement with Donna Cross, Reiki Master, for the period beginning July 1, 2026 through June 30, 2027, for an amount not to exceed \$1,800 per month, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 5:22 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on June 25, 2026.


Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, June 25, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:00 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Katie Casey, Asst. Director, Finance
Julie Hoyt, HR Manager

Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Megan McGowan, County Attorney's Office

Remote Attendance:

Erin Coker, Sheriff's Office

B. Consent Agenda

1. June 17, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 17, 2026 public and nonpublic minutes.

Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. June 25, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the June 25, 2026 Accounts Payable list total of \$4,052,348.89. Commissioner Goddu seconded the motion. Commissioner Coyle provided helpful context, noting that several major and recurring obligations accounted for the bulk of the expenditures, including approximately \$1.6 million for the state bill, roughly half a million for Sodexo food services, nearly \$1 million for PrimeCare's contracted services, and close to another \$1 million in health insurance payouts. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello shared that he had been in continual contact with the Superintendent of the Department of Corrections and the HR Director regarding recent matters at the jail.

Commissioner Coyle recognized the outstanding water quality results recently reported for the County's water system. She commended Ms. Gates and her team for their excellent work maintaining compliance and exceeding regulatory benchmarks. Ms. Gates responded appreciatively, noting that staff take the responsibility seriously and that it was encouraging for them to receive such positive acknowledgment.

b. Use of Facility Request (approval)

Commissioner Tombarello moved to approve the request for use of the Hilton Auditorium and waive the facility fee for the New Hampshire Chiropractic Association on Friday, October 2, 2026 starting at 3:00 pm, through Sunday, October 4, 2026 concluding at 5:00 pm. Commissioner Goddu seconded the motion and then expressed concern about approving the Hilton Auditorium for a professional organization without a clear public or community benefit. He noted that professional groups typically have budgets to cover rental costs and expressed concern that the absence of substantive information, including whether attendees were paying fees, what the schedule would be, or whether the organization had prior ties to the County, created risk of inappropriate precedent.

Commissioner Coyle expressed concern regarding security and access issues, particularly for weekend events when staffing is limited. Commissioner Tombarello highlighted that families of residents may gather in that space to visit with their loved ones. The Board felt these factors made it inappropriate to reserve the auditorium for a three-day private event without stronger justification.

The motion failed with a 3-0 vote. Commissioners Goddu, Tombarello, and Coyle opposed. The Board emphasized that the organization is welcome to resubmit with additional information, but the current request could not be approved.

2. Facilities Operations – Jude Gates, Senior Director

a. Bid Waiver Request, ampUp (approval)

Commissioner Tombarello moved to approve the ampUp Activation and Services quote, and sole source Bid Waiver Request in the amount of \$11,700.00 for activation and five-year service term for the EV charging stations at the Municipal Building, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request, Longchamps Electric (approval)

Commissioner Tombarello moved to approve the Longchamps Electric, Inc. Proposal & Bid Waiver Request in the amount of \$12,767.00 for fiber installation for fire alarm connectivity between the municipal building and the main complex, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Ms. Gates explained that the County had used Longchamps for prior related work, and maintaining continuity was essential because the needed line must be pulled through an existing conduit that Longchamps had originally installed. She noted that using a different vendor would be “ill-advised,” especially if future repairs or questions arose. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Change Order Request, WB Mason Company, Inc. (approval)

Commissioner Tombarello moved to approve a change order request for WB Mason Company, Inc. for an amount not to exceed \$84,279.62, to account for changes during the municipal building project, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Discussion revealed that the most substantial component of the cost related to new glass installations in the County Attorney’s Office, which Attorney Conway had strongly advocated for. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. Fiscal Year 2027 Benefits Related Payments (approval)

Commissioner Tombarello moved to authorize the Finance Office to process payments for Fiscal Year 2027 benefits related items including, but not limited to, medical and dental claims, third party administrative fees, various benefit premiums, stop loss fees, and workers compensation claims. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. TD Equipment Finance Lease Purchase Agreement and Resolution (approval)

Commissioner Coyle read the full and lengthy resolution into the record.

A RESOLUTION OF COUNTY OF ROCKINGHAM, NEW HAMPSHIRE AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE PURCHASE AGREEMENT WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION

WHEREAS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, a body politic and corporate duly organized and existing as a political subdivision of the County of Rockingham, New Hampshire (“Lessee”), is authorized by the laws of the State of New Hampshire to purchase, acquire and lease personal property for the benefit of Lessee and to enter into contracts with respect thereto; and

WHEREAS, Lessee desires to purchase, acquire, finance and lease certain equipment with a cost not to exceed \$155,496.00 constituting personal property necessary for Lessee to perform essential governmental functions (the “Equipment”); and

WHEREAS, Lessee proposes to enter into that certain Lease Purchase Agreement (the "Agreement"), with TD Equipment Finance, Inc. ("Lessor"), the form of which has been available for review by the governing body of Lessee prior to this meeting; and

WHEREAS, the Equipment is essential for Lessee to perform its governmental functions; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment; and

WHEREAS, the governing body of Lessee deems it for the benefit of Lessee and for the efficient and effective administration thereof to enter into the Agreement and any other documentation necessary, convenient or appropriate for the purpose of the financing the Equipment on the terms and conditions described therein;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE, that Lessee is hereby authorized to execute and deliver the Agreement with principal components of rental payments in an aggregate amount not to exceed \$155,496.00

BE IT FURTHER RESOLVED, that the Agreement and the acquisition and financing of the Equipment under the terms and conditions as described in the Agreement are hereby approved. The Chair, Board of Commissioners of Lessee and any other officer of Lessee with the power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement and any and all instruments, documents and certificates which may be required by or provided for in the Agreement or as may otherwise be required for or necessary, convenient or appropriate to the financing described in this resolution together with any changes, insertions and omissions therein as may be approved by the officer(s) who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The Chair, Board of Commissioners of Lessee and any other officer of Lessee with the power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same.

BE IT FURTHER RESOLVED, that the proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement.

Bank Qualified only BE IT FURTHER RESOLVED, that pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended (the "Code"), Lessee hereby specifically designates the Agreement as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code.

BE IT FURTHER RESOLVED, that nothing contained in this resolution, the Agreement nor any other instrument shall be construed with respect to Lessee as incurring a pecuniary liability or charge upon the general credit of Lessee or against its taxing power, nor shall the breach of any agreement contained in this resolution, the Agreement or any other instrument or document executed in connection therewith impose any pecuniary liability upon Lessee or any charge upon its general credit or against its taxing power, except to the extent that the rental payments payable under the Agreement are special limited obligations of Lessee as provided in the Agreement.

BE IT FURTHER RESOLVED, that if any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Adopted and approved by the governing body of Lessee this 25th day of June 2026.

Commissioner Tombarello moved to approve a three-year capital lease agreement dated June 25, 2026 with TD Equipment Finance, Inc. at an annual interest rate of 4.19% with payments in advance and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Finance.

Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. FY 2026 DOC Adult Diversion Write-Offs (approval)

Commissioner Tombarello moved to approve FY 2026 Department of Corrections Adult Diversion Program write-offs totaling \$4,775 as recommended by the Senior Director of Finance and the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Superintendent Banville explained that none of the six individuals completed diversion and that four were deceased, rendering recovery impossible. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request Open Enrollment Deadline (approval)

Commissioner Tombarello moved to approve an exception request to the Personnel Policy regarding the open enrollment deadline, for a Department of Corrections employee (M.V.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Ms. Hoyt confirmed that all prior extension recipients had complied with filing requirements. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. FY 2027 Conference Cost Threshold and Meal Allowances (approval)

Commissioner Tombarello moved to approve an increase in the total conference cost threshold requiring Board approval to \$1,222.50 per attendee. Further, to establish the following daily meal cost limits (including reasonable tips) effective July 1, 2026, as recommended by the Senior Director of Human Resources and the Senior Director of Finance:

- \$96.00 per day for overnight conferences
- \$48.00 for the final day of travel involving air transportation, regardless of return time
- \$38.80 for single-day conferences and training where lunch is not provided by the host organization

Commissioner Goddu seconded the motion. The Board briefly discussed the history of incremental increases and inflation rates used in calculation. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Bid Waiver Request, First Class Office Furniture (approval)

Commissioner Tombarello moved to approve the First Class Office Furniture Invoice & Bid Waiver Request in the amount of \$28,995.00 for the purchase of chairs and nightstands replacing damaged and worn pieces, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Commissioner Coyle noted that although framed as a bid waiver, significant vendor outreach had occurred, and direct procurement resulted in cost savings. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Ms. Casey filling in for the Senior Director of Finance, gave an update on the intense year-end workload, which requires coordinated effort across all departments. She thanked departments for submitting AP and AR accruals, noting that these figures are essential for the County's June 30 financial projection and accurate year-end statements. She also emphasized the need for timely fixed-asset reporting for the required year-end asset analysis. Ms. Casey reminded everyone that on June 30, all deposits must be submitted promptly to be recorded in the correct fiscal year. She added that three remaining AP runs for FY26 are scheduled for July 2, July 16, and July 23, the final run of the year.

Senior Director Gates reported that the Facilities team is facing a heavy workload and highlighted several major projects underway. A collapsed drain in the jail kitchen required immediate attention. The team is cutting into the floor, removing damaged piping, installing replacements, and restoring the area with epoxy, coordinating closely with the jail to limit disruption. Meals will temporarily be served using disposable materials until the serving line is restored. Renovations in the future Occupational Health area uncovered long-standing termite damage. The team has been removing compromised materials, repairing ceilings,

painting rooms, and preparing the space for flooring installation once the subfloor is stabilized. She also added that vendor pricing for the Driscoll grant project is nearly complete, with only one lighting quote outstanding before the project can proceed.

Superintendent Jon Banville reported continued support from Facilities, noting their work welding and repairing structural issues in the jail. He also shared that two new hires are expected to start within the next few weeks, which will help staffing levels. He noted a rise in self-harm behavior among inmates, a trend occurring statewide, not just in Rockingham County. He emphasized the challenge of managing these cases in a correctional environment where clinical and security needs must be balanced. He expressed sincere appreciation for the Commissioners and department heads, stating that many of his peers across the state do not receive comparable support. Commissioner Coyle thanked him and acknowledged the difficulty and importance of his work.

Ms. McGowan reported that carpet cleaning was pending because additional contractor staff still needed background checks and fingerprinting before entering secure areas. She is coordinating with the vendor to move the process along. She then shared that another Assistant County Attorney had submitted their notice, leaving only three ACAs available while three others remain out on FMLA, creating a severely strained office. Despite this, staff have been covering each other's schedules to keep court operations running. Interviews are ongoing, and an offer has been extended to one candidate.

Commissioner Coyle noted that July brings some relief because no jury trials are scheduled, reducing preparation pressures while staffing remains low. She added that they'll soon have an opportunity to bring on additional attorneys before August as new lawyers become available after September bar exam results.

Senior Director Dja Konan provided census data and a health status update. She reported that her team was heavily focused on survey preparation. She also highlighted major progress on the new Healthcare Academy, which will recruit and train frontline care workers. The first cohort is expected to include 18 students, and the team is finalizing onboarding materials, training plans, and class logistics. Commissioner Coyle praised the rapid launch of the program and its long-term value for staffing. Ms. Dja Konan shared her enthusiasm and noted the positive impact the Academy will have on the department and the community.

Ms. Hoyt thanked departments for promptly returning the large number of Personnel Change Notices, which allowed HR to process them efficiently. She noted the successful County-wide walking challenge, with all departments participating and four winners announced by email. She clarified that accrued time cash-out forms will be released early next week, with payouts scheduled for the August 14 paycheck. She also reported that HR is coordinating with Long Term Care Services to complete pre-employment checks and onboarding for incoming Healthcare Academy students, all progressing on schedule.

E. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-in Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Long Term Care employee (R.H.) as recommended by the Human Resources Manager. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Goddu requested a review of Adult Medical Daycare expenses and suggested capping the expenditure line at \$104,999 to avoid triggering a budget transfer. Based on projected totals, participant payments were expected to land around \$101,000, leaving limited funds for transportation assistance.

Commissioner Coyle recommended fully funding participant payments first, then applying remaining funds to transportation. She noted that transportation approvals had already been paused pending final numbers. Ms. Dja Konan added that Silverthorne had been informed that transportation support may fall short of the original proposed amount. The Board agreed to prioritize participant costs, use remaining funds for transportation without exceeding the budget cap, and revisit the final totals once June invoices arrive.

Commissioner Coyle raised the issue of the recent death of the Sheriff's Department K-9, emphasizing the need for transparency and public accountability. Drawing on her experience in prosecution and law enforcement, she explained that many jurisdictions use an outside law enforcement agency to investigate the death of a police animal. She said this protects both the agency and the public from concerns about bias and noted that Major Bashaw had described the Sheriff's response as an internal review rather than a full investigation. She stressed that she was not alleging wrongdoing and believed an independent investigation would likely confirm the Sheriff's assessment, but that the Board should make the referral itself since K-9 units are County assets and the Board holds responsibility for transparency. She moved to refer the matter to an outside agency for independent investigation.

Commissioner Goddu seconded the motion for discussion. He stated he preferred to wait for the Sheriff's internal review before taking action. He said the law enforcement leaders he had spoken with typically complete the internal process first and escalate only if concerns arise.

Commissioner Tombarello agreed, noting that the Board had intended to meet with the Sheriff and Major Bashaw before making decisions and that it was important to hear their findings. He also expressed concern that acting too quickly could reignite past conflicts he hoped to avoid. He added that he wanted to avoid unnecessary tension.

Commissioner Coyle reiterated that referring the matter externally would not interfere with the Sheriff's internal review and that failing to do so could create public perception issues. She described independent review as a protective measure rather than a punitive one. Commissioner Goddu acknowledged her points but maintained that the Board should proceed cautiously. The motion failed with a 2-1 vote. Commissioners Goddu and Tombarello opposed, Commissioner Coyle in favor.

F. Public Comment

No members of the public were present.

G. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 11:56 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 12:17 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello noted there were three nonpublic sessions and moved to seal the minutes of nonpublic sessions one and three indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board.

