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 collecting 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.

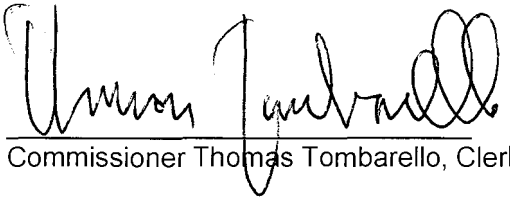
Commissioner Tombarello moved to seal the minutes of nonpublic sessions 3 and 5 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle added that they are sealing session 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 Kolifrath 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. <u>Commissioners' Office – Kathryn Coyle, Chair</u>

   a. Commissioner updates

None of the commissioners had updates this week.

2. <u>Finance Office – Charles Nickerson, Senior Director</u>

   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.

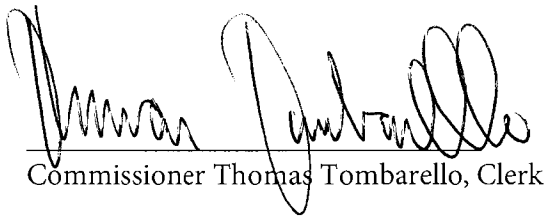
Commissioner Coyle moved to exit Nonpublic session at 4:17pm. Commissioner Goddu seconded the motion. Voted 2-0, Commissioner Goddu and Coyle in favor.

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 Kolifrath of Raymond, Maureen Quinn of Deerfield, Dawn Mahoney of Hampton, Susan of Hampton, Caden of Durham, Ted Drummond of Rye, and Bob of East Kingston.

H. Commissioners' Nonpublic Session

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

Commissioner Tombarello moved to enter nonpublic session at 2:12 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Commissioner Tombarello amended the motion to add (c) reputation, and (i) emergency functions. Commissioner Goddu seconded the amendment. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

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

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

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

I. Adjourn

Commissioner Tombarello moved to adjourn at 3:19 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

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

Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, February 12, 2026 @ 1:00 pm

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

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

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

B. RFP Openings & Awards

1. Opening: Chaplain Services – Long Term Care Services

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

2. Opening: Surplus Bidding – Schick 33 Dental X-Ray Machine – Long Term Care Services

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

3. Opening: Surplus Bidding – Perfect Deep Fryer – Long Term Care Services

Commissioner Tombarello moved to authorize the Senior Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion asked why the County was buying a deep fryer. Ms. Dja Konan explained the unit was discovered unused and still boxed during unit moves to D1, but it is not compatible with their operations; the intent is to sell the fryer to recoup costs through surplus bidding—not to purchase or retain it. Commissioner Coyle emphasized that is why it appears as "surplus bidding". Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Opening: Eaton (or similar) UPS Equipment – Sheriff's Office

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

C. Consent Agenda

1. February 5, 2026 Meeting minutes (approval)

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

2. February 13, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of $1,762,324.35 for the period ending February 7, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello noted he would meet with the current and former Major over lunch to discuss transitions and upcoming changes at the Department of Corrections, joking about who would pick up the tab and promising to report back.

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

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

a. Bid Waiver Request, Karpel Solutions (approval)

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

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

Commissioner Goddu raised concerns about vendor dependence and data portability. Conway cited challenges from the prior DocStar migration and said some legacy data remains in paid storage. Superintendent Henry noted conversions can cause minor data loss, but data remains accessible. Conway affirmed PBK's reliability and plans to reduce costs through retention policies and returning large video files to police. The Board voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Exception Request 7-4, Wage Increase – Long Term Care Services (approval)

Commissioner Tombarello mentioned he had questions on this agenda item and suggested a nonpublic discussion. Commissioner Coyle asked to table this item. Commissioner Tombarello moved to table an exception request to Personnel Policy 7-4 wage increases, for a Long Term Care Services employee (R.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion to table. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

c. General Leave Request – Assisted Living (approval)

Commissioner Tombarello moved to approve a general leave request for an Assisted Living employee (K.M.) with County portion of all benefits to continue for the period February 8, 2026 through February 9, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Position Change – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the status change of one (1) full time Medication Nursing Assistant position to one (1) part time Medication Nursing Assistant position effective February 22, 2026 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

e. Position Changes – Department of Corrections (approval)

Commissioner Tombarello moved to approve the exchange of positions without posting for K.S. and P.B., with no change to the employees' rates of pay or evaluation dates as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Superintendent Henry explained each employee's strengths align better with the other role, both are agreeable to the change, and the adjustment improves operational performance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

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

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

E. Department Head Updates

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

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

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

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

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

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

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

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

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

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

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

G. Public Comment

No public comments were received.

H. Commissioners’ Nonpublic Session

1. Facilities Operations – Jude Gates, Senior Director

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

2. Human Resources – Alison Kivikoski, Senior Director

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

Commissioner Tombarello moved to enter nonpublic session at 1:43 pm pursuant to NH RSA 91-A:3, II (i) emergency functions, and (a) personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit nonpublic Session at 2:45 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello announced there were four nonpublic sessions and moved to seal the minutes of sessions 2, 3, and 4 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board, and seal session 1 because it pertains to preparation or carrying out of actions regarding terrorism. Commissioner Coyle added to the motion that they would all be sealed indefinitely. Commissioner Goddu seconded the motion as amended. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to bring the three items from earlier in the meeting off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve an exception request to Personnel Policy 7-4 wage increases, for a Long Term Care Services employee (R.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

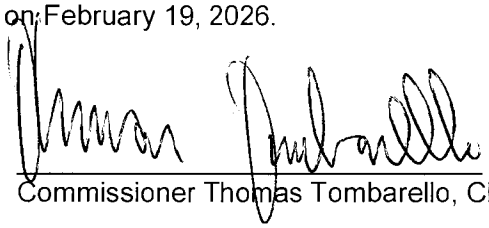
Commissioner Tombarello moved to table an exception request to Personnel Policy 8-4, weather emergencies related to the January 26, 2026 snowstorm, for a Long Term Care Services employee (C.D.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0,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

I. Adjourn

Commissioner Tombarello moved to adjourn at 2:47 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on February 19, 2026.



Commissioner Thomas Tombarello, Clerk

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.

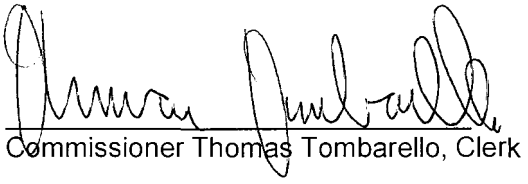
Commissioner Tombarello moved to seal the minutes of all five nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in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

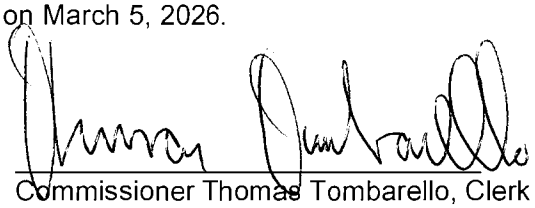
Commissioner Coyle moved to approve the PointClickCare service agreement addendum for the period March 1, 2026–February 28, 2027, specifying a $20,205 increase, a rate of $2,245 from June 1, 2026 to Feb. 28, 2027, and thereafter $4,490 per month starting March 1, 2027, on a monthly term with automatic 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 Coye moved to exit nonpublic session at 3:42 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

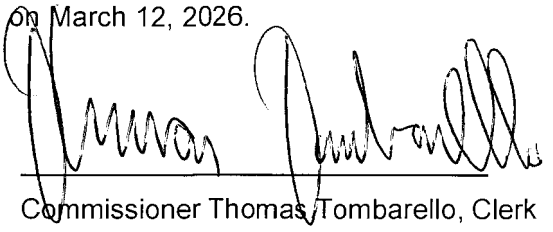
member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, March 12, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:03 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Pat Conway, County Attorney
Megan McGowan, County Attorney's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

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

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

C. Consent Agenda

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

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

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

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

3. March 13, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of $1,704,287.68 for the pay period ending March 7, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner updates

Commissioner Goddu reported steady, constructive progress in negotiations with the Sheriff's supervisors and dispatch supervisors, expressing optimism about reaching tentative agreements soon. He commended the Recruiter for proactively engaging local high school Career & Technical Education programs, including Salem and Pinkerton, to support recruitment pipelines.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commissioner Tombarello moved to approve a general leave request for an Environmental Services employee (R.M.) with County portion of all benefits to continue for the period March 8, 2026 through April 4, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Hopdox Electronic Recording Approved Procedures Agreement (approval)

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

E. Department Head Updates

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

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

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

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

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

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

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

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

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

F. New Business / Old Business

1. Commissioners' Office – Kathryn Coyle, Chair

a. Amendment to February 26, 2026 motion

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

2. Facilities Operations – Jude Gates, Senior Director

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

Commissioner Tombarello moved to approve the Knollwood Energy, Renewable Energy Credit Sale and Purchase Agreement, at a cost of 2% of the sale price, or a minimum of $0.50 per REC, whichever is greater, for the period beginning March 12, 2026 through December 31, 2028, and automatic renewals for successive one (1) year terms, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Facilities, Planning, and IT. Commissioner Goddu seconded the motion. Commissioner Coyle requested a brief table to review terms but, after conferring with Ms. Gates and Mr. Nickerson, agreed to proceed due to timing: failure to execute promptly could forfeit a full quarter of REC revenue. Solar REC pricing is in the mid to upper $30s, making the 2% fee materially favorable, and Knollwood's long-standing presence and reputation in REC markets, functionally close to sole-source in some segments, was noted as favorable. Commissioner Coyle observed the contract was somewhat one-sided (e.g., indemnification, assignment, market selection) yet judged overall exposure limited relative to the opportunity cost of lost RECs if delayed. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. Extension of Paid Administrative Leave

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

G. Public Comment

No public comments were received.

H. Commissioners' Nonpublic Session

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

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

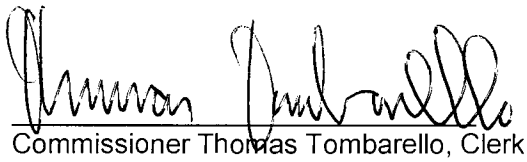
Commissioner Tombarello announced there were two nonpublic sessions and moved to seal the minutes of both sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu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

I. Adjourn

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

Minutes taken and typed by Leila Mattila.

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



Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes
March 19, 2026 @ 1:00 pm
Municipal Building, 94 North Rd, Brentwood, NH.

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello

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

B. Consent Agenda

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

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

C. Reports

1. Human Resources – Alison Kivikoski, Senior Director
   a. Agency Staff Contract Buyout Agreement (approval)

REQUEST WITHDRAWN

D. Department Head Updates

There were no department head updates.

E. New Business / Old Business

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

F. Public Comment

There were no members of the public present.

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

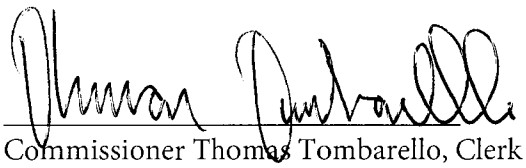
Commissioner Tombarello moved to enter nonpublic session per NH RSA 91-A:3, II (a), personnel at 1:06pm. Commissioner Goddu seconded. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to exit Nonpublic session at 2:48pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioner Goddu, Commissionet 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. Commission Goddu seconded the motion. Commissioner Goddu, Tombarello and Coyle voted in favor.

Commissioner Coyle moved to adjourn at 2:50pm. Commission 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.

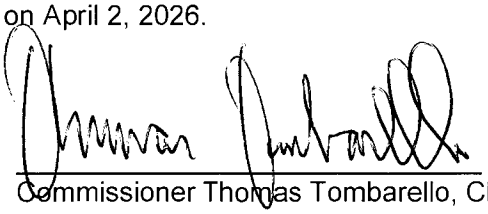
Commissioner Tombarello moved to approve an exception request for a Corrections employee (R.M.) Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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 × 333 rides ≈ $8,300/month, or about $100,000/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

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

Minutes provided by Leila Mattila.

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

Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, April 16, 2026 @ 1:00 pm

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Julie Hoyt, HR Manager
Jude Gates, Sr. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Jon Banville, Superintendent, DOC
Megan McGowan, County Attorney's Office
Cathy Stacey, Register of Deeds

B. RFP Openings & Awards

1. Opening: UST Tank Replacement – Facilities Operations

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

C. Consent Agenda

1. April 9, 2025 Meeting minutes (approval)

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

2. HR Recruitment Report – March (informational)

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

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

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

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

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

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

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

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

2. Department of Corrections – Jon Banville, Superintendent

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

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

c. Line Item Transfer (approval)

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

d. Travel & Training Request (approval)

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

3. Finance Office – Charles Nickerson, Senior Director

a. Line Item Transfer (approval)

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

b. Line Item Transfer (approval)

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

4. Human Resources – Alison Kivikoski, Senior Director

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

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

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

b. Proposed Position Changes for FY 20227 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. McGowen 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.

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.

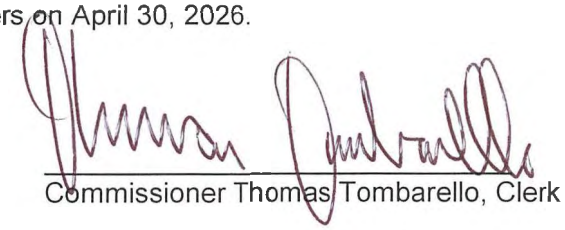
Commissioner Tombarello noted there were two nonpublic sessions and moved to seal the minutes of both sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded 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 a 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 May2, 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.

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 Tom Tombarello
Commissioner Steven Goddu

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. <u>Line Item Transfers (2) (approval)</u>

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 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.

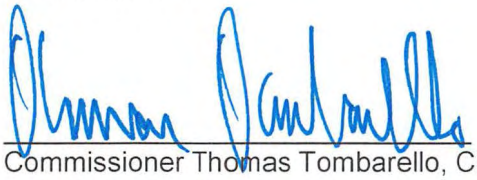
Commissioner Tombarello moved to approve write-offs for Health and Dental Insurance Premiums totaling $855.42, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in 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.

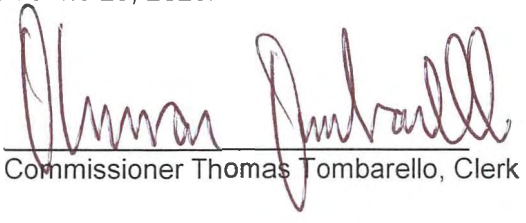
Commissioner Tombarello moved to approve the renewal agreement with Donna Cross, Reiki Master, for the period beginning July 1, 2026 through June 30, 2027, for an amount not to exceed $1,800 per month, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long 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.

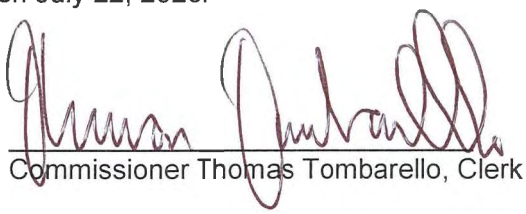
Commissioner Tombarello noted there were four nonpublic sessions and moved to seal the minutes of all nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner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

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.

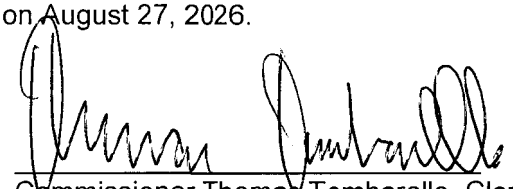
Commissioner Tombarello moved to approve a general leave request for an Assisted Living employee (M.S.) with County portion of all benefits to continue for the period of June 19, 2026 through August 28, 2026 as recommended by the Senior Director of Long Term Care Services and Senior Director of Human 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

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Wednesday, August 19, 2026 @ 8:30 am

A. Call to Order

Commissioner Coyle called the meeting to order at 8:30 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.
Hannah Benson, Asst.Director, LTC
Jon Banville, Superintendent, DOC
Megan McGowan, County Attorney's Office
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Chief Deputy Sawyer, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds

Remote Attendance:
Kevin Coyle, member of the public

B. RFP Openings & Awards

1. Opening: Historical Book Restoration – Registry 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.

C. Consent Agenda

1. August 13, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the August 13, 2026 public and nonpublic minutes. Commissioner Goddu requested that the minutes be tabled because he had not yet reviewed them. Tombarello and Coyle indicated having reviewed them and found them satisfactory. Goddu then asked to seal the nonpublic minutes of August 19, 2026 session #3. Commissioner Coyle clarified the motions. The original motion to approve the minutes was withdrawn. Commissioner Coyle seconded the motion to table the approval. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Goddu moved to seal the nonpublic minutes of August 19, 2026 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 and render a proposed action ineffective. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. August 20, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the August 20, 2026 Accounts Payable list total of $1,755,690.83. Commissioner Goddu seconded the motion. Commissioner Coyle noted that the expenditures included a Prime Care payment as well as additional contracted nursing expenses, which were characterized as typical and consistent with anticipated costs. 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 provided by the Board.

b. Dispatch Coverage for the City of Portsmouth (discussion)

The Board elected to defer discussion to a nonpublic session.

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 2027 and authorize the Chair to sign the response letter addressed to the Office of Community Planning and Development. Commissioner Goddu seconded the motion. Mr. Nickerson explained that although the County qualifies as federally designated urban and could elect to receive guaranteed CDBG funding, doing so would restrict access by all 36 other Rockingham County communities to a $1.45 million allocation. Accepting urban county status would also require the County to replace CDFA in the administrative role and assume responsibility for grant oversight and compliance. The discussion clarified that the decision applied specifically to the HUD CDBG program and would not affect the Rural Health Transformation Grant administered by CDFA. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Human Resources – Alison Kivikoski, Senior Director

a. Anti-Discrimination and Harassment Training (approval)

Commissioner Tombarello moved to designate the 2026 Anti-Discrimination and Harassment training sessions as mandatory for all employees as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski explained that Primex would provide a standard one-hour session for all staff based on County policies and procedures. A separate 30-minute supplemental program for supervisors would be developed and implemented within approximately 30–60 days and would likewise be mandatory. She also noted that this training had not been conducted since 2023 and discussed its importance in reducing County liability. The general training sessions were targeted for October and November 2026. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Advantage Surgical and Wound Care Services Agreement (approval)

Commissioner Tombarello moved to approve the Advantage Surgical and Wound Care Services agreement for the period beginning September 1, 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. Commissioner Tombarello questioned whether the agreement should establish a fixed cost or price ceiling. Ms. Benson and Commissioner Coyle explained that charges depend upon each resident and the applicable payer source, such as Medicaid, rather than being directly billed to the center as a fixed contractual expense. The Board was also advised that Primex reviewed the contract, with particular attention to workers' compensation and insurance provisions. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Use of Facility Request – Norman L. Major Auditorium (approval)

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium and waive the facility fee for the Sheriff's Office on Thursday and Friday, October 1, and 2, 2026, from 8:00 am to 4:00 pm, both days. Commissioner Goddu seconded the motion and asked what they would be using it for. Major Bashaw provided details noting their request is to have Tier 1 Training of Florida provide a course to area law enforcement agencies covering criminal patrol and investigative techniques, including narcotics interdiction, weapons violations, identity theft, credit card fraud, forged VINs, skimming devices, and organized retail crime. Registration was identified as $250 per participant for the two-day course. If 20 registrations were obtained, the Sheriff's Office would receive unlimited free seats; outside registration would be capped at 25, potentially providing as many as 15 free spaces for County personnel.

Commissioner Goddu raised concerns about the outside training provider's insurance, bonding, and liability protection. The Sheriff's Office agreed to obtain an insurance binder. Commission Tombarello withdrew his original motion and moved to table the request until the following week pending insurance and bonding

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

E. Department Head Updates

Senior Director Nickerson thanked the Board for hosting the NH Municipal Users Group meeting. While that event occurred, he attended the annual governmental accounting audit update conference remotely. His attendance was complimentary due to his prior participation in the statewide GASB challenge. He explained that staying current on accounting pronouncements is critical for ensuring County compliance.

He alerted the Board to increased federal procurement compliance requirements for contracts involving federal funds, particularly construction contracts subject to Davis-Bacon wage rules and other federal provisions such as lobbying restrictions and nondiscrimination clauses. He stressed the need for specialized RFPs for federally funded projects and retroactive review of existing contracts during single audits. He reported that the amended FY 22 single audit and the FY 23 audit have been completed and filed and FY 24 audit work has begun. The FY 26 Medicaid Cost Report is also underway. Nickerson described this period as extremely busy but operating on schedule.

Senior Director Gates reported continued high activity levels and substantial progress on long-running facility upgrades. The nursing home HVAC modernization is nearly complete, with system programming being fine-tuned to coordinate Siemens and Honeywell controls. Temperatures in the Mitchell Building fluctuated during calibration but are now stabilizing. Residents remained comfortable throughout the process. She noted that DOC intercom and camera systems in the new building have been tested and are operational. The upgraded camera system will allow security staff to digitally “follow” an individual from different angles by stitching footage across cameras, a major technological improvement. Training for staff is expected to finish by September. She acknowledged the complexity of implementing integrated systems during a statewide shortage of skilled trades but celebrated that completion is near. Commissioners praised the substantial security enhancements.

Register of Deeds Cathy Stacey reported busy but stable operations with revenue continuing to perform well. Summer staffing adjustments due to vacations have been managed effectively because the Registry is fully staffed.

Ms. McGowan reported an exceptionally busy August trial schedule. Two staff members recently returned from leave, significantly improving the office’s capacity to prepare and prosecute cases. She explained that August trials arrived “hard and fast,” requiring rapid mobilization of attorneys, victim advocates, administrative staff, and IT personnel. She noted recent positive trial outcomes, describing them as morale-boosting given the office’s heavy caseload. Commissioner Coyle commended the team’s diligence and acknowledged the difficulty of trial preparation during staffing shortages.

No updates were offered by the Sheriff’s team.

Ms. Benson provided census data and a health status update. The department held a successful Healthcare Academy graduation the prior day, and survey preparations are underway as state oversight activities approach. Commissioners expressed appreciation for their efforts.

Senior Director Kivikoski elaborated on broader HR initiatives, including rapid deployment of new training and educational programming. She praised the Healthcare Academy graduates and described future gift packages being prepared for participants. She also noted preparations for the annual Years of Service recognition and reminded staff to register for the upcoming NH Association of Counties conference.

Superintendent Jon Banville reported the daily inmate count at 214. The DOC hosted a facility tour for court clerks from Hampton and Portsmouth to help them understand DOC processing timelines and improve systemwide coordination. Commissioner Coyle and Ms. McGowen praised DOC’s strong communication with courts and legal offices. Banville noted increasing workload related to Right-to-Know (91-A) requests and suggested that the County establish a centralized expert to handle such matters. Major Bashaw expanded on the complexities of law enforcement 91-A compliance, particularly when balancing active investigations with public disclosure, and the extreme time burden of redacting large volumes of documents. He warned of future strain as body-worn cameras become mandatory and generate substantial

video evidence requiring categorization, storage, and review. Commissioners agreed this was an important consideration for future budgeting and administrative structure.

F. New Business / Old Business

Commissioner Goddu raised a small facilities-related issue. Ms. Gates offered the assistance of her team to take care of it.

G. Public Comment

No members of the public wished to comment.

H. Commissioners' Nonpublic Session

1. **Commissioners' Office – Kathryn Coyle, Chair**
   a. Nonpublic Session NH RSA 91-A;3, II (g) Security
2. **Human Resources – Alison Kivikoski, Senior Director**
   a. Nonpublic session NH RSA 91-A:3, II (a) Personnel
3. **Long Term Care Services – Chantal Dja Konan, Senior Director**
   a. Nonpublic session NH RSA 91-A:3, II (c) Reputation

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

Commissioner Goddu moved to exit Nonpublic Session at 10:22 am. Commissioner Coyle seconded the motion. Commissioner Tombarello had to leave before the conclusion of nonpublic session. Voted 2-0, Commissioners Goddu and Coyle in favor.

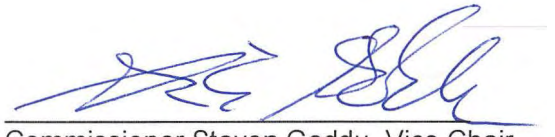
Public session resumed at 10:28 am. Commissioner Goddu noted there were three nonpublic sessions and moved to seal the minutes of all nonpublic sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board 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 10:28 am. 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 September 3, 2026.



Commissioner Steven Goddu, Vice Chair

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, August 27, 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
Rich Zabroski, Asst. Director, Fac. Op.
Chantal Dja Konan, Sr. Director, LTC
Hannah Benson, Asst. Director, LTC
Jon Banville, Superintendent, DOC
Pat Conway, County Attorney
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office

Remote Attendance:
Scott Priestley, County Treasurer
Kevin Coyle, member of the public
Ryan Borders, Emblem Outdoor

B. RFP Openings & Awards

1. Opening: Redevelopment & Cleaning of Well #3 – 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: Concealable/Tactical Body Armor – Sheriff's Office

Commissioner Tombarello moved to award the proposal for concealable/tactical body armor to DCF Investigative Services, LLC for an amount not to exceed $63,436.00 through June 30, 2027 as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle noted that while certain line-items differed between concealable and tactical components, the overall bid represented the lowest total cost. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Award: FY 27 Vehicle Purchase – Sheriff's Office

Commissioner Tombarello moved to award the proposal for FY 27 vehicle purchases to Central Auto Team for two Dodge Durango's for a total amount not to exceed $92,026.00 with trade-ins, to Grappone Auto Group for one Ford F-150 Responder for an amount not to exceed $46,583.00 with trade-in, and to MacMulkin Chevrolet for one Chevrolet Tahoe PPV for an amount not to exceed $44,970.00 with trade-in and further authorize the Senior Director of Finance to seek appropriate financing as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Commissioner Tombarello expressed concern that certain trade-in values, particularly one listed at only $2,000, seemed unusually low. He recalled earlier years when vehicles were auctioned rather than traded in, sometimes producing better returns.

Major Bashaw noted that trade-in pricing and vehicle costs were bid separately so vendors could not restrict pricing based on trade-ins. He also explained several practical considerations that can affect trade-ins, such as vehicles aging during the time new vehicles are fitted with lights, radios, and equipment, and said that, occasionally, a vehicle becomes non-running yet dealers still honor the trade-in price.

Commissioner Goddu asked whether the Sheriff's Office or Finance Office would manage the auction process. Major Bashaw clarified the administrative aspects, noting that Facilities staff typically coordinate the inspection and listing process. Commissioner Coyle pointed out that Kelley Blue Book values, assessed around $7,000, appeared significantly higher than quoted trade-ins. She emphasized that auctioning might yield more revenue without creating much administrative burden.

Finance Director Nickerson then quantified the potential budget impacts and confirmed that withholding all trade-ins would exceed the Sheriff's Office's budget; however, was still manageable because over three years it would not require a line-item transfer. He explained expected expenditure totals and affirmed the budget could absorb the revised amounts.

After full deliberation, the Commissioners agreed to withhold all trade-ins and auction the current fleet once replacement vehicles arrive. Commissioner Tombarello withdrew his initial motion and moved to award the proposal for FY 27 vehicle purchases to Central Auto Team for two Dodge Durango's for a total amount not to exceed $96,326.00, to Grappone Auto Group for one Ford F-150 Responder for an amount not to exceed $48,583.00, and to MacMulkin Chevrolet for one Chevrolet Tahoe PPV for an amount not to exceed $51,970.00, and further authorize the Senior Director of Finance to seek appropriate financing as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Award: Motorola Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for Motorola equipment to 2-Way/Motorola Solutions for an amount not to exceed $54,800.00 through June 30, 2027, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Commissioner Coyle asked why only one bid was received. Major Bashaw explained that Motorola's business model assigns jurisdiction-exclusive vendors, creating a functional monopoly; he added that switching systems would be cost-prohibitive. High Sheriff Massahos echoed that Motorola dominates police-communications markets nationwide. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Award: Uniforms & Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for uniforms and equipment to Neptune Uniforms & Equipment, Inc. for an amount not to exceed $51,357.00 through June 30, 2027, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Major Bashaw and High Sheriff Massahos explained Neptune's advantages, including same-day tailoring and long-standing reliability. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. August 13, 2026 and August 19, 2026 Meeting minutes (approval)

(The August 19, 2026 minutes were withdrawn)

Commissioner Tombarello moved to bring the approval of the August 13, 2026 public and nonpublic minutes off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the August 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, July 2026 (informational)

Commissioner Coyle noted that Easter Seals will remain operational and serve residents effectively.

3. Amended Mandatory Anti-Discrimination/Harassment Training Schedule (informational)

Ms. Kivikoski provided a brief explanation of the amended mandatory training schedule.

4. August 28, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of $1,739,069.60 for the pay period ending August 22, 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 regarding efforts to educate prosecutors, judges, and court personnel about County-level inmate-medical costs. She stressed that the County must avoid absorbing medical expenses for inmates who should be transferred or whose care obligations lie with another jurisdiction. She characterized this as a delicate balance requiring ongoing engagement and noted recent discussions with Superintendent Banville.

b. Travel & Training Request, NHAC (approval)

Commissioner Tombarello moved to approve a travel & training request for the three County Commissioners to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $4,446.00. Commissioner Goddu seconded the motion. Commissioner Coyle described the conference as highly valuable for cross-county collaboration and professional development, while Commissioner Goddu added that the scheduled classes appeared particularly strong this year. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Legal Services RFP (discussion/general consensus)

Commissioner Goddu expressed that the RFP should be distributed widely, especially to all attorneys practicing civil litigation in New Hampshire. Attorney Conway, noting that Autumn in HR already posts vacancies consistently in NH Bar News and would know typical advertising costs. Commissioner Coyle suggested also purchasing an advertisement in the Bar Association newsletter to maximize visibility. All Commissioners agreed to proceed with broad distribution.

2. Department of Corrections – Jon Banville, Superintendent

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

Commissioner Tombarello moved to approve defense and indemnification for Jonathan Banville, Superintendent of the Department of Corrections, former Superintendent Jason Henry, Commissioner Thomas Tombarello, and any individual employees that may be named later as “John” and “Jane” Doe, pursuant to NH RSA 29-A:2 in legal matters relating to a Notice of Claim dated August 18, 2026. Commissioner Goddu seconded the motion. Tombarello immediately informed the Board he would abstain because he was personally named in the claim. Commissioner Coyle noted this was a routine, appropriate action for such legal matters. Voted 2-0-1, Commissioners Goddu and Coyle in favor, Commissioner Tombarello abstained.