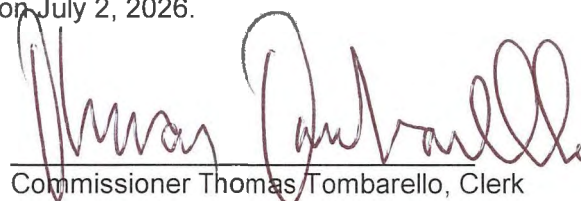
Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

H. Adjourn

Commissioner Tombarello moved to adjourn at 12:18 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on July 2, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, July 2, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:04 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Katie Casey, Asst. Director, Finance
Julie Hoyt, HR Manager
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC

Jon Banville, Superintendent, DOC
Cathy Stacey, Register of Deeds
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Remote Attendance:
Erin Coker, Sheriff's Office

B. RFP Openings & Awards

1. Opening: Latex/Vinyl Gloves – Facilities Operations

Commissioner Tombarello moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. June 25, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the June 25, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Adult Medical Day Care (AMDC) Payout Report, May 2026 (informational)

Commissioner Coyle discussed the figures publicly, noting that year-to-date AMDC expenditures totaled \$89,200. She added further context, explaining that with May's payout being about \$12,000, the County was on track to end the fiscal year slightly over the budget cap if June's numbers mirrored May's.

3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care Services (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare two NOA Electric Riser Beds from Long Term Care Services surplus with the items to be properly disposed of, retaining any usable parts for future use. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Sheriff's Office (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare approximately 50 Bailiff blazers from the Sheriff's Office surplus with the items to be donated to a local church for community use. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. July 2, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 2, 2026 FY 2026 Accounts Payable list total of \$304,142.52 and FY 2027 Accounts Payable list total of \$642,596.23. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

6. July 3, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$2,432,315.18 for the pay period ending June 27, 2026. Commissioner Goddu seconded the motion. Ms. Casey explained that the HSA contributions, approximately \$712,000, were included in this payroll period, making the total appear inflated. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Coyle noted that Long Term Care Services had entered its survey window. She stated she had spoken directly with Ms. Dja Konan and expressed confidence in the team's readiness. She explained that surveyors could arrive at any time, possibly immediately, or as late as winter.

2. Facilities Operations – Jude Gates, Senior Director

a. ampUp Contract Terms (approval)

Commissioner Tombarello moved to approve the ampUp contract terms for a period of five (5) years at a total cost of \$11,700.00, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning, and IT. Ms. Gates commented that the contract appeared straightforward and standard, and further noted that many people were enthusiastic about the County's EV chargers being activated soon. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-3, New Appointment Rate – Long Term Care Services (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-3 New Appointment Rate, for a Long Term Care employee (L.G.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion.

Commissioner Tombarello said he had spoken with the nursing home administrator earlier and did not want to share details publicly but stated he could not support the request. He reiterated his long-standing concern about approving pay above midpoint or offering stipends and argued that three years in the specific nurse practitioner role did not justify above-midpoint compensation.

Commissioner Coyle clarified that the candidate had 16 years of overall nursing experience, though only three as a nurse practitioner. She stressed that the role was critical to resident care and daily operations, and that delaying the hire could create care gaps, complicate the NH Retirement System 30-day break in service rules, and strain nursing coverage. She and Ms. Dja Konan agreed the candidate could "hit the ground running."

Commissioner Goddu said he was "someplace in between," supporting above-midpoint pay but opposing the \$9,000 sign-on bonus. He noted the candidate would forfeit a \$9,000 retention bonus if she left her current job early but did not believe the County should offset that loss.

Ms. Dja Konan explained her recommendation for the bonus, emphasizing the candidate's strong familiarity with nursing home regulations, charting, and PCC, which would allow her to begin work immediately. She warned that delaying the hire could disrupt continuity of care during the survey window and lead to later costs, including possible per-diem coverage.

Commissioner Tombarello restated his discomfort, noting similar requests had come forward recently. He said he could support the request only if the bonus were removed. Commissioner Coyle acknowledged his concerns, noting that each exception is considered individually, and this case was unique because of the role's critical nature and timing.

Commissioner Goddu then formally moved to amend the exception request to remove the \$9,000 sign-on bonus. Commissioner Tombarello seconded. Ms. Dja Konan confirmed that, while not ideal, her team could

manage the implications of a delayed start without the bonus because of the candidate's significant nursing home experience. With this clarification, Commissioner Goddu stated he believed the amendment was a reasonable compromise that preserved both fiscal responsibility and high-quality resident care.

Commissioner Coyle called the vote on the amended motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor. The Board then voted on the exception request as amended, without the bonus. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Exception Request Accrued Time Use – ~~Long Term Care Services~~ **Human Resources** (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy regarding accrued time use for a Human Resources employee (A.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Adult Medical Day Care (AMDC) Requests (2) – Silverthorne (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request from Silverthorne for a current client (L.P.) at an amount of \$30 per day, for four (4) days per week effective July 1, 2026, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion.

Commissioner Tombarello moved to approve an Adult Medical Day Care request from Silverthorne for a current client (M.R.) at an amount of \$30 per day, for two (2) days per week effective July 1, 2026, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Adult Medical Day Care (AMDC) Request – Easterseals (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request from Easterseals for an additional client (T.F.) at an amount of \$80 per day, for three (3) days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Change Order Request – Ashley Furniture (approval)

Commissioner Tombarello moved to approve a change order request for Ashley Furniture for an amount not to exceed \$318.97, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Healthcare Academy Agreement (approval)

Commissioner Tombarello moved to approve the Healthcare Academy agreement for the period beginning August 1, 2026 for a term of one (1) year at \$9,850.00, and automatic renewals for successive one (1) year terms at \$8,350.00, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Sheriff's Office – Charles Massahos, High Sheriff

a. Bid Waiver Request, Prosecutor by Karpel (approval)

Commissioner Tombarello moved to approve the Prosecutor by Karpel Agreement & Bid Waiver Request in the amount of \$31,034.00 for the implementation and subscription licenses for year one, and year two subscription licenses for \$17,500.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Commissioner Coyle asked Major Bashaw to clarify the mention of a statewide Memorandum of Understanding (MOU) related to participation and data sharing. Major Bashaw explained that the MOU

appeared to be a boilerplate requirement associated with compliance and information transfer, likely connected to systems such as J-One or Criminal Justice Information Systems (CJIS). He noted that although he had not reviewed every detail, the MOU did not seem specific to Rockingham County and was typical for agencies utilizing the platform, especially given its integration with the County Attorney's Office.

Commissioner Coyle also asked for clarification on funding. Major Bashaw confirmed that implementation costs would be paid from asset forfeiture funds, while annual subscription costs would be covered within the Sheriff's Office operating budget. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Grant Application – 2026 Homeland Security Grant Program, \$6,329.00 (approval)

Commissioner Tombarello moved to authorize the Sheriff's Office to apply for grant funding from the 2026 Homeland Security Grant Program for an amount not to exceed \$6,329.00 and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Major Bashaw explained that this grant supported the Warrant Entry Team, and that Rockingham County automatically received a "carve-out" amount based on its number of tactical operators, consistent with statewide participation guidelines within the New Hampshire Tactical Officers Association, meaning the County received a predictable allocation based on team size and activity. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Grant Application & Acceptance – FFY27 NH Office of Highway Safety (approval)

Commissioner Tombarello moved to authorize the Sheriff's Office to apply for and accept grant funding from the FFY 2027 Enforcement Patrols Grant for an amount not to exceed \$14,700.00 and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Ms. Casey reported that Finance operations were running smoothly, though the team remained very busy with fiscal year-end work. She thanked departments for timely June 30 deposits, allowing for a clean cutoff, and noted two more FY26 AP cycles were underway. Aside from year-end reconciliation, it was business as usual. Commissioners briefly discussed the shift from budget season into annual closing.