3. Finance Office – Charles Nickerson, Senior Director

a. Amendment to Federally Funded Vendor Contracts (approval)

Commissioner Tombarello moved to approve the contract amendments to the original agreements for Central Square Technologies, LLC, Harvey Construction Corporation, and PRB Construction Inc. 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 federal grant-funded procurements must contain specific federal clauses, and several existing contracts lacked required language. He detailed auditing implications and noted that additional contracts would likely need similar updates. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Designation of Secondary Clean Energy Officer (approval)

Commissioner Tombarello moved to authorize Katie Casey, Assistant Director of Finance, to be an additional Clean Energy Officer for the County of Rockingham, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson explained that IRS guidance recommended at least two such officers to manage elective-pay energy credits for the County’s EV chargers and solar array. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Grant Application: CDFA Rural Health Transformation Grant $1,360,335.85 (approval)

Director Nickerson explained that although the County was ready to submit the grant application, approval from Go North on the RED pre-application was still pending and unlikely before the September 1 deadline. He requested contingent approval allowing immediate submission if approval arrived in time. Commissioner Tombarello moved to authorize the Senior Director of Finance to apply for grant funding from the CDFA Rural Health Transformation Grant for an amount not to exceed $1,360,335.85, contingent upon GO-NORTH approval of the County's RED pre-application document and authorize the Senior Director of Finance to sign all necessary documents on behalf of the County. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Off-Cycle Accounts Payable Warrants (approval)

Commissioner Tombarello moved to approve two August 27, 2026 Accounts Payable warrants; T270229 payable to Harvey Construction Corporation in the amount of $13,065.75, and T270133 payable to Eversource in the amount of $34,770.48 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.

e. Opioid Abatement Reporting to DHHS (approval)

Commissioner Tombarello moved to authorize the Chair to sign the Annual Report on Opioid Abatement Trust Funding to be sent to Commissioner Weaver of the NH Department of Health & Human Services as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Mr. Nickerson described detailed use of the County's funds, including nearly $2 million applied to construction of the Community Corrections facility, medical and MAT services, and related accreditation. Commissioner Coyle emphasized the need for a multi-year strategic financial plan for opioid-settlement funds, aligning budget cycles with projected settlement inflows. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

f. Treasurer Borrowing, Tax Anticipation Note (TAN) (approval)

Commissioner Tombarello moved that a request for Tax Anticipation Note financing in the amount of $15,000,000 be submitted to the Executive Committee of the County Convention, in accordance with RSA 29:8 and RSA 29:8-b. Commissioner Goddu seconded the motion. Mr. Nickerson explained the County's reduced fund balance and described how federal cash-flow rules and RSA 29:8 requirements interacted. Commissioner Goddu asked whether the County could borrow less if less was needed; Nickerson explained cash-flow timing required borrowing authority up to $15 million but that the County would borrow only what was necessary. Commissioner Coyle noted openly that TAN usage may be required for several future years until fund balance is rebuilt. The Treasurer briefly addressed the Board, supporting the request and confirmed he would attend the Executive Committee meeting in person. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

g. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request dated August 24, 2026 in the amount of $185,139.00, transferring from Intermediate Nursing Care/NF to Interest on Temporary Loans, and Borrowing Expenses as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

h. Travel & Training Request, NHAC (approval)

Commissioner Tombarello moved to approve a travel & training request for the Senior Director of Finance to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $1,645.00 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)

The Board deferred the motion until after a nonpublic session.

b. NHAC Annual 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 $250.00. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Travel & Training Request, NHAC (approval)

Commissioner Tombarello moved to approve a travel & training request for the Senior Director of Human Resources to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $1,508.00. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Wellness Activity/Use of County Wellness Fund – Scarecrow Contest (approval)

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to purchase prizes and supplies for the Fall Wellness Activity – Scarecrow Contest, utilizing approximately $800.00 from the County's wellness fund. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Tier One Training Group, LLC & Use of Facility Request (approval)

Commissioner Tombarello moved to bring the approval of the Sheriff's Office Use of Facility Request for October 1-2, 2026 off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium and waive the facility fee for the Sheriff's Office on Thursday and Friday, October 1, and 2, 2026, from 8:00 am to 4:00 pm, both days. Commissioner Goddu seconded the motion. During discussion, Commissioner Coyle initially objected to waiving the facility fee because Tier One is a for-profit company charging participants. Major Bashaw clarified that the Sheriff's Office had invited Tier One for the benefit of deputies and that meeting a 20-participant threshold would earn the County up to 15 free training slots, a significant value. High Sheriff Massahos added that the training was high-quality and worthwhile. Commissioner Goddu asked who would pay the fee if not waived; Major Bashaw confirmed it would come from the Sheriff's Office training line. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Nickerson explained that the Finance Office was in a period of intense activity due to the approaching deadline for filing required items with the Department of Revenue Administration (DRA) by September 1. He noted that staff were working diligently to complete apportionment data and finalize grant-related compliance tasks. Nickerson also reported that ongoing audit work was progressing, though it continued to demand substantial attention and coordination across departments. He reminded the Commissioners that early NHAC conference registration was approaching and urged those planning to attend to complete registration promptly. As he concluded, Nickerson noted that this payroll cycle had run smoothly and that the office remained extremely busy overall.

Assistant Director Zabrowski reported that a steam-laundry system leak had unexpectedly surfaced, requiring immediate repairs. Around the same time, another issue occurred at the biomass facility, also requiring rapid intervention. He explained that Facilities staff had managed to resolve both problems efficiently while maintaining regular maintenance tasks. He noted that the department continued to face significant volume in handling clogged toilets and sinks, a persistent challenge across the campus. Additionally, he described a significant hydraulic leak involving a nursing home elevator. He explained that a technician visited to evaluate whether the hydraulic line could be rerouted above ground rather than excavated, though a final quote and repair plan were still pending. As a result, the affected elevator remained offline until repairs could be completed.

Superintendent Jon Banville stated that the inmate population stood at 222 and emphasized that the DOC had been dealing with an unusually high number of infirm or medically fragile inmates, creating additional strain on staff and resources. He warned that the facility's X-ray machine had reached end-of-life, exceeding its operational lifespan and presenting a serious security and safety concern. Commissioner Goddu asked whether opioid-settlement funds might be used to replace the machine, and Banville confirmed that such use would qualify under the settlement guidelines. Commissioner Coyle noted that this reinforced the importance of strategic planning for settlement-fund utilization. Banville also reported minor turnover within staffing ranks but added that several new hires were expected to begin in September, providing some relief.

The High Sheriff reported that he had no formal operational updates to present. However, he shared a brief anecdote about a community outreach commitment: he would soon be escorting a young contest winner, Lily, to school as part of a coloring-contest prize. He joked about having supplied crayons, coloring books, and donuts to participants, adding levity to the meeting. He concluded by affirming that everything within the Sheriff's Office was functioning smoothly.

Senior Director Dja Konan provided census data and a health status update, and reported anticipation of state surveyors soon. The Long Term Care Medical Director was beginning maternity leave, but Vantage had arranged a reliable coverage schedule. She described two Alzheimer's fundraising initiatives, including a pie-throwing event and a raffle featuring donations from staff and local businesses. She explained that residents looked forward to these events each year, and that staff from multiple departments willingly participated. She concluded by noting that donations were still being collected and that the fundraiser would culminate on September 10 after the Board of Commissioners meeting.

County Attorney Conway reported that staffing levels had recently improved after several attorneys returned from leave. However, she stressed that the office remained significantly short-staffed and continued active recruitment efforts. She explained that competing counties, specifically Hillsborough, had started posting attorney positions with salary ranges identical to Rockingham's, down to the penny. She commented that this mirrored the increasingly competitive hiring environment among counties.

Conway then shared a positive development: the office had received a $1,500 grant from the Bridget Bean Foundation, established to honor a former victim advocate. They used these funds to redecorate two victim support rooms at the courthouse, adding comfortable furniture, artwork, and amenities for victims awaiting verdicts. Facilities staff assisted with painting and setup. She explained that a second room was repurposed into a small break area for employees, with donated appliances and purchased shelving.

Senior Director Kivikoski announced that HR would begin implementing the new UKG Benefits Module in mid-September, with testing scheduled in December. HR Specialists Ms. Hoyt and Ms. Poulin would lead the project. Ms. Kivikoski noted that the transition would be complex but ultimately improve employee benefit-administration efficiency.

Senior Executive Assistant Mattila announced that the NH Municipal Association Right-to-Know Law training is being offered on September 2. She noted that the session would be offered both online and in person. Commissioners Goddu and Coyle requested the information. Ms. Mattila confirmed she would get them registered and email information to them. Commissioner Coyle commented that she finds these sessions beneficial, as she always picks up "a little nugget" of knowledge each time. Attorney Conway also asked for the information noting she will have select staff members register.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-In Request for Continuation of Pickup Bonus

Commissioner Tombarello moved to approve continuation of the pick-up bonus for Corrections Lieutenants and Assistant Superintendent for accepting what otherwise would be mandatory Corrections Officer overtime shifts if the current Correctional Officer CBA in effect permits these two nonunion positions to work these shifts. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

Mr. Priestley had no further comments.

Kevin Coyle explained that he normally does not provide public comment during these meetings but felt compelled to do so given the financial issue discussed earlier, specifically the County's decision to reintroduce the use of a Tax Anticipation Note (TAN). He stated that when he previously served in County leadership, he had been proud to help eliminate TAN borrowing in 2015. Hearing that the County must once again borrow short-term funds to stabilize cash flow was, in his words, "sad to see" and "unfortunate." He expressed disappointment that the County's fund balance had been drawn down to the point where TAN borrowing had become necessary again.

H. Commissioners' Nonpublic Session

1. **Human Resources – Alison Kivikoski, Senior Director**
   a. Nonpublic session NH RSA 91-A:3, II (a)
2. **Department of Corrections – Jon Banville, Superintendent**
   a. Nonpublic session NH RSA 91-A:3, II (e) pending claims or litigation

Commissioner Tombarello moved to enter nonpublic session at 12:22 pm pursuant to NH RSA 91-A:3, II (a) personnel, and (e) pending claims or litigation. 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 1:14 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Public session resumed at 1:17 pm. Commissioner Tombarello noted 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 Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

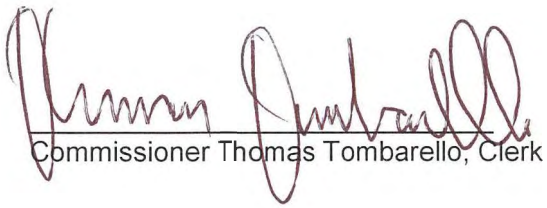
Commissioner Tombarello moved to approve a general leave request for an Assisted Living employee (M.S.) for the period August 29, 2026 through December 31, 2026. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle opposed. The motion failed.

I. Adjourn

Commissioner Tombarello moved to adjourn at 1:18 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 September 3, 2026.



Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, September 3, 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
Jude Gates, Sr. Director, Fac. Op.
Elaine Walczak, Executive Asst., LTC
Major Sean Norton, DOC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office
Cathy Stacey, Register of Deeds
Remote Attendance:
Kevin Coyle, Member of the Public

B. Consent Agenda

1. August 19, 2026 and August 27, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the August 19, 2026, and August 27, 2026 public and nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. September 3, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the September 3, 2026 Accounts Payable list total of $1,558,944.12. Commissioner Goddu seconded the motion. Commissioner Coyle noted it included reclassified year-end prepaid expenses. Mr. Nickerson explained that while the expenses had already been approved, their reclassification meant they appeared again on the AP list. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu reported no specific updates but noted partial attendance at the recent 91-A seminar and found the material informative. Commissioner Coyle emphasized that any level of participation in the 91-A workshop is valuable due to the extensive and complicated nature of the subject matter. She highlighted the increasing complexity and workload associated with 91-A matters. Commissioner Goddu also briefly mentioned communications with the cleaning services company.

Commissioner Tombarello expanded the conversation into recollections of prior Department of Labor training sessions, with suggestions to invite the Department back to provide updated guidance. All Commissioners expressed support for refreshing best-practice training. He then offered general good-luck wishes to officials running in upcoming elections.

Commissioner Coyle commented on the positive collaboration observed during recent state survey activities. She praised inter-departmental support, especially examples of assistance offered to Long Term Care, and highlighted accomplishments such as IV certification training and annual reporting improvements.

2. Department of Corrections – Jon Banville, Superintendent

a. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for four (4) Department of Corrections employees (J.B., S.N., K.A., and H.B.) to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $6,210.12 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. Calculation of the Allowance for Uncollectible Accounts (approval)

Commissioner Tombarello moved that Rockingham County increase the June 30, 2026 Long Term Care Allowance for Uncollectible Accounts to $1,969,040.18, an increase of $316,152.91 in comparison to the FYE June 30, 2025 balance of $1,652,887.27, as recommended by the Senior Director of Finance and the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Mr. Nickerson explained that several private-pay and Medicaid accounts had aged into categories requiring higher reserve percentages and that no write-offs had occurred during the preceding year. He emphasized that classification as “uncollectible” did not end collection efforts, noting ongoing legal action where appropriate and improved responsiveness from DHHS related to Medicaid determinations. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Amendment to Federally Funded Vendor Contract (approval)

Commissioner Tombarello moved to approve the contract amendments to the original agreements for Nobis Engineering, Inc., and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle clarified that adjustments were required strictly for federal compliance and largely involved standard USC-based language changes. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. Draft Memorandum of Understanding (MOU) (approval)

Commissioner Tombarello moved to table item four. 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. 2027 Long Term Care Facility License Renewal Application (approval)

Commissioner Tombarello 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, 2027, expiring on December 31, 2027 with Chantal Dja Konan as the Administrator and Dr. Brian Trezak as the Medical Director, 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.

b. Travel & Training Requests (approval)

Commissioner Tombarello moved to approve a travel & training request for four (4) Long Term Care employees (C.D.K., A.M., E.W., and an award recipient) to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $6,152.60 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 travel & training request for two (2) Assisted Living employees (J.C., and an award recipient) to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $3,076.30 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. Register of Deeds – Cathy Stacey, Register

a. Request to Reject Proposals and Republish RFP – Historical Book Restoration (approval)

Commissioner Tombarello moved to reject all proposals submitted for the Historical Book Restoration RFP and authorize the reposting of the RFP, as recommended by the Register of Deeds. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Senior Director Nickerson noted receipt of the County's tax apportionment, ongoing audit work, and multiple upcoming grant opportunities for the Department of Corrections (including JAG qualification expanding to Salem). He also reported heavy workload related to Medicaid and Medicare cost reports.

Senior Director Gates provided an extensive update on survey activities and life-safety inspections, reporting only one deficiency related to kitchen hood nozzles. She praised staff performance and discussed the outage of the Driscoll elevator due to a hydraulic leak, reviewing two potential repair approaches; vertical re-piping or slab cutting. She also highlighted security upgrades, including card access installation for controlled elevator access, camera integrations at the County Attorney's Office, and master station installations at Dispatch. Recruitment for an office administrator continued with some promising candidates.

Major Norton reported an inmate count around 215, ongoing hiring efforts with multiple candidates in the pipeline, and expressed appreciation for the Sheriff's Department's assistance during a facility search.

No updates were provided by the Sheriff's Office.

Ms. Walczak reported that state surveyors were still onsite and praised countywide support during the process. LTC staff remained strong, and the "pie in the face" fundraiser would be extended due to survey timing.

Register of Deeds Cathy Stacey provided department updates and asked clarifying questions about recycling procedures. She also explained further the reasoning behind rebidding the historical book restoration project.

Ms. Hoyt announced distribution of departmental scarecrows for the annual contest, noted continuing RSVPs for the Years of Service event.

Ms. Mattila reminded departments of the accelerated agenda-submission deadline due to the upcoming holiday.

E. New Business / Old Business

No new or old business was brought forward for discussion.

F. Public Comment

No comments were made by members of the public.

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 11:35 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 12:36 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

The Public meeting resumed at 12:44 pm. Commissioner Tombarello moved to seal the minutes of the nonpublic session 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.

Commissioner Tombarello moved to bring the approval of the draft MOU off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to engage with Teamsters Local #633 of New Hampshire, Rockingham County Dispatchers, and the New England Police Benevolent Association, Rockingham County Sheriffs' Supervisors, for the purpose of negotiating and executing a Memorandum of Understanding (MOU). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Coyle moved to approve an exception request to Personnel Policy 7-11 overtime, authorizing eligibility for a stipend for the Sheriff's Office civil and sworn non-union personnel in accordance with the attached addendum. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

H. Adjourn

Commissioner Tombarello moved to adjourn at 12:46 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on September 17, 2026.

Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, September 10, 2026 @ 11:00 am

A. Call to Order

Commissioner Coyle called the meeting to order at 11:03 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
Hannah Benson, Asst. Director, LTC
Jon Banville, Superintendent, DOC
Cathy Stacey, Register of Deeds

Remote Attendance:
Kevin Coyle, member of the public

B. RFP Openings & Awards

1. Opening: Barnes (Sithe) Chopper Pump – 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: Fence Replacement at Fire Pond – 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. September 11, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of $1,861,159.26 for the pay period ending September 5, 2026. Commissioner Goddu seconded the motion. Mr. Nickerson reported that two separating employees had substantial PTO payouts included in the standard biweekly run, causing a minor temporary increase. Removing those payouts would place payroll totals in line with the County's typical $1.8 million range. Commissioner Coyle noted the number remained consistent with recent payroll patterns. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Coyle reported that the County had recently completed a highly successful Long Term Care survey, expressing appreciation for staff efforts across departments. Ms. Dja Konan updated the Board on the ongoing Alzheimer's fundraising initiative involving raffles and a scheduled "pie in the face" event. She outlined donation locations, current standing updates, and scheduling adjustments made to coordinate with resident engagement.

b. Card Access for LULA Lift (discussion)

Commissioner Goddu noted prior distribution of a recommended access list, which he supported. Ms. Gates confirmed readiness to program the system once Board guidance was finalized. She reported the lift would temporarily remain unlocked during upcoming Executive Committee meeting due to

accessibility needs. Commissioners agreed that for large public events, the lift should operate in an unlocked mode to ensure full accessibility.

2. Facilities Operations – Jude Gates, Senior Director

a. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for two (2) Facilities Operations employees (B.M. and K.A.) to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $3093.40 as recommended by the Senior Director of Facilities, Planning and IT and the Assistant Director of IT. Commissioner Goddu seconded the motion. Commissioner Coyle noted the value of having IT personnel represented at the conference, citing relevance of cybersecurity and 91-A compliance. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Finance Office – Charles Nickerson, Senior Director

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

Commissioner Tombarello moved to approve the September 10, 2026 Accounts Payable warrant T270137 payable to Eversource in the amount of $11,328.46 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. PFM Financial Advisors LLC Engagement Letter (approval)

Commissioner Tombarello moved to approve the PFM Financial Advisors LLC Engagement Letter, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioner Coyle explained that the engagement supports preparation for an upcoming Tax Anticipation Note (TAN) request. She noted that counties may only collect taxes annually, unlike municipalities, and explained ongoing efforts to rebuild fund balance and reduce future reliance on TANs. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. 2027 AmWins Retiree Prescription Plans Provider and Premium Rates Increase (approval)

Commissioner Tombarello moved to approve AmWins continue serving as the Product Administrator for the Express Scripts Prescription Drug plans offered to Medicare-Eligible retirees, with a 6.2% rate increase, and authorize the Chair to sign the AmWins renewal agreement. Commissioner Goddu seconded the motion. Ms. Kivikoski noted increases typically range between 5–7% annually, placing this year's rate within expected parameters. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. 2027 Holiday Schedule (approval)

Commissioner Tombarello moved to approve the "Rockingham County 2027 Holiday Schedule" as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. 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 29, 2026 through October 10, 2026 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski requested an amended end date of September 25, citing pending medical updates and departmental coordination. Commissioner Tombarello expressed concern about retroactive approval and emphasized the importance of timely submission. Ms. Kivikoski explained ongoing medical certification delays and indicated she would work with HR staff to improve timeliness. Commissioner Tombarello amended his motion with September 25 as the updated end date. Commissioner Goddu seconded the amended motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Years of Service Awards Event – Second Shift Staff (approval)

Commissioner Tombarello moved to approve that second-shift employees who elect to attend the Years of Service event on September 23, 2026, receive pay for their missed scheduled shift without requiring the use of 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.

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 Adult Medical Day Care request received by the Commissioners' Office on September 2, 2026 by Silverthorne for an additional client (S.G.) at a rate 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.

6. Register of Deeds – Cathy Stacey, Register

a. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for one Registry of Deeds staff member (C.S.) to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $1,415.35 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

Senior Director Kivikoski reported an active period of departmental operations, including preparation of 15 themed scarecrows, coordination for the Years of Service event, progress implementing the UKG benefits module, and ongoing work on electronic records management.

Register of Deeds Cathy Stacey reported she would be attending a state association meeting and noted substantial legislative activity underway at the State House relevant to county operations.

Ms. Benson shared that her first survey with Rockingham concluded successfully, citing strong support from HR and Facilities and highlighting interdepartmental collaboration.

Senior Director Dja Konan provided census data and a health status update. She described a recent piano dedication event attended by Rep. Weyler and praised staff participation. She then provided a detailed summary of the recent survey, noting exceptionally positive feedback from surveyors, residents, and families regarding care quality, cleanliness, and operational excellence. She stated that one citation was issued related to documentation of the County's Legionnaires' water management plan, not care practices. She and Ms. Gates have begun consolidating related documentation across departments. Commissioner Coyle emphasized that while citations are not desirable, documentation-based findings do not diminish the high quality of operational practices and care delivered by Long Term Care and Facilities staff.

Superintendent Jon Banville reported a jail population of 205 inmates. He provided an update on the recent NCCHC audit, noting successful medical compliance and full corrective action of eleven OTP deficiencies within the allotted period. He stated that future audits would be scheduled separately to avoid compliance overlap complications.

Senior Director Gates acknowledged disappointment regarding the survey citation but affirmed that documentation improvements were underway. She reported preparations for the annual 9/11 bell ringing ceremony, progress on lighting upgrades, and ongoing card-access programming work.

Senior Director Nickerson provided an update on TAN preparation activities, describing the compressed timeline for issuing the Preliminary Official Statement and coordinating the bidding process. He also reported on Medicaid cost report work and recent payroll processing challenges related to system timing, which may affect direct-deposit posting schedules.

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director

a. Devine Millimet Engagement Letter

Commissioner Tombarello moved to approve the engagement letter from Devine Millette for Bond Council Services for an amount not to exceed $9,900.00 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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, booking #202601921, dated September 3, 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.

G. Public Comment

Mr. Kevin Coyle greeted the Board and offered no additional 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 11:42 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 12:14 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

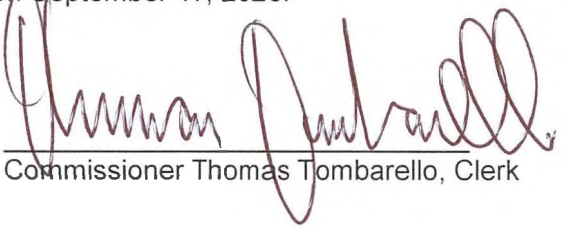
The Board resumed public meeting at 12:19 pm. Commissioner Tombarello noted there were three nonpublic sessions and moved to seal the minutes of all three sessions indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 12:20 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 September 17, 2026.



Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Friday, September 11, 2026 @ 10:30 am

A. Call to Order

Commissioner Coyle called the meeting to order at 10:32 am.

1. Pledge of Allegiance

The Board observed a moment of silence at Commissioner Coyle's request in recognition of the anniversary of the September 11 tragedy.

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello

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

B. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Authorization for Treasurer to Seek TAN Financing Pursuant to RSA 29:8 (approval)

Commissioner Tombarello moved to authorize the County Treasurer, pursuant to RSA 29:8 with the approval of the Executive Committee of the County Convention, to proceed with Tax Anticipation Note (TAN) financing for $15,000,000.00 to meet current county obligations due to insufficient cash flow in the county treasury. Commissioner Goddu seconded the motion.

Commissioner Coyle noted that, while TAN financing is a standard tool used by many counties, Rockingham County has not needed to rely on it for the past decade. She explained that because taxes are collected only once annually at the end of the calendar year, the county's depleted fund balance now necessitates short-term borrowing to support ongoing operations. She further emphasized that the planned increase in taxes is intended to rebuild the county's reserve fund, thereby reducing and ultimately eliminating reliance on TANs in future years. Commissioner Goddu stressed the TAN was a cash-flow measure, not a tax increase, and emphasized rebuilding reserves to avoid future borrowing. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. New Business / Old Business

No new or old business was brought forward for discussion.

D. Public Comment

No members of the public were present.

E. Adjourn

Commissioner Tombarello moved to adjourn at 10:37 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 September 17, 2026.

Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, September 17, 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.
Kathy Masso, Fiscal Svcs. Mgr., LTC
Maor Sean Norton, DOC
Megan McGowan, County Attorney's Office
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: FY27 Vehicle Upfit 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. September 3, 2026, September 10, 2026, and September 11, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the September 3, 2026, and September 10, 2026 public and nonpublic minutes, and the September 11, 2026 public minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. HR Recruitment Report August 2026 (informational)

Ms. Kivikoski explained that LNA recruitment numbers were trending around 45% county staff versus agency staff, similar for LNAs and other nursing roles, but still improving relative to earlier fiscal years. She discussed ongoing work including LNA apprentice programs, healthcare academy graduates, and efforts to convert agency staff to full-time county roles. She described meetings with nursing home management to analyze two-year historical data on attrition, noting cultural issues, leadership development, and managerial consistency. She credited management staff, including Ms. Dja Konan, for advances in education and leadership and emphasized that retention was the current primary focus.

Commissioner Goddu expressed disappointment that the percentages appeared stuck around 40–45% and urged stronger efforts to reduce agency dependence, ideally toward 20% or lower. Commissioner Coyle remarked that attrition, not recruitment, was the primary challenge and that cultural changes, especially accountability measures, were contributing to temporary increases in turnover but would likely lead to long-term improvement. Discussion continued about generational dynamics in LNA roles and how younger workers tend to shift jobs more frequently. Ms. Kivikoski agreed that new management expectations were prompting some departures but emphasized that the unified leadership culture was a positive development.

3. September 17, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the September 17, 2026 Accounts Payable list total of $4,335,802.91. Commissioner Goddu seconded the motion. Commissioner Tombarello noted the state bill payment and significant insurance reimbursements. Mr. Nickerson explained fluctuations in claim reimbursements and the lag time in stop-loss recoveries, noting that high claims had driven increases in stop-loss premiums. The Commissioners highlighted that overall trends were improving despite continued claim volatility. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

The Commissioners briefly shared updates, including lighthearted exchanges about flu shots, the afternoon pie in the face contest, and donation-based avoidance strategies. Commissioner Coyle encouraged the other Commissioners to come prepared with aprons, or cash.

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

a. Travel & Training Request (approval)

Commissioner Tombarello moved to approve a travel & training request for two (2) County Attorney staff members (P.C. and R.C.) to attend the New Hampshire Association of Counties annual conference to be held at the Omni Mount Washington Resort from Sunday November 8, 2026 through Tuesday, November 10, 2026 at an estimated total cost of $3035.87 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. Preliminary Official Statement and Related TAN Documents (informational)

Mr. Nickerson articulated that the Preliminary Official Statement and related Tax Anticipation Note documents had been posted on September 15 and that financial institutions were now able to bid. He described the timeline: the sale would close during the Commissioners' meeting the following Thursday at 11:30 a.m., with approvals and signatures required, followed by final closing on October 8. Commissioners thanked him for the update.

b. Grant Application: Bureau of Justice FY 26 Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) Grant (approval)

Commissioner Tombarello moved to approve submission of the FY 2026 Bureau of Justice Assistance Public Safety and Mental Health Initiative grant application in the amount of $1,300,000; to authorize the Chair to execute 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. This action is recommended by the Senior Director of Finance and the Superintendent of the Department of Corrections. Commissioner Goddu seconded the motion. Mr. Nickerson explained that this program mirrored the FY25 application, though federal award notifications for the prior cycle had not yet been received. He outlined DOJ's multi-step submission process via Grants.gov and JustGrants. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Human Resources – Alison Kivikoski, Senior Director

a. 2029 NHAC Conference Venue – Hosted by Rockingham County (discussion)

Ms. Kivikoski explained that events manager Danielle Duchene had contacted counties about choosing venues for 2027–2029 and that Rockingham County, as the 2029 host, needed to consider whether to partner with Hillsborough and Merrimack counties for a multi-year venue package. She listed possible sites such as the DoubleTree Manchester, Nashua Event Center, and Nashua Sheraton.

Commissioner Goddu expressed his reservations about the DoubleTree and Nashua Sheraton due to concerns about attractiveness and attendee experience and strongly favored continued use of the Omni Mount Washington despite cost considerations. He argued that the value justified the expense and questioned the financial benefit of shifting to less desirable venues. Mr. Nickerson provided financial context, explaining that the Omni's cost in the prior host year exceeded $130,000 due to special events, whereas Hillsborough's upcoming DoubleTree conference would be under $100,000. He described host county responsibilities and reimbursement mechanisms. Ms. Kivikoski noted that most of the cost is offset by vendor sponsorship funding and the upcoming NHAC conference is currently sold out, two months before the conference begins. The Commissioners ultimately concluded that Rockingham County should not commit to the DoubleTree at this time and should instead gather comparative cost data before choosing a venue. They agreed that a cost-benefit analysis was needed and that, if a less optimal venue

was required, the county could select one within Rockingham as well. Commissioner Goddu asked Ms. Kivikoski to share their position with other counties.

b. Stella Contract (approval)

Commissioner Tombarello moved to approve the Stella Health Navigation Services Agreement, effective November 1, 2026 through June 30, 2027, at a cost of $16.00 per enrolled employee, per month (PEPM), and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Detailed discussion followed in which the Commissioners sought clarification on cost structure, enrollment requirements, and anticipated benefits. Ms. Kivikoski explained that the pricing aligned with broader administrative fees already incorporated in Gallagher's contract, and that legal review had been completed by Prime-X. The Commissioners discussed the practical value of the service, the need for employee engagement, and expectations for usage data and ROI assessment once the service was underway. Commissioner Coyle emphasized that the agreement amounted to a trial period that would produce measurable analytics for future evaluation. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Use of Facility Requests (approval)

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium and waive the facility fee for the Sheriff's Office for one full day in each month of January and February 2027 with specific dates to be determined. Commissioner Goddu seconded the motion and questioned approving facility use without specific dates. Major Bashaw explained that the NHTOA training group needed confirmation of general availability before selecting exact dates. He also described the training benefits for deputies, including critical incident debrief programming. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Grant Application: FFY 26 Mobile Data Terminal & E-Crash Grant – NH Department of Highway Safety (approval)

Commissioner Tombarello moved to approve submission of the New Hampshire Department of Highway Safety FFY 26 Mobile Data Terminal & E-Crash grant application for an amount not to exceed $27,210.40, 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 announced a "Careers and Coffee" recruitment event scheduled for September 25 at the nursing home, offering casual interaction between applicants and hiring managers with on-site interviewing for LNAs, M\&As, LPNs, and RNs. She described collaborative planning with Ms. Dja Konan and leadership staff.