Senior Director Gates said her team was handling year-end tasks and preparing several RFPs now that new FY funding was available. She highlighted facilities projects, including major repairs to a severely clogged cast-iron pipe in the DOC kitchen. The pipe was replaced, concrete poured, and epoxy work scheduled, with full restoration expected by Wednesday. She also reported air-conditioning issues across multiple buildings, with the worst in the Mitchell building. Facilities staff were working to keep temperatures safe during the heat.

Superintendent Banville reported a headcount of 212 and described two major initiatives: a streamlined DOC mission statement and regional impacts following the likely closure of the Coös County Jail. He explained that shifting inmate populations could raise statewide housing rates, potentially affecting Rockingham, especially for female inmates placed in Carroll County. He noted Rockingham's own cost per inmate is \$218 per day, excluding broader County expenses. Commissioners discussed statewide jail pressures, rates, regionalization, and court delays.

Register of Deeds Cathy Stacey presented her annual report, noting a 17% increase in County receipts to nearly \$4.6 million, and \$71 million generated for the State. Her office processed 48,000 documents, including 30,000 town transfers, and already logged over \$2 million in transfer tax and more than 800 documents in the first three days of the week. Commissioners praised her team's efficiency.

The High Sheriff didn't have any updates to provide.

Senior Director Dja Konan provided census and health updates, noting intensive survey preparation. She praised the laundry team for a full deep-clean of their space and shared that Healthcare Academy would begin next week, with creative orientation activities underway.

Ms. Hoyt reported active annual HR processes. Time-cash-out forms had gone out the previous day, with rapid employee response. PCN data entry had begun, and most Healthcare Academy students were cleared for onboarding.

Ms. Mattila reminded the group that next week's meeting was canceled and noted HR had updated many forms, now stored in a shared folder. Anyone with access issues should contact IT. Updates to the Travel and Training Request Addendum were still in progress.

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director

- a. WIPFLI Medicaid and Medicare Cost Reports Engagement Letters (approval)

Commissioner Tombarello moved to approve WIPFLI Medicaid and Medicare Cost Report Engagement letters for the period ending June 30, 2026, and authorize the Chair to sign all necessary documents as recommended by the Assistant Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

No members of the public were present.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

- a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 11:53 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 12:48 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello noted there were two nonpublic sessions and moved to seal the minutes of both nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion.

Commissioner Coyle clarified that there were three nonpublic sessions and they are sealing session one indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and sessions two and three indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and they don't have an end date for resolution.

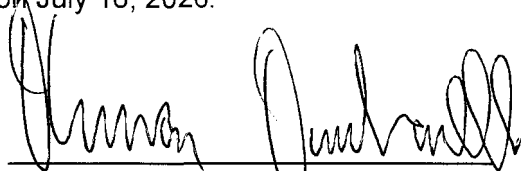
Commissioner Goddu seconded the motion as amended. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 12:49 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on July 16, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, July 16, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:04 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Pat Conway, County Attorney

High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Members of the Rockingham Planning
Commission
Members of the Community Development
Finance Authority (CDFA)

Remote Attendance:

Kevin Coyle, member of the public

B. RFP Openings & Awards

1. Award: Department of Corrections Sprinkler Head Replacement – Facilities Operations

Commissioner Tombarello moved to award the proposal for Department of Corrections sprinkler head replacement to Impact Fire Services, LLC for an amount not to exceed \$135,000.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. July 2, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the July 2, 2026 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Facilities Operations (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a list of computer equipment from Facilities Operations surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care Services (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare a Frigidaire refrigerator from Long Term Care Services surplus with the item to be properly disposed of. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. July 16, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the July 16, 2026 FY 2026 Accounts Payable list total of \$1,218,517.70, and the FY 2027 Accounts Payable list total of \$1,047,833.15. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. July 17, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,807,500.21 for the pay period ending July 11, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello met with Ms. Gates earlier regarding the Delegation building damage.

Commissioner Coyle explained that the county would need to bring the delegation back to approve a line-item transfer associated with the decline in contract nursing staff. She emphasized this as a positive development reflecting progress in reducing agency reliance. The commissioners discussed offering refreshments to the delegation as a courtesy during the summer meeting.

b. Rural Grant Opportunities (discussion)

The Board then held a detailed discussion on rural grant opportunities. Commissioner Goddu described emerging funding possibilities for childcare and workforce housing through state and federal programs and invited representatives from the Regional Planning Commission (RPC) and the Community Development Finance Authority (CDFA) to explain available pathways. CDFA representatives clarified that current funding cycles prioritize childcare feasibility studies and renovation of existing facilities rather than new childcare construction. Workforce housing funding is expected in future cycles, but a feasibility study—potentially funded up to \$50,000—could begin now to assess land suitability, infrastructure availability, legal constraints, and demand. RPC representatives confirmed they could coordinate the feasibility process, assist with procurement, and support grant-writing efforts. The Commissioners agreed to begin the childcare eligibility and feasibility process and thanked the representatives for their guidance.

c. Use of Facility Request, NH Chiropractic Association (approval)

Commissioner Tombarello moved to approve the request for use of the Hilton Auditorium and waive the facility fee for the New Hampshire Chiropractic Association on Friday, October 2, 2026 starting at 3:00 pm, through Sunday, October 4, 2026 concluding at 5:00 pm. Commissioner Goddu seconded the motion. The Board highlighted the prolonged weekend occupancy would prevent resident and family access, impose labor demands on facility staff, and raise security issues. The motion failed with a 3-0 vote in opposition. Commissioners Goddu, Tombarello, and Coyle voted no.

2. Human Resources – Alison Kivikoski, Senior Director

a. Precision Fitness Equipment Contract (approval)

Commissioner Tombarello moved to authorize Alison Kivikoski, Senior Director of Human Resources, to sign the one (1) year contract for Precision Fitness Equipment (PFE) for \$975.00 to conduct preventive maintenance on the Staff Fitness Centers. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Proposed Per Diem Wage Schedule Revision (approval)

Commissioner Tombarello moved to amend the FY 2027 Per Diem Wage Schedule effective July 16, 2026, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Title Change/Downgrade/Revised Job Description – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the position title change from Concierge to Community Relations Specialist, change in grade from R11 to R09, and job description revisions effective July 26, 2026, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Years of Service Invitation Selection (discussion & approval)

Commissioner Tombarello moved to approve option one as the Invitation for the Rockingham County 2026 Years of Service Awards Event. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the utilization of the Board of Commissioners' electronic signatures for the invitation selected for the Rockingham County 2026 Years of Service Awards Event. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request dated July 13, 2026 in the amount of \$277,122.00, transferring from nursing home therapy services-service contracts to nursing staff as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request, Accutemp Engineering (approval)

Commissioner Tombarello moved to approve the Accutemp Engineering Maintenance Agreement and Bid Waiver Request in the amount of \$33,384.00 for the remaining three years of the agreement signed with Alliance Group Services, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Bid Waiver Request, Granite State Music Therapy (approval)

Commissioner Tombarello moved to approve the Granite State Music Therapy Agreement and Bid Waiver Request in the amount of \$60,000.00, for a term of one (1) year beginning August 2026 and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Sheriff's Office – Charles Massahos, High Sheriff

a. FY 2027 Equitable Sharing Agreement and Certification (approval)

Commissioner Tombarello moved to approve the Fiscal Year 2027 Equitable Sharing Agreement and Certification, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Nickerson reported that FY26 year-end work was underway, with departments submitting final expenses for accrual. He noted active grant planning, including possible RHT-funded renovations to all three Driscoll floors, which could reach \$5 million.