Ms. Masso provided census data and a health status update.

The High Sheriff reported no operational updates but shared two personal milestones: celebrating his 44th wedding anniversary and welcoming a new grandson named Miles. Attendees congratulated him.

Ms. McGowen reported ongoing interviews for assistant county attorneys. She noted that the office would likely work on the November 3 election-day holiday because the state judiciary does not observe it, and grand jury and hearings were already scheduled.

Major Sean Norton reported a jail headcount of 212, ongoing hiring for a vacant corporal position, and two recruits graduating on October 2. He mentioned plans to obtain certification for "Meatball", the County comfort dog, prompting humorous remarks from everyone, with the Commissioners asking to see Meatball at a future meeting.

Senior Director Gates described multiple active projects: the DOC roof work beginning, Driscoll elevator repair pricing expected soon (likely around $25,000) the need to determine approval pathways, and the building's fire alarm system review with code enforcement. She also noted preparations to replace the underground oil storage tank at the wastewater plant. The Commissioners discussed logistics and

timelines. Ms. Gates also described recent hiring efforts for the office administrator role, including an effective meet-and-greet approach for finalists.

Senior Director Nickerson's updates included multiple grant applications for the Department of Corrections, preparation for reentry program funding, forthcoming audit field work, and continuing workload associated with the Tax Anticipation Note process.

F. New Business / Old Business

1. Human Resources – Alison Kivikoski, Senior Director

a. Walk-in Drummond Woodsum Engagement Letter (approval)

Commissioner Tombarello moved to approve the Drummond Woodsum engagement letter, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. The Commissioners discussed hourly rate structures and comparisons with current counsel. Ms. Kivikoski explained that the $360 hourly rate reflected work by senior counsel and that variations would occur depending on whether associates or paralegals assisted. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

G. Public Comment

Mr. Kevin Coyle announced that he was just at the Nursing Center and made a donation to the Alzheimer's fund raiser in the Commissioner's names and teased them about the upcoming pie in the face event. The Commissioners responded with humor.

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 11:43 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 12:26 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

The public meeting resumed at 12:31 pm. Commissioner Tombarello noted there were three 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.

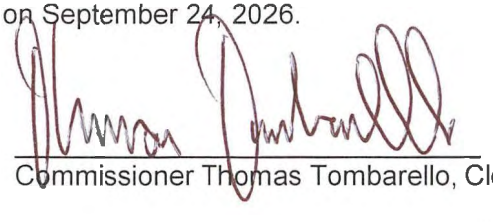
Commissioner Coyle then moved to approve an exception request to PPP 9-5 for bereavement leave for a county employee (K.C.), granting four weeks (20 working days) of bereavement leave as recommended by the High Sheriff and the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 12:32 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 September 24, 2026.



Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, September 24, 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
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

Remote Attendance:
Cathy Stacey, Register of Deeds

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. Commissioner Coyle briefly reflected on the importance of preserving historical materials across county departments, noting the value for future generations. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. Award: Barnes (Sithe) Chopper Pump – Facilities Operations

Commissioner Tombarello moved to award the proposal for Barnes (Sithe) Chopper Pump to Williamson Pump & Motor for an amount not to exceed $20,000.22, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Commissioner Coyle highlighted cost efficiency and vendor reliability. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Award: Fence Replacement at Fire Pond – Facilities Operations

Commissioner Tombarello moved to award the proposal for Fence Replacement at Fire Pond to Boston Hill Fence, LLC for an amount not to exceed $18,730.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Commissioner Coyle noted the cost was slightly above budget but manageable with available flexibility. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

4. Award: Redevelopment & Cleaning of Well #3 – Facilities Operations

Commissioner Tombarello moved to award the proposal for Redevelopment & Cleaning of Well #3 to Barrie Miller's Well & Pump Service, Inc. for an amount not to exceed $30,700.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Ms. Gates confirmed the vendor's strong reputation and historical involvement. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Award: FY 27 Vehicle Upfit Equipment – Sheriff's Office

Commissioner Tombarello moved to award the proposal for FY 27 Vehicle Upfit Equipment to Island Tech Services at their Atkinson, NH location for an amount not to exceed $51,562.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Discussion focused on the wide pricing range among bidders and the recent industry consolidation that has shifted regional pricing patterns. Major Bashaw and the High Sheriff provided context, noting that Island Tech's local presence in Rockingham County added operational value. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. September 17, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the public and nonpublic minutes of the September 17, 2026, Board of Commissioners meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. September 25, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of $1,774,095.36 for the pay period ending September 19, 2026. Commissioner Goddu seconded the motion. Mr. Nickerson explained that probationary wage increases and the newly effective dispatch stipend contributed to the higher amount. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu praised the previous night's Years of Service Awards dinner, highlighting the value of retaining experienced staff. He humorously expressed appreciation for contributions to the Alzheimer's Association fundraiser, specifically the "pie in the face" charity event. Commissioner Coyle noted that although contributions were anonymous, several donors had "outed themselves," including a former commissioner and the High Sheriff, both known supporters of Alzheimer's research. Ms. Dja Konan confirmed that approximately $2,300–$2,400 had been raised from raffles and event activities.

Commissioner Tombarello echoed the celebration of employee service milestones and recounted humorous interactions during the charity pie event.

Commissioner Coyle stated that the Years of Service Awards event was especially well executed and extended particular thanks to Ms. Kivikoski and her team for their outstanding coordination. She remarked on the importance of gathering outside the work setting to strengthen the county community.

2. Department of Corrections – Jon Banville, Superintendent

a. Bid Waiver Request, Alternative Solutions Associates Inc. (approval)

Commissioner Tombarello moved to approve a Bid Waiver Request in the amount of $25,194.50 for consulting services with Alternative Solutions Associates, Inc., provided during FY 2026, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Commissioner Coyle noted the request was retroactive for what occurred prior to Superintendent Banville, explaining that it resulted from an oversight and which was later identified by Superintendent Banville. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to approve the Alternative Solutions Associates, Inc. contract for consulting services for the period beginning July 1, 2026 through June 30, 2027 for an amount not to exceed $9,999.99, and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Goddu seconded the motion and asked whether additional funds might be needed. Superintendent Banville explained that future payments would likely be absorbed through grant awards rather than county funds. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Opioid Treatment Program Consultant Pharmacist Services Agreement (approval)

Commissioner Tombarello moved to approve the Opioid Treatment Program Consultant Pharmacist Services Agreement with Francis J. Domitrovich, coordinated through PrimeCare, beginning September 1, 2026, remaining in effect until and unless terminated, for an amount not to exceed $800 per year, and authorize the Chair to sign all necessary documents, as recommended by the Superintendent. Commissioner Goddu seconded the motion. Commissioner Coyle inquired why this consultant was contracted separately from the standard PrimeCare agreement. Superintendent Banville explained that the MAT program audit had revealed a deficiency requiring a dedicated consultant comfortable with opioid-related medication oversight, something the existing PrimeCare pharmacist did not provide. He

added that future consolidation was possible if competencies aligned. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Facilities Operations – Jude Gates, Senior Director

a. Bid Waiver Request, Honeywell International (approval)

Commissioner Tombarello moved to approve the Honeywell International Proposal & Sole Source Vendor Bid Waiver Request in the amount of $31,052.02 for final connection of fire alarm and relocation of old Dispatch equipment, 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 praised Ms. Gates for her diligence in negotiating significant cost reductions, noting her consistent mindfulness of taxpayer dollars, especially under sole-source constraints. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

Commissioner Tombarello moved to authorize a transfer of funds within the Capital Project line, in the amount of $31,052.02 from Projects Paving & Storm Drainage to Projects Complex Security and Alarms 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. Thermal Renewable Energy Certificates, Consultant Services Agreement Renewal (approval)

Commissioner Tombarello moved to approve the renewal of the Thermal Renewable Energy Certificates (T-RECs) Consultant Services Agreement with WES Energy & Environment, LLC, and Innovative Natural Resource Solutions LLC for a term of five (5) years, at a fee equal to 10% of the total revenue generated from the sale of T-RECs, and authorize the Chair to sign all necessary documents, 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.

4. Finance Office – Charles Nickerson, Senior Director

a. Amendments to Federally Funded Vendor Contracts (approval)

Commissioner Tombarello moved to approve the contract amendments to the original agreements for Consulting Engineering Services, Inc., CMA Engineers, Inc., Coughlin Environmental Services, LLC, KPMB Enterprises, LLC, Richardson Electrical Co, Inc., and Warrenstreet Architects, Inc., 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. Grant Application: NH BJA FY2026 Public Safety and Mental Health Initiative, $3,000,000 (approval)

Commissioner Tombarello moved to approve the submission of a grant application under the FY 2026 Bureau of Justice Assistance Public Safety and Mental Health Initiative Program in the amount of $3,000,000; 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 all necessary 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 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Grant Application: NH BJA FY2026 Smart Reentry Demonstration, $1,100,000 (approval)

Commissioner Tombarello moved to approve the submission of a grant application under the FY 2026 Smart Reentry Demonstration Program in an amount not to exceed $1,100,000; 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 all necessary 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. Commissioner Coyle praised the STAR program's impact on recidivism, noting reductions from nearly 50% to around 8% among graduates. Superintendent Banville explained nuances of calculating recidivism without a statewide system, but emphasized that extending program length from 30

to 90 days had dramatically improved outcomes. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

d. Sodexo, Inc & Affiliates Off-Cycle A/P Warrants (approval)

Commissioner Tombarello moved to approve September 24, 2026 off-cycle accounts payable warrants T270244 and T270361 payable to Sodexo, Inc. & Affiliates for amounts of $124,368.28, and $119,867.65 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion and asked why the August invoices were delayed. Ms. Dja Konan explained she had withheld approval pending extensive clarifications from the vendor, ultimately satisfied through collaborative review. She described multiple initiatives underway to reduce future costs, including improved supply tracking, eliminating bottled water where filtered water is available, better supplement control, and menu adjustments such as incorporating cost-efficient pork items at the jail. Superintendent Banville confirmed these changes and praised Ms. Konan's leadership. Commissioner Coyle commended the proactive, data-driven approach to cost savings without compromising service quality. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. Human Resources – Alison Kivikoski, Senior Director

a. Gallagher Consulting Amended Agreement (approval)

Commissioner Tombarello moved to approve the amendment to the Gallagher Benefit Services, Inc. Agreement, which includes the Board approved implementation of Stella Health Navigation Services, increasing the monthly Consulting Services fee from $4,780.74 to $5,614.00 effective October 1, 2026, through June 30, 2027, and authorize the Chair to sign all related documents as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Ms. Kivikoski summarized Stella's four major components, nurse navigation, specialty infusion support, Mayo Clinic coordination for complex diagnoses, and FedLogic benefit navigation, expressing enthusiasm for the program's potential to generate substantial savings. She explained communication plans and the broad eligibility of Stella's services. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

b. Memorandum of Understanding (2) – Voluntary Dispatcher Overtime Shifts (approval)

Commissioner Tombarello moved to authorize the Senior Director of Human Resources to engage with Teamsters Local #633 of New Hampshire, Rockingham County Dispatchers, and the New England Police Benevolent Association, Rockingham County Sheriffs' Supervisors, for the purpose of negotiating and executing the two Memorandums of Understanding (MOUs). Commissioner Goddu seconded the motion. Major Bashaw explained the update simply added an additional experienced employee to the pool of staff eligible to pick up shifts, remedying an oversight. Discussion broadened into emerging regional dispatch training partnerships, with the High Sheriff and Commissioner Coyle praising the county's leadership role in supporting local police departments through staffing shortages and training gaps. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Kivikoski reported on upcoming Nationwide deferred compensation presentations, scarecrow contest deadlines, recruiting events, and strong attendance at the employee Years of Service Awards dinner.

Senior Director Dja Konan provided census data and a health status update. She reported deficiency-free results from a state follow-up survey, grant development work, pending CDC guidance updates, and recent upgrades to the micro-mart, such as a smoothie machine, enhanced décor, and upcoming Starbucks beverage service, with usage increasing 60% on opening weekend. She also described progress toward implementing advance café ordering.

The High Sheriff and Major Bashaw offered reflections on the positive feedback from Sheriff's Office staff that were at the employee Years of Service Awards event.

Superintendent Jon Banville noted the increased interdepartmental interactions at the employee Years of Service Awards event. He reported an inmate headcount at 216, working on a new X-ray machine RFP, and plans to relocate equipment to improve safety.

Senior Director Gates described T-Rec revenue successes, approximately $735,000 earned, and discussed operational updates, including biomass system winterization, and ongoing warranty work on lighting systems. She noted that she had just received notification that Primex and the insurance adjuster have come to an agreement on the cost of the repairs of the Delegation building. She will be scheduling the repairs right away.

Senior Director Nickerson provided updates on audits, finance activities, TAN financing, and the discovery of historical documents dating back to 1791 during room clean-outs.

The group discussed developing a consolidated historical library or archive space for preserved county records, including potential display cases, electronic access, and collaboration with the Registry of Deeds. Staff expressed strong support for making historical materials accessible to the public.

Register of Deeds Cathy Stacey noted potential new HVAC-related infection-control technology being explored based on Strafford County's work.

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director

a. TAN Financing and Related Documents (approval)

We, the Board of Commissioners of Rockingham County, New Hampshire, hereby award the $15,000,000 General Obligation Tax Anticipation Notes dated October 8, 2026 (the "Notes") to Oppenheimer & Co., Inc. which has submitted the bid or bids attached hereto, with a net interest cost rate of 5.797857% in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated September 15, 2026, relating to the Notes. 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 Chaplain Contract Extension Amendment (approval)

Commissioner Tombarello moved to approve the Chaplain Contract Extension Amendment with Chaplain Nuvia Dighello with an increase in fees from $37,000 to $41,000 per year, for a term of two (2) years beginning October 1, 2026 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.

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) Consideration of Unsealing Nonpublic Minutes

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

2. Human Resources – Alison Kivikoski, Senior Director

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

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

Commissioner Coyle moved to exit nonpublic session at 12:47 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

The public meeting resumed at 12:50 pm. Commissioner Coyle noted there were four nonpublic sessions and moved to seal the minutes of nonpublic session 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. She further moved to seal the minutes of nonpublic sessions three and four indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective and they do not yet have a defined timeline for the completion of this action. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to authorize the Senior Director of Human Resources to engage with Teamsters Local #633 of New Hampshire, Rockingham County Deputy Sheriffs, for the purpose of negotiating and executing a Memorandum of Understanding (MOU). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

Commissioner Coyle moved to unseal session six of the March 6, 2025 nonpublic minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

I. Adjourn

Commissioner Tombarello moved to adjourn at 12:52 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 1, 2026.

Commissioner Steven Goddu, Vice Chair

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, October 1, 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
Jon Banville, Superintendent, DOC
John Mara, Deputy County Attorney
Cathy Stacey, Register of Deeds
Remote Attendance:
Erin Coker, Sheriff's Office

B. RFP Openings & Awards

1. Award: Historical Book Restoration – Registry of Deeds

Commissioner Goddu moved to award the proposal for historical book restoration to Kofile Technologies, Inc. for an amount not to exceed $99,375.20, as recommended by the Register of Deeds. Commissioner Coyle seconded the motion and confirmed that their proposal was within the budget limit. She also referenced prior confusion in the initial bidding round.