Senior Director Gates reported significant activity across county buildings, including a major water leak in the Delegation Building that caused extensive damage now being handled by a restoration company and covered by insurance. She also outlined progress on the Carlisle Building renovations, recent automation system training, signage updates, and ongoing work on camera and access-control systems. She highlighted challenges maintaining grounds with limited staff during rapid seasonal growth.

Superintendent Jon Banville reported a high inmate census of 233, stressing increased mental-health-related commitments, dangerousness evaluations, and competency cases contributing to elevated bed days. He described a recent situation involving a last-minute court filing that prevented transfer of a dangerous individual to the New Hampshire Hospital, resulting in the facility holding the individual until a hearing near the end of the statutory period. He noted broader concerns with DHHS guidance limiting rapid response access in correctional facilities and indicated ongoing discussions with state partners.

Senior Director Dja Konan provided census data and a health status update. She described ongoing survey preparation, upcoming implementation of online café ordering, expansions in assisted living dietary systems, and new electronic food-temperature monitoring. She also discussed fundraising efforts for the Alzheimer's Foundation—including the annual "Pie in the Face" event—and introduced new Assistant

Administrator Hannah Benson. She mentioned that heat and smoke conditions were being monitored to ensure resident safety.

The High Sheriff didn't provide any updates.

Senior Director Kivikoski added that her department was preparing for the September Years of Service event, finishing year-end documentation, and conducting training associated with the county's electronic records management initiative. She also reported positive feedback from the Healthcare Academy, where students were engaging in dementia-walk activities and life-enrichment programming.

County Attorney Conway noted that her office was facing a heavy August trial schedule while managing staffing shortages due to recent departures and several attorneys on leave. Despite challenges, she reported that trial preparation was ongoing and on track.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. General Leave Request – Long Term Care Services (approval)

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (H.D.) with County portion of all benefits to continue for the period July 12, 2026 through July 13, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to accept the offer from the Charters of Freedom initiative, in coordination with the National Archives and the White House Historical Association as part of the nationwide 250th celebration. Through their endowed program, they will provide stainless-steel replicas of the Declaration of Independence, the Constitution, the Bill of Rights, and the Civil Rights Amendment to each county at no cost. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to approve a line item transfer request transferring from assisted living table wear supplies to assisted living meals in the amount of \$8,123.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Ms. Gates announced that the EV chargers at the municipal building were activated, though chargers at the jail were still pending connection.

G. Public Comment

No members of the public were present.

H. Commissioners' Nonpublic Session

1. Commissioners' Office – Kathryn Coyle, Chair

a. Nonpublic session NH RSA 91-A:3, II (m)

2. County Attorney's Office – Patricia Conway, County Attorney

a. Nonpublic session NH RSA 91-A:3, II (a)

3. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

4. Sheriff's Office – Charles Massahos, High Sheriff

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 12:26 pm pursuant to NH RSA 91-A:3, II (a), personnel, and (m). Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic Session at 2:22 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

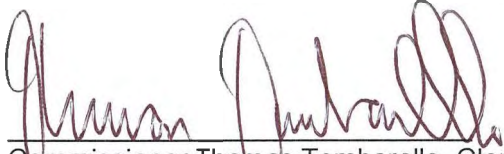
Commissioner Tombarello noted there were four nonpublic sessions and moved to seal the minutes of all nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 2:23 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on July 22, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Wednesday, July 22, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:01 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Katie Casey, Asst. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.

Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Cathy Stacey, Register of Deeds

Remote Attendance:

Erin Coker, Sheriff's Office
Robin Bernier, IT Director
Kevin Coyle, member of the public

B. RFP Openings & Awards

1. Opening: O365 Subscriptions – Facilities Operations/IT Services

Commissioner Tombarello moved to authorize the Senior Director of Facilities, Planning and IT, and the Assistant Director of IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Award: Latex/Vinyl Gloves – Facilities Operations

Commissioner Tombarello moved to award the proposal for latex/vinyl gloves for Long-Term Care, Assisted Living, and Environmental Services products to McKesson Medical, identified as the lowest quoted vendor, for an annual amount not to exceed \$33,246.00 for year one and \$33,246.00 for year two, for a total contract period of two (2) years, beginning August 1, 2026 through July 31, 2028. Additionally, I move to award the heavy-duty nitrile gloves for the Department of Corrections to McKesson Medical for an annual amount not to exceed \$9,086.00 for year one and \$9,086.00 for year two, and to award the serving gloves to Interboro Packaging for an annual amount not to exceed \$244.00 for year one and \$244.00 for year two, for a total contract period of two (2) years, beginning August 1, 2026 through July 31, 2028. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. July 16, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the July 16, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Surplus Equipment Request Pursuant to NH RSA 28:8-A: Long Term Care (approval)

Commissioner Tombarello moved to approve a surplus equipment request pursuant to NH RSA 28:8-A and declare 10 Holt Powerlift recliners from Long Term Care Services surplus with the items to be properly disposed of. Commissioner Goddu seconded the motion. Commissioner Coyle noted that the recliners were no longer safe or structurally sound. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. July 23, 2026 Accounts Payable Lists (approval)

Commissioner Tombarello moved to approve the July 23, 2026 FY 2026 Accounts Payable list total of \$945,900.21, and the FY 2027 Accounts Payable list total of \$1,078,166.67. Commissioner Goddu

seconded the motion. Commissioner Coyle expressed appreciation to the Finance Office for completing the run ahead of schedule. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello described his upcoming meeting with residents from Deerfield to discuss matters with Major Bashaw of the Sheriff's Office, followed by a walk-through of Community Corrections. His lighthearted remarks about ordering pizzas for the group highlighted his ongoing engagement with constituents.

Commissioner Coyle highlighted the challenges experienced over the recent weekend involving Long Term Care and Facilities. A fire system malfunction required rapid coordination, and she expressed appreciation for the teams' responsiveness. She acknowledged the strain such incidents place on both staff and residents, commending the collaboration across departments.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Assistant County Attorney New Hire Pursuant to NH RSA 7:33-f (approval)

Commissioner Tombarello moved to approve hiring an Assistant County Attorney with a start date of July 27, 2026, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Goddu seconded the motion. Commissioner Coyle elaborated on the candidate's extensive experience ranging from the Attorney General's Office to county prosecution, and noted the value of onboarding a lateral hire who can immediately manage a substantial caseload. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Bid Waiver Request, W.B. Mason (approval)

Commissioner Tombarello moved to approve the W.B. Mason Proposal & Bid Waiver Request in the amount of \$35,811.33 including delivery and installation of frosted glass panels at the workstations, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Ms. McGowan explained that costs had come down significantly because Facilities located previously purchased panels in storage, reducing the new purchase requirements. Commissioner Coyle noted how important this improvement was to the support staff, having been identified as a budget priority. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Equitable Sharing Agreement and Certification FY 2026 (approval)

Commissioner Tombarello moved to approve the Fiscal Year 2026 Equitable Sharing Agreement and Certification, and authorize the Chair to sign all necessary documents, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Department of Corrections – Jon Banville, Superintendent

a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated July 17, 2026, booking #202600593, receiving one inmate from Carroll County, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Finance Office – Charles Nickerson, Senior Director

a. Harvey Construction A/P Warrant (approval)