Ms. Stacey clarified that earlier discrepancies between bidders prompted her to reject and rebid the project to ensure all vendors received uniform information. She explained that although one competing bidder submitted a drastically higher price, there was no meaningful difference in scope, only the cost. Kofile Technologies, she added, had performed excellent work for the county in prior years. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

C. Consent Agenda

1. September 24, 2026 Meeting minutes (approval)

Commissioner Goddu moved to approve the public and nonpublic minutes of the September 24, 2026, Board of Commissioners meeting. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

2. Long Term Care Services Quarterly Compliance Committee Minutes (informational)
3. Long Term Care Services Quality Assurance and Performance Improvement (QAPI) Meeting Notes (informational)

Commissioner Coyle announced the two Long Term Care discussion items for concurrent conversation and highlighted encouraging progress across completed targets. Ms. Dja Konan explained that the Compliance Committee meets quarterly, consistently identifying new efficiency opportunities as older items are resolved. She noted a recent dip in admissions, attributing it to typical seasonal patterns—summer months generally bring fewer illnesses, resulting in fewer long-term care placements. She reported that numbers would look different in the upcoming compliance review later in October.

Expanding further, Ms. Dja Konan described a performance improvement plan led by the new Assistant Administrator, Hannah, aimed at modernizing the admissions workflow. Historically, many steps remained manual despite being eligible for electronic processing. These inefficiencies sometimes delayed the county's ability to respond to skilled admission requests, occasionally resulting in missed placements. Over the past month, however, the skilled nursing unit had been nearly full, often at capacity with eight more average daily residents than earlier in the summer. Streamlined procedures were already having tangible impact.

Commissioner Coyle observed that census levels appeared higher than they had been in years, commending Ms. Dja Konan and her team for methodical and steady improvement. Ms. Dja Konan added

that improved referral processing in long-term care also reduced delays for families in crisis, enhancing service to the community by shortening wait periods and accelerating placement decisions. Through revamped processes, the team had significantly shortened response times, enabling more individuals on waiting lists to be admitted sooner.

4. October 1, 2026 Accounts Payable List (approval)

Commissioner Coyle moved to approve the October 1, 2026 Accounts Payable list total of $871,141.04. Commissioner Goddu seconded the motion. Mr. Nickerson reported that approximately $222,000 was attributable to contracted nursing services. Two invoices from Eversource totaled under $103,000, while monthly HealthPro Heritage charges remained routine. He noted an unusually high workers' compensation payout stemming from a single medical claim, which produced a roughly $58,000 spike. These items collectively comprised more than half of the full AP amount. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu shared concerns about noticeable carpet stains on the second floor and urged that cleaning be prioritized. Ms. Gates responded that scheduling carpet cleaning throughout the County Attorney's floor and Sheriff's areas was already in progress. She also noted the availability of spare carpet squares if needed. He then highlighted the upcoming Scarecrow Contest and stated he was looking forward to it.

Commissioner Coyle reminded attendees of the upcoming first-quarter budget review with the Executive Committee on October 23.

2. Department of Corrections – Jon Banville, 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 September 25, 2026, booking #202601662, receiving one inmate from Grafton County, as recommended by the Superintendent. Commissioner Coyle seconded the motion and expressed appreciation for the Superintendent's newly provided transfer report, noting it offered valuable visibility into county-to-county inmate movements. Superintendent Banville described regional patterns: Hillsborough County frequently sends inmates to Rockingham, while Rockingham has more reciprocal exchanges with Carroll and Grafton counties. Carroll County, with a smaller inmate population, often requests additional inmates to maintain facility operations. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

3. Finance Office – Charles Nickerson, Senior Director

a. Tax Anticipation Note (TAN) and Related Documents (approval)

Commissioner Goddu moved to approve the Tax Anticipation Note (TAN) closing documents and authorize the Senior Director of Finance to deliver the documents necessary for completion of the financing. Commissioner Coyle seconded the motion and stated that the TAN, totaling $15 million, is necessary to ensure that Rockingham County can continue funding payroll, vendor payments, and critical operational expenses during the fall months, prior to receiving property tax revenue in December. She emphasized that, because the county's fund balance has declined to levels significantly lower than what the county historically maintained, there are insufficient liquid reserves to bridge the gap between ongoing expenditures and the delayed timing of tax revenue.

Commissioner Coyle noted that the Board has discussed this issue repeatedly throughout the current budget cycle, underscoring that reliance on a TAN is not the preferred practice and represents a meaningful indicator of the county's constrained financial position. She explained that earlier in the year, during budget deliberations, the Commissioners had already recognized the troubling trajectory of the fund balance and acknowledged that corrective action would be necessary. This included raising taxes more

than the Board ideally would have chosen, specifically to begin rebuilding reserves and reducing the likelihood of needing TAN borrowing in future years. However, rebuilding the fund balance is a multi-year process, and current conditions made the TAN unavoidable.

She stressed that although TAN borrowing is permitted and commonly used by municipalities with seasonal revenue cycles, it is far from ideal and incurs additional costs through interest payments. The Board remains focused, she said, on restoring financial stability so that TANs do not become a recurring necessity. Commissioner Coyle reiterated that this TAN is a temporary but essential tool to maintain county operations, framed within a broader, long-term strategy to "get ahead of the issue" and avoid similar reliance in subsequent years. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to authorize the issuance of the Notes on the terms set forth on Exhibit A and in substantially the form presented hereto. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to sell said Notes to the purchaser (the "Purchaser"), with the principal amounts, maturities, premium, if any, redemption provisions, if any, and interest rates specified on Exhibit A, attached hereto and made a part hereof. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to issue the Notes in substantially the form set forth in Exhibit B, attached hereto and made a part hereof. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to authorize the Governing Board and the Treasurer to sign the Notes, and to affix the seal of the Issuer to the Notes or to have facsimiles of the same printed thereon. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to authorize the Treasurer to deliver the Notes to the Purchaser against payment therefor. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to authorize the Governing Board and the Treasurer to execute and deliver this Certificate, a Signature and No Litigation Certificate with Receipt, a No Arbitrage and Tax Certificate, a Material Events Disclosure Certificate and the IRS Form 8038-G in substantially the form presented to this meeting and such other documents as may be necessary or appropriate to accomplish the sale and delivery of the Notes in accordance with the foregoing. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Goddu moved to authorize U.S. Bank Trust Company, National Association to serve as paying agent. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

4. Human Resources – Alison Kivikoski, Senior Director

a. Shift Pickup Incentive – Sheriff’s Office (approval)

Commissioner Goddu moved to approve that compensation for the Senior Office Administrator, when filling a voluntary Dispatcher and/or Communications Shift Supervisor overtime shift, be issued in the form of a Salaried Shift Pickup Incentive, with compensation paid at 1.5 times the salaried employee’s equivalent hourly rate, multiplied by the accepted additional shift. Commissioner Coyle seconded the motion. Ms. Kivikoski explained that this was consistent with existing agreements to ensure adequate shift coverage. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

b. Proposed Additional Language to PPP 9-4, D & E (approval)

Commissioner Goddu moved to approve the new language under PPP 9-4, D and E, regarding holidays and use of accrued time, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Coyle seconded the motion. Ms. Kivikoski read the new provisions

aloud, emphasizing that they would empower department directors (ODDs) to make discretionary decisions in emergency or extenuating circumstances. Commissioner Coyle explained that the goal was to avoid penalizing employees facing sudden personal challenges and to reduce administrative constraints that had limited flexibility in the past. Ms. Kivikoski noted that the changes would also help HR and payroll process leave more efficiently. Mr. Nickerson added historical context, explaining that a prior Board action had resolved a payroll issue but not the holiday-pool problem addressed by this update. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

c. Proposed Revision and Additional Language to PPP 7-8 & 13-6 (approval)

Commissioner Goddu moved to approve the new language under PPP 7-8 and 13-6, regarding retirement and payment of longevity pay upon retirement, as recommended by the Senior Director of Human Resources and the Senior Director of Finance. Commissioner Coyle seconded the motion. Ms. Kivikoski and Mr. Nickerson explained that the current definition of retirement had created confusion, especially when employees who were already receiving pension or Social Security benefits separated from the county and sought to classify their departure as a retirement. The new language ties retirement status directly to the New Hampshire Retirement System or to newly beginning Social Security benefits. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

E. Department Head Updates

Deputy County Attorney John Mara reported ongoing trials and noted that two conditional employment offers had been extended, pending background checks and bar exam results.

Senior Director Kivikoski thanked the IT staff, HR staff, and payroll for participating in a cybersecurity tabletop exercise, describing it as both informative and alarming in a productive way. She highlighted efforts to maintain vigilance against phishing attempts and emphasized ongoing awareness training. She also noted preparation for the NHAC conference and described efforts to assemble the county's gift basket, inviting contributions from others.

Senior Director Dja Konan provided census data and a health status update. She summarized her recent full-day MDS training, highlighting that the October ICD-10 updates and new federal requirements will significantly increase workload. Skilled-level assessments will now be required not only for Medicare A residents but also for those receiving skilled therapies under other payers and some long-term care residents. She stressed the need for rapid determinations of skilled status at admission and hospital return and emphasized multiyear planning to avoid last-minute compliance challenges.

Ms. Dja Konan also noted she had filed an Informal Dispute Resolution on the annual survey, after finding documentation supporting compliance. Hundreds of pages were submitted, and a successful appeal would result in a deficiency-free survey.

She then described several morale-boosting improvements: strong staff enthusiasm for the expanded Micro Mart, including a new smoothie machine funded by Sodexo that sold over 100 smoothies in its first week; a well-received Starbucks drink machine; and a new "Just Baked" vending system providing hot meals in 90 seconds, with staff feedback being gathered for future offerings. These additions have been especially helpful for weekend staff and have boosted morale.

Finally, she announced that Rockingham County Nursing Home was named in Newsweek's 2027 Best Nursing Homes list, one of only five in New Hampshire and four county homes statewide, based on metrics such as staffing, surveys, resident satisfaction, and quality outcomes.

Register of Deeds Cathy Stacey reported that operations were running smoothly and congratulated Ms. Dja Konan on the nursing home's national recognition. She urged her to highlight it at the NHAC meeting.

Superintendent Jon Banville reported that he would not be able to attend the NHAC meeting due to Academy graduation occurring the same day. He noted that the DOC's population had nearly dropped below 200, but a late intake brought the count back to exactly 200. He also described ongoing efforts to certify the facility's comfort dog, Meatball, as an officer, similar to certifications recently granted in other counties. Such recognition would offer Meatball legal protection when interacting with inmates and enhance his role within the facility.

Senior Director Gates reported that operations were busy but steady. She further relayed that cybersecurity experts from Primex, including Corey Judgement, had expressed strong confidence in the county's cybersecurity posture and progress.

Senior Director Nickerson reminded departments to prepare for the Executive Committee's first-quarter review and submit expense and revenue details for services rendered through September 30. He announced that Medicaid cost reports had been successfully filed and that Rockingham County would receive approximately $500,000 in positive ProShare adjustments due to higher acuity and census levels than the state initially predicted. Commissioner Coyle observed that these fiscal benefits directly reflect improvements in LTC census and care documentation. Ms. Dja Konan added that her team has been actively strengthening documentation practices to ensure appropriate reimbursement and accurate reflection of resident acuity.

Mr. Nickerson also described his ongoing work on federal grants and confirmed that TAN closing documents would be delivered for the October 8 funding date.

Ms. Mattila stated that she had received a few more annual reports earlier in the week and thanked everyone that had submitted. She reminded the Board that the meeting scheduled for Thanksgiving week was canceled, and after speaking with Mr. Nickerson she requested adding runs on November 19 and December 3 to accommodate Accounts Payable processing. The Commissioners agreed.

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director & Human Resources – Alison Kivikoski, Senior Director

a. Walk-in UKG Renewal Order Form (approval)

Commissioner Goddu moved to approve the UKG Renewal Order Form for the period beginning October 1, 2026 through September 30, 2027 for SaaS Applications totaling $150,992.64, and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance and the Senior Director of Human Resources. Commissioner Coyle seconded the motion. Mr. Nickerson explained that the original 2022 contract included automatic annual increases of up to 4%, but the county recently shifted certain services, particularly benefits administration, to internal management. This reduced UKG's labor requirements, resulting in a slight reduction in cost rather than an increase. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

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 Goddu moved to enter nonpublic session at 1:53 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 2:47 pm. Commissioner Goddu seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Public session resumed at 2:58 pm. Commissioner Coyle noted there were two nonpublic sessions and moved to seal the minutes of nonpublic session 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 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to approve the Memorandum of Understanding (MOU) between the County and Teamsters Local #633 including the amended provisions regarding the Senior Office Administrator position for voluntary dispatch, as well as additional amended changes to the MOU. Commissioner Goddu

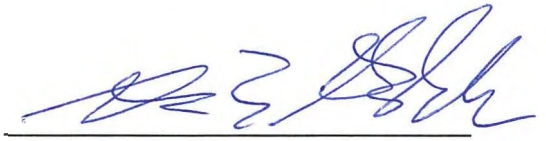
seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Coyle moved to adjourn at 2:59 pm. Commissioner Goddu seconded the motion. Voted 2-0 in favor, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 15, 2026.



Commissioner Steven Goddu, Vice Chair

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, October 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 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
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office

Remote Attendance:
High Sheriff Massahos

B. RFP Openings & Awards

1. Opening: Electric Scissor Lift, 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 Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

2. Opening: Hunter Mobile Alignment Machine – 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 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

C. Consent Agenda

1. Adult Medical Day Care (AMDC) Payout Report, August 2026 (informational)

Commissioner Coyle noted stable year-to-date usage.

2. October 9, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of $1,795,786.44 for the pay period ending October 3, 2026. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Tombarello shared his thoughts on the county's scarecrows, and Commissioner Coyle offered commendation to the Department of Corrections for timely assistance with a recent court-related records request.

2. Finance Office – Charles Nickerson, Senior Director

a. Grant Application: 2026 USDOJ, Justice Assistance Grant, $40,341 (approval)

Commissioner Tombarello moved to approve the submission of a grant application under the FY2026 Edward Byrne Memorial Justice Assistance Grant (JAG), Local Solicitation, Funding Opportunity #O-BJA-2026-172705, for an amount not to exceed $40,341; 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 all necessary electronic submissions and signatures, as recommended by the Senior Director of Finance and the High Sheriff. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

b. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request dated October 2, 2026 in the amount of $21,355.00, transferring from Borrowing Expenses to Interest on Temporary Loans as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Mr. Nickerson explained that borrowing costs exceeded expectations due to rising interest rates. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

c. Off-Cycle A/P Warrant, USI Insurance Services, LLC (approval)

Commissioner Tombarello moved to approve the October 8, 2026 Accounts Payable warrant T270332 payable to USI Insurance Services, LLC in the amount of $7,696.00 as recommended by the Senior Director of Finance. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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 (B.C.) with County portion of all benefits to continue for the period of September 26, 2026 through October 3, 2026 as recommended by the Superintendent and Senior Director of Human Resources. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

b. Position Change, Part Time to Full Time – Long Term Care Services (approval)

Commissioner Tombarello moved to approve the elimination of one (1) part time administrative assistant position effective November 1, 2026 as recommended by the Senior Director of Human Resources, and the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to approve the increase in hours of one (1) part time medical records technician to one (1) full time medical records technician, effective November 1, 2026, pending Executive Committee approval, as recommended by the Senior Director of Human Resources, and the Senior Director of Long Term Care Services. Commissioner Coyle seconded the motion. Ms. Dja Konan and Commissioner Coyle explained that digitization efforts and increased documentation needs justified the restructuring. Commissioner Tombarello noted that it would also result in cost savings. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

a. Ernest P. Barka Health Care License Renewal Application (approval)

Commissioner Tombarello moved to approve the Ernest P. Barka Assisted Living 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 Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

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

a. Line Item Transfer (approval)

Commissioner Tombarello moved to approve a line item transfer request dated September 29, 2026 in the amount of $10,614.15, transferring from operating expense line 15102000-53502 Motorola Radio Expense, to 15102000-53501 Motorola Radio Expense, as recommended by the High Sheriff. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

E. Department Head Updates

Senior Director Nickerson announced successful receipt and closing of TAN funds earlier that morning and provided updates on multiple grant efforts. He noted that Salem newly qualified for JAG funding based on crime statistics and that three towns had already submitted their intended uses for grant funds. He also

described ongoing uncertainty regarding two FY25 COSSUP and DSMHI grants and an earlier meeting with County State Finance Commission where there was broader discussions about statewide Medicaid, long-term care support, and the impacts of a third-party contractor clearing longstanding Medicaid backlogs. He reminded everyone of the upcoming Executive Committee meeting and thanked departments for assistance with financial reporting.