Commissioner Tombarello moved to approve the July 23, 2026 Accounts Payable warrant T261525 payable to Harvey Construction Corporation in the amount of \$40,583.54 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion and asked for an update on the remaining punch list. Ms. Gates reported that most construction

tasks were complete, with remaining work involving integration of building automation and security systems, delayed due to an illness affecting a key technician. She described the ongoing, intricate challenges of system integration and noted that the project was close to completion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Submission of Amended 2022 Single Audit (approval)

Commissioner Tombarello moved to approve the CBIZ CPAs P.C. engagement letter for the submission of an amended 2022 single audit, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle highlighted the significant fiscal benefit of removing ERA-2 (Emergency Rental Assistance Program) from the federal clearinghouse audit, resulting in reduced audit cost exposure. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-4, Wage Increase – County Attorney's Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-4 wage increase for Rockingham County attorneys as outlined in the details of the request, as recommended by the County Attorney, and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Commissioner Coyle noted that this is due to heavy workloads caused by staffing shortages. Discussion focused on retention and recognition of attorneys carrying caseloads significantly above typical levels. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. General Leave Request – Department of Corrections (approval)

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (B.C.) with County portion of all benefits to continue for the period July 18, 2026 through August 5, 2026 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski noted that the employee may require an extended period of leave depending on forthcoming developments. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Healthcare Academy Certification of Compliance with Youth Protection Standards (approval)

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to sign the Certificate of Compliance with Youth Protection Standards on behalf of the County; or alternately, authorize the Chair to sign. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Ms. Casey reported that Finance is preparing to close Munis on Friday to roll into Fiscal Year 2027. The department is focused on year-end procedures, and she noted that while the workload is significant, progress is steady and the team is nearing the finish line.

Senior Director Gates provided a detailed update on Facilities Operations, noting that her department remains extremely busy across multiple sites. She described two recent fire alarm incidents in the nursing home. The first occurred during a fire drill, when the system failed to reset. A master electrician responded immediately, working with Honeywell to resolve the issue. The second involved accidental water intrusion into a detector during window washing, prompting a response from the fire department. Ms. Gates expressed pride in her team's rapid troubleshooting.

She also shared updates on an upcoming building tour planned for residents of Assisted Living, who are eager to visit several departments including the Sheriff's Office, Deeds, and County Attorney. She noted that the installation of the historic display will make the experience more meaningful.

Superintendent Jon Banville reported a headcount of 230 inmates. He commended County Attorney Conway for personally traveling to Concord for a critical hearing related to a state hospital case, noting the significance of her effort. He also reported that bunk installations in Unit D were complete, pending final finishing work. He expressed appreciation for the assistance provided by multiple departments.

Ms. McGowen relayed that County Attorney Conway was unable to attend due to increased workload resulting from staffing shortages. She expressed gratitude for the Board's approvals earlier in the meeting, noting that the adopted measures would positively support morale and retention.

Register of Deeds Cathy Stacey shared highlights from her recent attendance at the NACo conference in New Orleans, where key topics included artificial intelligence and data centers. She distributed informational materials to the Board and briefly described the extreme heat conditions during the trip.

Senior Director Dja Konan provided census data and a health status update. She explained recent changes to the federal Quality Measure Manual, effective July 1, noting that thresholds were increased and now require significantly higher performance points. Additional changes impacted the Plan of Correction and PBJ payroll reporting procedures. She successfully resolved access problems for their system and established multiple authorized users to avoid future delays.

Ms. Dja Konan also described progress on the Healthcare Academy program. More students expressed interest in expanded hours as universal support staff. The Academy has completed major training sections, including life enrichment, dementia education, HIPAA, and assisted living competencies. Next week's activities include a scavenger hunt designed to introduce students to departments across the county, supported by Facilities, Finance, HR, Dietary, Employee Engagement, and others. She and Ms. Gates have collaborated closely on preparations for the long-term care survey.

Senior Director Kivikoski reported that Occupational Health Services is gearing up to move into the newly renovated space. Flooring installation is underway, and the services will be closed for a day next week for the move. She also noted upcoming events, including "Ice Cream Emergency," which is incorporated into the Healthcare Academy's scavenger hunt. They continue processing extensive documentation related to Personnel Change Notices and cost-of-living adjustments, and she presented three MOUs for the Sheriff's Office requiring Commissioner signatures.

Ms. Mattila reported updates on two administrative forms: the travel and training request form, including updated cost parameters for FY 2027, and the mileage reimbursement form reflecting the new federal rate of 76 cents effective July 1st. Updated forms have been added to the shared drive for county-wide use.

F. New Business / Old Business

1. Facilities Operations – Jude Gates, Senior Director

a. Award: O365 Subscriptions

Commissioner Tombarello moved to award the proposal for O365 subscriptions to NumerikSoft for an amount not to exceed \$103,026.52 as recommended by the Senior Director of Facilities, Planning and IT, and the Assistant Director of IT. Commissioner Goddu seconded the motion and noted the effectiveness of requesting multiple bids and praised Ms. Bernier for achieving a substantial cost savings. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Human Resources – Alison Kivikoski, Senior Director

a. Walk-in Exception Request 2026 Cash Out of Accrued Earned Time and Holiday Accruals form Deadline – County Attorney's Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy regarding Cash Out of Accrued Earned Time and Holiday Accruals for a County Attorney's Office employee (T.B.) as recommended by the County Attorney, and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

No comments were made by the public in attendance.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 11:37 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 12:20 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello noted there were two nonpublic sessions and moved to seal the minutes of both sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

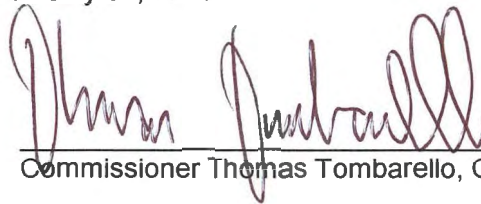
Commissioner Tombarello moved to unseal the minutes of June 17, 2026 nonpublic session number three. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 12:24 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on July 30, 2026.

A handwritten signature in dark ink, appearing to read "Thomas Tombarello", is written over a horizontal line.

Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, July 30, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:02 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR

Chantal Dja Konan, Sr. Director, LTC
Hannah Benson, Asst. Director, LTC
Jon Banville, Superintendent, DOC
Megan McGowan, County Attorney's Office

Remote Attendance:

Rich Zabrowski, Asst. Director, Fac. Op.

B. Consent Agenda

1. July 2, 2026, and July 22, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the July 2, 2026 nonpublic minutes and the July 22, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Adult Medical Day Care (AMDC) Payout Report, June 2026 (informational)

The Commissioners discussed the total of approximately \$101,000, noting they were only about \$1,000 over budget. Commissioner Goddu asked whether transportation funding was included this year. Senior Director Chantal Dja Konan clarified that transportation had been removed from the current fiscal year budget and moved into non-county specials.

The discussion turned to historical funding, acknowledging the value of the pilot program that showed transportation helps delay institutionalization. The Commissioners agreed to revisit funding possibilities later in the fiscal year as trends become clearer.

3. July 31, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$1,763,683.69 for the pay period ending July 25, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello shared that residents in assisted living had requested to meet with a commissioner, and he planned to visit them Monday morning. He also noted the passing of longtime Salem representative Fred Doucette, who had been significantly involved with Rockingham County; he expressed sadness at the loss.