Senior Director Gates reported on facilities and IT readiness for winter, infrastructure improvements, and ongoing camera and wiring updates.

Superintendent Jon Banville reported a stable headcount of 200 and a significant concern regarding the future of the county's recovery court, explaining that the New Hampshire Supreme Court had failed to include recovery court funding in its budget coordination with the Superior and Circuit Courts. As a result, recovery court is funded only through June 30, 2027. He noted that the implications were serious: without restored funding, all counties could face disruptions to a program that has long served as an effective, treatment-focused alternative to incarceration.

Commissioner Coyle immediately emphasized the gravity of the situation noting that it's leaving a statewide shortfall of approximately $4 million. She contextualized the issue within broader criminal justice policy, noting that recovery court and community corrections programs have demonstrated major reductions in recidivism, citing the Board's recent discussion showing a decline from about 50 percent to 8 percent for community corrections participants. She emphasized that recovery court produces similarly compelling outcomes. Coyle highlighted that many program participants would otherwise serve sentences in jail or, more commonly, in state prison, which significantly increases state costs if the program disappears.

To illustrate the financial disparity, Superintendent Banville explained that it costs roughly $80,000 per year to house an inmate compared to about $15,000 to support someone in recovery court. With around 26 participants, the annual savings approach $1.7 million. Commissioner Coyle noted that when applied to all counties, this savings rapidly outpaces the $4 million shortfall, making the elimination of recovery court funding both fiscally and socially counterproductive.

The discussion then broadened to the structural risks of cost-shifting from the state to the counties. Coyle warned that if the state withdraws support, the counties, whose budgets are approved by state legislators, will face strong pressure to absorb the cost to prevent the program's collapse. She reiterated that the county has already been navigating its own budget constraints responsibly, including not relying on ARPA funds for recurring operational costs, and that similar state-level shortfalls could result in further unfunded mandates cascading down to counties.

Banville added that many recovery court participants are facing felony-level charges, meaning their incarceration costs would fall largely on the state prison system, not the county. Ending recovery court therefore increases state corrections costs rather than alleviating them. Mr. Nickerson shared that the NH Association of Counties was preparing a letter urging the state to restore funding and provide clarity before the June deadline.

Commissioner Coyle concluded that coordinated advocacy, including outreach to current and former Superior Court judges, would be essential in conveying the urgency of restoring recovery court funding. She expressed willingness to assist with research and outreach. Commissioner Coyle noted the county's strategic use of ARPA funds to not use the funds to offset the budget because it was temporary.

Major Bashaw praised the county for using its ARPA funds responsibly, noting that officials avoided artificially inflating the budget in a way that would cause financial strain once the funds were gone. He announced their "Beards for Bucks" (now "Blue for Bucks") fundraiser benefiting the Child Advocacy Center, noting the Sheriff's office had led statewide fundraising the prior year. He also described recent successful training sessions that expanded available free training slots for the Deputies. He also noted that they ordered coffee percolators and a cart that can be shared across departments for training sessions.

The High Sheriff added brief comments on his participation in the fund raiser and expressed appreciation for the fund raiser and his staff participation.

Senior Director Dja Konan provided census data and a health status update. She highlighted an employee-led breast cancer fundraiser and shared major news: the nursing home had successfully

disputed a survey citation related to Legionella documentation, making both assisted living and the nursing home deficiency-free for the year. She and Ms. Gates explained how documentation alignment had been improved, how survey tags carry differential point values, and how the overturned citation had prevented a significant negative impact on the facility's star rating.

Senior Director Kivikoski reported on the scarecrow contest, upcoming mandatory anti-harassment training, and Gallagher's scheduled visit to discuss benefits trends and forecasting.

F. New Business / Old Business

No new or old business was brought forward for discussion.

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 1:44 pm pursuant to NH RSA 91-A:3, II (a), personnel. Commissioner Coyle seconded the motion. Voted 2-0 in favor, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Commissioner Coyle moved to exit nonpublic session at 2:12 pm. Commissioner Tombarello seconded the motion. Voted 2-0 in favor, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

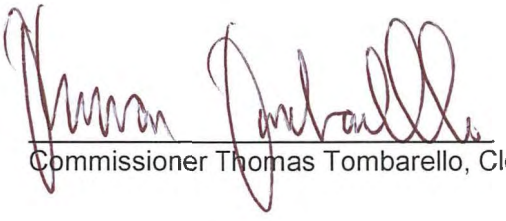
Public session resumed at 2:18 pm. Commissioner Tombarello noted there was one nonpublic session and moved to seal the minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Commissioner Coyle seconded the motion Voted 2-0 in favor, Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

I. Adjourn

Commissioner Tombarello moved to adjourn at 2:19 pm. Commissioner Coyle seconded the motion. Voted 2-0 in favor. Commissioner Tombarello voted yes, and Commissioner Coyle voted yes.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on October 15, 2026.



Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, October 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
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
Major Sean Norton, DOC
Robin Bernier, IT Director
John Mara, Deputy County Attorney
Remote Attendance:
Kevin Coyle, member of the public

B. RFP Openings & Awards

1. Opening: Legal Services for Civil Matters – Commissioners' Office

Commissioner Tombarello moved to authorize the Chair 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 1, 2026, and October 8, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the public and nonpublic minutes of the October 1, 2026 Board of Commissioners meeting. Commissioner Goddu seconded the motion. Voted 2-1, Commissioners Goddu and Coyle in favor, Commissioner Tombarello abstained because he was not in attendance.

Commissioner Tombarello moved to approve the public and nonpublic minutes of the October 8, 2026 Board of Commissioners meeting. Commissioner Goddu seconded the motion. Voted 2-1, Commissioners Tombarello and Coyle in favor, Commissioner Goddu abstained because he was not in attendance.

2. HR Recruitment Report (informational)

Commissioner Coyle noted persistent retention challenges despite multiple support efforts. Ms. Dja Konan elaborated extensively, explaining that HR and leadership had been examining turnover trends, particularly around the one-year mark, correlating with sign-on bonus completion. She described efforts to document reasons for departure, differentiate between attendance/accountability issues and systemic improvement opportunities, and enhance data tracking. She added that ongoing collaboration with the HR Recruiter and the HR team had already produced quarterly reporting tools, cultural initiatives, and structural review of workplace systems. She emphasized that the team was focusing on retention with a balanced view of unavoidable turnover due to retirements and attendance problems, while also developing new plans to address identifiable gaps and ongoing analysis of scheduling flexibility within the CBA to better support staff.

Discussion shifted to high turnover in corrections. Commissioner Coyle asked for insight from leadership, and Major Norton shared that most departures stem from officers taking opportunities with police departments, not negative workplace issues. He described corrections as a well-recognized steppingstone, with state and local police actively recruiting. Ms. Kivikoski added that two- to three-year tenures were common. Despite turnover, Major Norton noted that the department was hiring steadily and maintaining even staffing levels. Commissioner Coyle observed that corrections experience often produces excellent police officers and acknowledged the dual benefit and challenge of this career pipeline. Commissioner Goddu encouraged continued community engagement and recruitment innovation, and HR signaled that more initiatives would be discussed in later agenda items.

As the conversation continued, Ms. Dja Konan reported industry-wide instability, with numerous nursing home and hospital ownership transitions. She explained that the county had hosted a recent job fair that yielded hires and planned another for the following week. She asked the group to share promotional materials online. Ms. Kivikoski provided further detail, noting that benefits reductions in newly acquired private facilities were making the county's benefits comparatively attractive. Seventeen individuals had already registered for the upcoming job fair within twenty-four hours of advertising, and she expected numbers to grow.

3. October 15, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the October 15, 2026 Accounts Payable list total of $3,868,828.50. Commissioner Goddu seconded the motion. Discussion highlighted large expenditures, including state categorical assistance, bed tax obligations, and significant Sodexo payments, which together accounted for most of the total. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Reports

1. Commissioners' Office – Kathryn Coyle, Chair

a. Commissioner Updates

Commissioner Goddu complimented seasonal scarecrow displays enjoyed by residents.

Commissioner Tombarello reported completing harassment training, planned a luncheon with assisted living residents, and raised the topic of opening the long-awaited community corrections facility in 2027. He stressed the need to begin planning for a soft opening given budget constraints and suggested forming a group including the superintendent, major, county attorney's office, and others. He also suggested retaining one of the three cars previously slated for sealed bid auction to support community corrections transportation.

Commissioner Coyle responded by also addressing broader mileage reimbursement issues, noting that current practices may not align with policy intent, especially when staff choose to travel directly from home to court. She recommended reviewing usage data, reimbursement submissions, and crafting a consistent policy. Discussion continued among the Commissioners, finance, and the county attorney's office about realistic court scheduling and vehicle usage.

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. Mr. Mara clarified that two conditional offers had been made but only one required action that day. Commissioner Coyle expressed satisfaction that attorney staffing levels were finally recovering. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Facilities Operations – Jude Gates, Senior Director

a. Bid Waiver Request, Embree Elevator (approval)

Commissioner Tombarello moved to approve the Embree Elevator Proposal & Bid Waiver Request in the amount of $12,970.00 for the emergency repair to the Driscoll Building elevator as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Discussion covered funding sources, expected budget transfers, and related concrete work ($9,000) that would also require accounting adjustments. Ms. Gates and Mr. Nickerson outlined timing for transfer requests and executive committee expectations. Commissioners noted that projected costs were fortunately lower than initial estimates. 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 October 15, 2026 Accounts Payable warrant T270447 payable to Harvey Construction Corporation in the amount of $17,196.89 as recommended by the Senior Director of Facilities, Planning, and IT, and the Senior Director of Finance. Commissioner Goddu seconded the motion. Commissioners reflected on the company's longstanding partnership, timely project completion, and budget success in recent major work. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

5. **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 a Long Term Care employee (J.D.) with County portion of all benefits to continue for the period of October 22, 2026 through October 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.

6. **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, dated October 5, 2026, for an additional client (F.S.) at a rate of $65 per day, four (4) days per week, and to authorize a reduced rate of $30 per day upon activation of Medicaid coverage, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion and explained that he discussed the request with the agency's director to revise the originally proposed funding amount of $115, allowing the county to support the client responsibly while preserving funds to assist additional residents. Ms. Dja Konan added that the client transferred when Easterseals had announced closure and remained after they announced they would remain open. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Nickerson summarized ongoing audits, grant reporting, and financial work. He announced the departure of a payroll professional in finance and an upcoming Executive Committee meeting date change.

Senior Director Gates reviewed winter readiness projects, building system updates, and extensive outdoor lighting improvements made possible by the county's bucket truck. She announced a new office administrator and described positive facility progress.

Ms. Bernier of IT reported on continued system maintenance and planning for upcoming upgrades.

Major Norton shared that two corrections officers had graduated from the academy, two more were currently enrolled, and the facility's large painting project was nearly complete. He also noted ongoing work reorganizing basement storage and evidence files.

Deputy County Attorney Mara reported strong recent trial outcomes, including guilty verdicts in significant domestic violence and sexual assault cases, and upcoming trainings that would strengthen office capacity.

Senior Director Dja Konan provided census data and a health status update. She described the facility's annual skills fair—this year themed around rock-and-roll—which included competency stations, fall-prevention rooms, and an empathy lab. She described upcoming staff recognition events, Halloween trick-or-treating with a local daycare, and resident-centered celebrations. She noted that Winter Wonderland decorating had begun, delighting residents. She also reported major success from a process improvement project that relocated nutritional supplements to controlled storage, resulting in a 45% reduction in ordering—saving roughly $1,000 per week.

Senior Director Kivikoski discussed seasonal workload increases, productive meetings with Gallagher regarding benefits planning, and improvements in strategic communication and planning.

Ms. Mattila expressed enthusiasm with the success of the legal services RFP, which yielded several proposal submissions which she will share with the Board after the meeting.

F. New Business / Old Business

No new or old business was brought forward for discussion.

G. Public Comment

Mr. Kevin Coyle expressed appreciation for the meeting.

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 1:53 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 Coyle moved to exit nonpublic session at 2:59 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

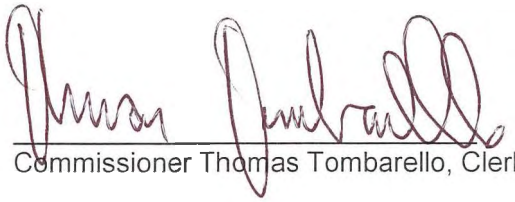
The public meeting resumed at 3:04 pm. Commissioner Tombarello noted there were three nonpublic sessions and moved to seal the minutes of nonpublic session one indefinitely, because it pertains to preparation or carrying out of actions regarding terrorism, session two for ninety (90) days because it 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 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 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 October 22, 2026.



Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, October 22, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:06 pm.

1. Pledge of Allegiance

2. Attendance

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

B. RFP Openings & Awards

1. Opening: Inmate Personal Care Items – Department of Corrections

Commissioner Tombarello moved to authorize the Superintendent 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: Electric Scissor Lift – Facilities Operations

Commissioner Tombarello moved to award the proposal for electric scissor lift, supply only to Alvi Brothers/NY for an amount not to exceed $17,187.00, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion and asked whether some bidders had submitted proposals for the wrong equipment. Ms. Gates explained that bidders sometimes assume equivalency where none is allowed, but staff had verified specifications carefully. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Award: Hunter Mobile Alignment Machine – Facilities Operations

Commissioner Tombarello moved to award the proposal for Hunter mobile alignment machine to SCG Auto Solutions, LLC for an amount not to exceed $34,008.15, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Discussion noted only one proposal had been received even though the RFP was widely posted, but the price aligned with prior budget estimates. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

C. Consent Agenda

1. October 15, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the public and nonpublic minutes of the October 15, 2026, Board of Commissioners meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

2. October 23, 2026 Payroll (approval)

Commissioner Tombarello moved to approve the payroll expense in the amount of $1,770,885.33 for the pay period ending October 17, 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 shared a detailed account of his recent lunchtime visit with Assisted Living residents, highlighting conversations with long-time residents and the value of engaging with frontline staff.

He also described upcoming speaking engagements at the Plaistow YMCA and in Deerfield to explain the role of county commissioners.