Commissioner Coyle commended Commissioner Tombarello's strong rapport with residents, praising his kindness and enthusiasm. She highlighted a heartfelt letter received from a family of a nursing home resident who had recently passed away. The letter expressed profound gratitude for staff compassion and dignified care at end of life, moving many who read it. Commissioner Coyle emphasized that county government is ultimately about serving people, and she acknowledged the staff's everyday acts of kindness.

She noted recent staff appreciation efforts, including an ice cream event and an upcoming coffee gathering, thanking staff for organizing these small but meaningful gestures.

2. Finance Office – Charles Nickerson, Senior Director

a. Request for Authorization - NH Community Development Finance Authority System (approval)

Commissioner Tombarello moved to authorize Charles Nickerson to serve as the Authorized Individual for Rockingham County for purposes of submitting, managing, and executing electronic documents within the New Hampshire Community Development Finance Authority (CDFA) system, including but not limited to all materials required for the WebGrants platform and any grant applications, reports, or related documents administered through that system. This authorization shall remain in effect until amended or revoked by the Rockingham County Commissioners. Commissioner Goddu seconded the motion. Commissioner Coyle explained that having Director Nickerson function as the authorized individual ensures continuity, especially as the Board typically rotates the position of its Chair after inaugural obligations. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Harborside Hospice, LLC Nursing Facility Services Agreement (approval)

Commissioner Tombarello moved to approve the Harborside Hospice, LLC Nursing Facility Services Agreement effective July 20, 2026 for a term of one (1) year, with automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan explained that Harborside Hospice is a new agency the county has not yet contracted with. Staff members and residents have increasingly requested this agency, noting strong past experiences and high-quality services. Because patient choice is a central priority, formal contracting is required before the agency can serve residents in the facility. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Travel & Training Request, Leading Age Annual Meeting (approval)

Commissioner Tombarello moved to approve two Travel & Training requests for attendance at the Leading Age Annual Meeting in Philadelphia, PA, scheduled for October 25-28, 2026 at an estimated total cost of \$8,593.72 for three (3) Long Term Care employees (CDK, HB, and KD), and \$3,005.24 for one (1) Assisted Living employee (JC), as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan described LeadingAge as one of the most valuable professional conferences in the field, offering extensive training offerings, high-level CMS presentations, and meaningful opportunities to network with vendors and managed care organizations. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Senior Director Kivikoski reported that Employee Health Services has moved into a newly renovated space. She praised Environmental Services, Facilities, and IT staff for ensuring a seamless transition, noting the space is beautiful and nearly fully operational. HR payroll training is nearly complete, with only the Department of Corrections and Sheriff's Department left to finish. She also mentioned ongoing work on electronic records management implementation, and plans to post for a per diem nurse practitioner to provide supplemental coverage due to current staffing limitations and upcoming staff absences.

Senior Director Dja Konan provided census data and a health status update. She shared an update on the Healthcare Academy program, highlighting students' enthusiasm and the positive interactions with residents. She noted fundraising efforts underway for the Alzheimer's Pie Challenge, involving multiple departments and announced a one-time Medicaid payment of roughly \$253,000 awarded to Rockingham County due to statewide reallocations.

Assistant Director Zabrowski reported completion of various tasks related to the new Employee Health Services area, with minor work scheduled during next week's staff vacation. He described efforts to diagnose and repair a significant condensate return leak affecting steam service to the jail, including temporary fixes and planned infrared inspection to locate the break. He also shared that the department Executive Assistant would retire the following day after 15 years of service, noting her departure creates a meaningful vacancy the department will work to fill.

Ms. McGowan announced the arrival of a new ACA (Assistant County Attorney), helping bolster staffing before busy trial schedules resume in August. Victim witness specialists are working on improvements at the courthouse, including establishing a dedicated room for victims and families. The team has been coordinating with the state on code compliance and interior design choices.

Superintendent Jon Banville reported a current inmate count of 213. He described final stages of developing an MOU enabling the county to dispense methadone “take-homes” to female inmates housed in other facilities. This pilot program would eliminate costly and logistically difficult daily transports to off-site clinics. He provided a detailed description of chain-of-custody procedures for secure transport of medication, ensuring compliance and proper recordkeeping. He also reported significant progress in strengthening “rounds” verification via the Guard Tour system, noting a cultural shift among supervisory staff and achieving a remarkable 97% compliance variance.

Senior Director Nickerson’s updates included quarter-end grant reporting, closure of certain DOJ grants, details on the statewide Medicaid redistribution, categorical assistance projections, and the delayed FY24 audit draft received earlier that morning.

E. New Business / Old Business

Commissioner Goddu initiated a discussion about employees with their dogs in the Long Term Care facility, raising questions about liability, sanitation, and policy. Ms. Dja Konan noted that the number of dogs in the facility has dramatically decreased from double digits to only two with her department’s formal policy, instituted shortly after her arrival, requiring vaccination records, leashes, potty training, and visitor compliance. She emphasized resident benefits and safe handling procedures.

Director Kivikoski noted that HR does not have a countywide policy and offered to research best practices. Superintendent Banville explained existing DOC policies for comfort dogs and law enforcement canines. The Commissioners discussed allowing department-head discretion while establishing baseline safety and documentation standards. They agreed to explore adapting the Long Term Care policy into a countywide model, ensuring consistency without prohibiting beneficial programs such as comfort animal interactions for victims or vulnerable populations.

Commissioner Tombarello highlighted a recent meeting with a Deerfield community group, praising their insightful questions regarding ICE interactions and correctional procedures. He thanked the Superintendent and Major Bashaw for addressing inquiries and facilitating a tour, noting participants expressed strong appreciation for County operations.

Commissioner Coyle moved to approve AP warrant T270039 in the amount of \$3,903.55 for arbitrator fees, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

F. Public Comment

No members of the public were present.

G. Commissioners’ Nonpublic Session

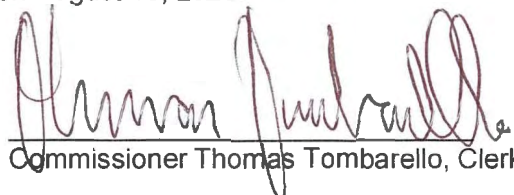
There were no nonpublic sessions requested.

H. Adjourn

Commissioner Tombarello moved to adjourn at 12:00 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 13, 2026.



Commissioner Thomas Tombarello, Clerk



Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, August 13, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:00 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Katie Casey, Asst. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC

Hannah Benson, Asst. Director, LTC
Jon Banville, Superintendent, DOC
Robin Bernier, IT Director
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Remote Attendance:
Kevin Coyle, member of the public

B. RFP Openings & Awards

1. Opening: Concealable – Tactical Body Armor – Sheriff's Office

Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Opening: FY27 Vehicle Purchase – Sheriff's Office

Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Opening: Motorola Equipment – Sheriff's Office

Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Opening: Uniforms & Equipment – Sheriff's Office

Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. July 30, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the July 30, 2026 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Long Term Care Services Quality Assurance and Performance Improvement (QAPI) Self-Assessment (informational)

Commissioners Coyle and Tombarello discussed significant improvements over the prior year's review, noting that most areas showed measurable progress, with only a few items still developing. Commissioner Coyle underscored that new goals had also been introduced, showing strong forward planning within Long Term Care Services.

3. August 14, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of \$2,056,272.93 for the pay period ending August 8, 2026. Commissioner Goddu seconded the motion and asked clarifying questions about remaining payouts. Ms. Kivikoski confirmed that the annual cash outs were processed in this payroll and they will be back to typical numbers going forward. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello shared a detailed reflection on his recent visit with assisted living residents. He described spending meaningful time with a large group of residents, engaging them on services, food quality, and facility history. He was struck by how informed residents were about county operations and leadership. He also highlighted several staff members that were promoted into upper-level leadership roles over the years.

Commissioner Coyle added that such internal growth reflects the County's culture of upward mobility and long-term investment in its workforce. She also expressed pride in the Healthcare Academy students' upcoming graduation, reflecting on intergenerational connections built through the program.

2. Department of Corrections – Jon Banville, Superintendent

a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Tombarello moved to approve an inmate administrative transfer pursuant to NH RSA 30-B:21 dated July 31, 2026, receiving one inmate from Strafford County, booking #20260601644, receiving one inmate from Carroll County, booking #202601660, and transferring one inmate to Carroll County, booking #20242097, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

a. ~~2026 Fiscal Year End Allowance for Uncollectable Accounts (approval)~~ *WITHDRAWN*

b. Request for Write-off – Sheriff's Office (approval)

Commissioner Tombarello moved to approve a Fiscal Year 2026 Sheriff's Office write-off for an amount of \$348.00, as recommended by the Senior Director of Finance and the High Sheriff. Commissioner Goddu seconded the motion. The High Sheriff and Major Bashaw explained the challenges of collecting from certain event organizers and affirmed that collection could still occur if the business resurfaced. Commissioner Goddu suggested tightening payment protocols for non-established vendors. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. BJA FY25 Edward Byrne Memorial Justice Assistance Grant Award Acceptance (approval)

Commissioner Tombarello moved to approve the acceptance of FY25 Edward Byrne Memorial Justice Assistance Grant (JAG) Program award, number 15PBJA-25-GG-03083-JAGX, in the amount of \$29,275, and authorize the Senior Director of Finance to serve as Rockingham County's Authorized Representative in the DOJ JUSTgrants system, as recommended by the High Sheriff and Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle confirmed the grant's role as a pass-through to support local law enforcement initiatives. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. General Leave Request – Long Term Care Services/Assisted Living (approval)

Commissioner Coyle moved to table the general leave request for Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. General Leave Request – Department of Corrections (approval)

Commissioner Tombarello moved to approve a general leave request for a Department of Corrections employee (B.C.) with County portion of all benefits to continue for the period August 7, 2026 through August 28, 2026 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained the employee's active engagement and ongoing communication. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Long Term Care Services – Chantal Dja Konan, Senior Director

a. Adult Medical Day Care (AMDC) Request – Silverthorne (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request from Silverthorne for an increase in the daily rate for NH Family Caregiver Grant recipients from \$25 to \$40, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Discussion centered on clarifying distinctions between grant-supported individuals and Medicaid rate structures. The Commissioners agreed further clarification on the grant's scope would be beneficial but supported approving the modest increase. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Adult Medical Day Care (AMDC) Request – Silverthorne (approval)

Commissioner Tombarello moved to approve an Adult Medical Day Care request from Silverthorne for an additional client (W.J.M.) at an amount of \$30 per day for three (3) days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Paramount Guardianship Services Consultant Agreement (approval)

Commissioner Tombarello moved to approve the Paramount Guardianship Services Consultant Agreement at a monthly cost of up to \$450.00 commencing upon the granting of the Petition and issuance of the Orders of Appointment, remaining in effect until the Proposed Ward has funds of their own, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. A detailed discussion followed regarding a resident who lacked Medicaid coverage due to absence of an authorized guardian. Ms. Dja Konan explained the complex efforts to secure a guardian and the critical need for documentation to restore Medicaid reimbursement. She noted the County's regulatory obligation to have a guardian assigned and described the risks of long-term unpaid care. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Assistant Director Casey reported a routine week focused on payroll processing. She confirmed that financial operations were stable, timely, and running efficiently.

Assistant Director Bernier presented a new digital lobby display concept designed to help visitors navigate the building more effectively. The display would provide real-time meeting information, directional maps, and contact numbers for building access. Commissioners responded enthusiastically to the modernization effort.

Senior Director Gates reported her team is busy, but the operations are stable and running smoothly. She also announced a joyful event on family matters.

The High Sheriff commented on the end of the season and announced they received new coat racks.

Assistant Director Benson expressed appreciation for the Board's excitement about QAPI and noted that she'll be representing the department next week.

Senior Director Dja Konan provided census data and a health status update. They are expecting the state inspectors any day. The Healthcare Academy is nearing completion, with resume-building and interview training sessions led by HR. Recent Academy activities included department-themed Jeopardy, highlighting strong participant engagement. She reminded everyone about the Alzheimer's fundraising pie-in-the-face event and she continues to encourage staff participation noting its importance for resident joy and memory care support.

Senior Director Kivikoski announced that they are planning open houses for staff in the new Occupational Health space. They have been working on a schedule for mandatory anti-discrimination and harassment training, last completed in 2023. Work continues with Healthcare Academy graduation planning, including scholarships tied to residual funds. She also noted there has been a recent uptick in workers' compensation claims, prompting reminders about workspace safety and timely reporting.

Superintendent Jon Banville reported a headcount of 213 inmates and noted that new staff members would be joining in September. He described current collaboration with IT and Facilities regarding camera upgrades and highlighted his work learning compliance requirements for RSA 91-A public records obligations.

Senior Executive Assistant Mattila reminded everyone that annual reports are due by the end of September.

F. New Business / Old Business

1. Facilities Operations – Jude Gates, Senior Director/Robin Bernier, Assistant Director of IT

- a. Walk-in Request to Vacate Award and Award to the Next Lowest Bidder (discussion/approval)

Commissioner Coyle noted they reviewed the documentation showing the vendor attempted to alter locked-in pricing post-award. Commissioner Tombarello moved to vacate the July 22, 2026 RFP award to NumerikSoft for O365 Subscriptions, and award it to Tommy TQL for an amount not to exceed \$113,742.25, as recommended by the Senior Director of Facilities, Planning & IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Human Resources – Alison Kivikoski, Senior Director

- a. Walk-in Exception Request 7-11 Overtime – Sheriff's Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-11, overtime, for the Sheriff's Office Civil Administrative Assistants who work a voluntary Dispatcher overtime shift, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

There were no comments made by the public.

H. Commissioners' Nonpublic Session

1. Human Resources – Alison Kivikoski, Senior Director

- a. Nonpublic session NH RSA 91-A:3, II (a)

2. Sheriff's Office – Charles Massahos, High Sheriff

- a. Nonpublic session NH RSA 91-A:3, II (a)

Commissioner Tombarello moved to enter nonpublic session at 11:39 am pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 1:09 pm. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

The public meeting resumed at 1:15 pm. Commissioner Tombarello noted there were three nonpublic sessions and moved to seal the minutes of nonpublic sessions one and two indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to bring the General Leave Request for Long Term Care/Assisted Living off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

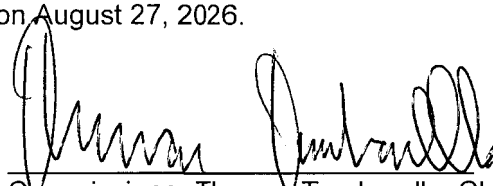
Commissioner Tombarello moved to approve a general leave request for an Assisted Living employee (M.S.) with County portion of all benefits to continue for the period of June 19, 2026 through August 28, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 1:17 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on August 27, 2026.



Commissioner Thomas Tombarello, Clerk