Commissioner Coyle noted her upcoming presentation to the Rye Town Council regarding county warrants and expressed ongoing appreciation for department-level collaboration across the county.

b. 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 fee for Coyle Law, PLLC and Iworsky Law, PLLC on November 20, 2026 from 8:30 am to 4:00 pm. Commissioner Goddu seconded the motion. Commissioner Coyle abstained from the vote due to her affiliation with Coyle Law but offered context: the training is an annual, no-cost service to local police departments, providing legislative updates and mock-trial instruction, with all food and materials funded by the organizers. She noted the possibility of adding a coffee station at the event and opening it to county staff during designated hours. Voted 2-0-1, Commissioners Goddu and Tombarello in favor, Commissioner Coyle abstained.

2. Finance Office – Charles Nickerson, Senior Director

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

Commissioner Tombarello moved to approve the October 22, 2026 Accounts Payable warrant T270356 payable to Eversource in the amount of $18,253.51 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 off-cycle timing was necessary to avoid late fees. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

3. Human Resources – Alison Kivikoski, Senior Director

a. General Leave Request – Department of Corrections

This agenda item was withdrawn.

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

Commissioner Tombarello moved to approve a title change, revised job description and downgrade from Office Administrator to Assistant Office Administrator, effective November 15, 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 and Ms. Dja Konan explained this followed a review of job duties and improved operations alignment after some staffing changes. Commissioner Coyle highlighted that it makes future expansion more manageable. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. On-site Staff Training – A Mind for All Seasons (approval)

Commissioner Tombarello moved to approve the purchase of two days on-site staff training with A Mind for All Seasons for an amount not to exceed $8,000.00 as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Ms. Dja Konan described the training's value, emphasizing non-pharmacological approaches to dementia and behavioral health, regulatory benefits, and potential partnerships for offering continued education units (CEUs). Commissioner Coyle supported the educational approach as a means to reduce reliance on medication-based interventions. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

E. Department Head Updates

Senior Director Nickerson reported the first payroll cycle completed with one practitioner short, noting added challenges due to the holiday. Staff were attending conferences, and he reminded everyone that the Executive Committee would meet the following Friday. He also explained the rationale for off-cycle warrants, such as the Eversource payment, to avoid late charges.

Senior Director Gates reported significant work including a steam repair at the jail, progress in refurbishing Well No. 3 (including additional fabrication needs due to deterioration), and challenges operating solely on Well No. 4 due to higher iron and manganese levels that temporarily overwhelmed filters. She noted new staff orientation and ongoing operational stability despite high workloads.

Superintendent Jon Banville reported an inmate count of 197. He described a new compliance process led by the returning warden, focusing on practical policy audits and alignment with state law. He noted New Hampshire's lack of statewide jail standards and explained differences in handcuffing methods used across systems, highlighting the county's preference for the safer PAF method. He also provided a historical anecdote about the law-enforcement association with donuts, to the room's amusement.

Commissioner Tombarello added that the first community corrections planning meeting was scheduled for the following Thursday and expressed optimism about a soft opening in early 2027. Superintendent Banville elaborated on programming, staffing participation, and the legacy of prior program leadership.

Senior Director Dja Konan provided census data and a health status update. She described extensive training initiatives on QAPI, documentation accuracy, regulatory changes, and reimbursement practices. She also previewed her team's upcoming attendance at the LeadingAge conference. She recounted ongoing Halloween traditions, including intentionally askew picture frames, and described successful facilitation of resident voting with town officials.

Senior Director Kivikoski summarized ongoing harassment-prevention training, efforts to streamline benefits processing with New York Life, and progress integrating staff training systems into Healthcare Academy.

F. New Business / Old Business

1. Finance Office – Charles Nickerson, Senior Director

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

Commissioner Tombarello moved to approve the October 22, 2026 Accounts Payable warrants T270480 and T270505 payable to Sodexo, Inc. & Affiliates in the amounts of $115,959.97 and $356,281.79 as recommended by the Senior Director of Finance. Commissioner Goddu seconded the motion. Discussion focused on billing timelines: Commissioner Goddu expressed concern that Sodexo's net-20 payment requirement offered insufficient internal review time. Ms. Dja Konan and Mr. Nickerson explained the multi-part billing structure and ongoing improvements in invoice clarity. The Board suggested more flexible payment terms but Ms. Dja Konan noted that Sodexo had been cooperative about waiving late fees when justified. 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. Facilities Operations – Jude Gates, Senior Director

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

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 1:53 pm pursuant to NH RSA 91-A:3, II (j) internal practices, 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 4:12 pm. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

The public meeting resumed at 4:17 pm. Commissioner Coyle noted there were six nonpublic sessions. Commissioner Tombarello moved to seal the minutes of nonpublic sessions one, two 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, and further to seal sessions four and six 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.

I. Adjourn

Commissioner Tombarello moved to adjourn at 4:17 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 October 29, 2026.

Commissioner Thomas Tombarello, Clerk

Rockingham County Commissioners

Meeting Minutes

Municipal Building Lobby Conference Room, 94 North Rd, Brentwood, NH
Thursday, October 29, 2026 @ 1:00 pm

A. Call to Order

Commissioner Coyle called the meeting to order at 1:06 pm.

1. Pledge of Allegiance

2. Attendance

Commissioner Kathryn Coyle
Commissioner Steven Goddu
Commissioner Tom Tombarello
Leila Mattila, Commissioners' Office
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
Jude Gates, Sr. Director, Fac. Op.
Elaine Walczak, Executive Asst., LTC
Jon Banville, Superintendent, DOC
Pat Conway, County Attorney
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Erin Coker, Sheriff's Office

B. Consent Agenda

1. October 22, 2026 Meeting minutes (approval)

Commissioner Tombarello moved to approve the public and nonpublic minutes of the October 22, 2026, Board of Commissioners meeting. 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) Meeting Notes, Fourth Quarter 2025 (informational)

The Board noted ongoing improvement initiatives.

3. October 29, 2026 Accounts Payable List (approval)

Commissioner Tombarello moved to approve the October 29, 2026 Accounts Payable list total of $2,219.082.25. 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 on the first planning meeting regarding the proposed Community Corrections soft opening in early 2027. The meeting included eleven participants representing multiple stakeholder groups, generated strong engagement, and resulted in significant assignments and research tasks for attendees before the next meeting scheduled for December 3 at the Community Corrections facility. He expressed optimism that the project would move forward.

Commissioner Coyle reported on discussions with the Town of Rye regarding its county tax warrant. She explained that a prior tax form error, unrelated to either the County or the Town, had caused approximately a $220,000 discrepancy between tax years. Following her discussions with local officials, the issue was clarified and understood by the town leadership.

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. Discussion focused on the candidate's substantial life experience, recognition for oral advocacy, and expected ability to adapt quickly despite being a newly licensed attorney. It was also noted that the County Attorney's Office had recently hired another attorney

and that staffing levels were improving following maternity and paternity leaves. 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 October 21, 2026, booking #202602164 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. **Facilities Operations – Jude Gates, Senior Director**

    a. Radio Solutions, Inc. BDA System Maintenance Agreement (discussion, approval)

Ms. Gates explained that the system had originally been required to satisfy emergency communication and fire-safety concerns before occupancy of the building. As the warranty period was expiring, Primex reviewed the proposed maintenance contract and requested standard revisions related to governing law and mutual indemnification. The vendor rejected all revisions without explanation. The Commissioners expressed concern over the refusal to negotiate routine contractual language and preferred that Ms. Gates seek further clarification and attempt additional discussions with company leadership. Commissioner Tombarello moved to table the approval of the Radio Solutions, Inc. BDA System Maintenance Agreement. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

    a. Harvey Construction Revised Contract Amendment (approval)

Commissioner Tombarello moved to approve the revised contract amendment, regarding federal procurement standards, to the original agreement for Harvey Construction Corporation, 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 contractor requested alternative language that would focus compliance obligations on its own actions rather than potential conduct by subcontractors. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

    a. Exception Requests (2) 7-4, Wage Increase – Finance Office (approval)

Commissioner Tombarello moved to table agenda item 6.a. to permit additional discussion in non-public session. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

    b. Exception Request 9-3, Sick Pool Leave – Sheriff's Office (approval)

Commissioner Tombarello moved to approve an exception request to Personnel Policy 9-3, sick pool leave for a Sheriff's Office employee (L.R.) as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

    c. Focus Group Meetings / Performance Evaluation Form Revisions (informational)

Ms. Kivikoski outlined efforts to replace the County's more than ten existing evaluation forms with a smaller number of standardized, competency-based evaluations that would provide consistency across departments, improve documentation, support succession planning, and reduce legal exposure in employment matters. She emphasized that current evaluation practices are often inconsistent and, in some cases, fail to provide sufficient written justification for performance ratings, disciplinary actions, promotions, or other personnel decisions. She further noted that inadequate evaluations can create challenges during arbitrations, grievances, discrimination claims, wrongful termination cases, and other employment-related proceedings, making it important that supervisors clearly document both strengths and deficiencies and provide meaningful feedback to employees. The proposed process would involve department head focus groups to ensure the new forms reflect operational needs while remaining practical and user-friendly.

The Commissioners generally supported the initiative but emphasized the need to balance meaningful documentation with administrative efficiency. Discussion centered on creating evaluation tools that provide sufficient narrative detail and accountability while avoiding excessive paperwork for supervisors responsible for evaluating large numbers of employees. Commissioner Coyle and Ms. Kivikoski noted that evaluations frequently become important evidence during arbitration and disciplinary proceedings and that the absence of meaningful documentation can undermine the County's position when employment actions are challenged.

Major Bashaw cautioned that annual evaluations can become more of an administrative exercise than a meaningful management tool. He stated that performance management should occur year-round, with supervisors addressing deficiencies and recognizing accomplishments when they occur rather than waiting for an annual review. He expressed concern that weak leadership can result in supervisors avoiding difficult conversations and assigning overly favorable evaluations simply because they do not want to address performance problems. As a result, employees may receive glowing evaluations that later conflict with disciplinary actions or termination decisions, creating challenges when those actions are reviewed through grievances, arbitration, or litigation. He noted that performance issues should be documented contemporaneously through supervisory actions, counseling, and performance improvement plans rather than relying solely on annual evaluations.

Ms. Kivikoski acknowledged those concerns but emphasized that the County has a responsibility to train supervisors to effectively conduct evaluations and have those difficult performance conversations. She stated that supervisors should be capable of accurately documenting both strengths and deficiencies and that meaningful evaluations are an important component of employee management, legal compliance, and organizational accountability. She further noted that federal guidance and regulatory expectations increasingly emphasize performance goals and measurable feedback, making it important that evaluations contain sufficient narrative information to support employment decisions and provide employees with a clear understanding of their performance expectations.

Superintendent Banville agreed that evaluations are valuable when they provide meaningful feedback on employee strengths, weaknesses, and goals, but cautioned that supervisors already have significant responsibilities. He advocated for a concise evaluation process that provides useful documentation without creating an unnecessary administrative burden. Ms. Kivikoski concluded the discussion indicating that her goal is to complete the collaborative review process and present finalized evaluation forms to the Board by June so implementation can coincide with the next fiscal year.

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

a. Pitney Bowes Contract (approval)

Commissioner Tombarello moved to approve the Pitney Bowes contract commencing on the day of installation, billed at $270.03 quarterly for the first 12 months, then $329.97 quarterly for the remaining 48 months, 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.

b. Rehabilitation and Nursing Center Health Care License Application, Change - Medical Director (approval)

Commissioner Tombarello moved to approve the application for the Residential Health Care and Special Health Care Services license for Rockingham County Rehabilitation and Nursing Center, expiring December 31, 2027 with Dr. Lauren De Maris as the Medical Director, 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.

Commissioner Coyle moved to seal the waiver list on the application indefinitely because it contained personnel related information. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Wound Care Concepts d.b.a. Gentell Wound Management Supply Agreement (approval)

Commissioner Tombarello moved to approve the Elliot Hospital Clinical Laboratory Services agreement for the period beginning February 1, 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. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

a. Donation Acceptance (approval)

Commissioner Tombarello moved to formally accept the donation of a canine, along with related equipment and specialized training, to be purchased by Rockingham County Sheriff's Charities, Inc. as recommended by the High Sheriff. Commissioner Goddu seconded the motion.

Major Bashaw explained that the charity intended to fund the purchase of the dog, specialized training, equipment, and related startup costs, with funding up to approximately $25,000. He stated that the Sheriff's Office had long anticipated relying on community support and charitable fundraising to replace working dogs once the original Stanton Foundation grant opportunities expired. He further explained that the organization was created in anticipation of future canine replacement needs and modeled after similar charitable organizations that support specialized public safety programs. He estimated the cost of a replacement canine at approximately $10,500 to $11,500, with training costs ranging from approximately $7,500 to $9,500, and noted that the remaining funds would be available for equipment such as harnesses, ballistic vests, kennels, and related supplies. He also emphasized that the Sheriff's Office canine program remains highly active, having responded to 177 calls for service during FY 2026 involving missing persons searches, evidence recovery, criminal apprehensions, narcotics investigations, and drug-related enforcement activities.

Commissioner Coyle expressed support for the canine program itself but raised several questions regarding the financial and operational implications of the donation. She noted that the supporting documentation had been received only a day before the meeting and requested additional time to review information concerning costs that would not be covered by the charitable contribution. In particular, she questioned the extent of overtime expenses associated with training a new handler, the timing and duration of that training, and whether there were potential future costs that could ultimately become County obligations. She also sought clarification regarding the financial resources and long-term sustainability of the newly formed charitable organization, noting that it had only recently obtained its tax identification number and asking how the County could evaluate the organization's ability to support future canine replacements or unexpected expenses. Commissioner Coyle repeatedly emphasized that her concerns were not directed at the concept of the charity itself or the value of the canine program, but rather at her desire to fully understand the financial commitments and potential costs before approving the donation.

In response, Major Bashaw stated that most anticipated costs were already incorporated into existing Sheriff's Office operating budgets and that veterinary care, insurance, and routine canine-related expenses were already budgeted because the department had historically maintained two dogs. He advised that the only potential variable expense would be overtime associated with training but noted that handlers intended to use compensatory time whenever possible and that the department would manage any associated costs within its approved budget. He further stated that there was nothing likely to emerge within a week's delay that would materially change the financial analysis of the proposal.

Chief Deputy Sawyer added that the charitable organization was intended to serve as a long-term support mechanism for the canine program and could potentially assist with extraordinary future expenses beyond routine budgeted costs. He likened the structure to other community-supported public safety organizations and stated that, unlike the original Stanton Foundation grants, the charity would provide an ongoing local funding source rather than a one-time startup grant. He also noted that if significant unforeseen veterinary or programmatic costs arose, the organization could potentially be approached for assistance.

Commissioner Coyle ultimately requested that the matter be tabled for one week so additional documentation regarding anticipated costs and financial support mechanisms could be reviewed. She stated that she was not opposed to the canine program or the donation itself but felt it was reasonable to

seek additional information given the timing of the submission. Commissioners Goddu and Tombarello conveyed confidence with the proposal as presented, citing the existing budgeted canine program, the value of the Sheriff's Office canine operations, and the substantial financial benefit of accepting a donated replacement dog and training package.

Commissioner Coyle moved to table the motion to accept the donation. The motion failed for lack of a second. Commissioner Coyle called for a vote on the motion to accept the donation. Voted 2-1, Commissioners Goddu and Tombarello in favor, Commissioner Coyle opposed but clarified that her vote reflected her desire for additional documentation and review time rather than opposition to the canine program or the charitable contribution itself.

b. Grant Application Amendment: FFY 26 Mobile Data Terminal & E-Crash Grant – NH Department of Highway Safety (approval)

Commissioner Tombarello moved to approve an amendment to the submission of the New Hampshire Department of Highway Safety FFY 26 Mobile Data Terminal & E-Crash grant application for a not to exceed increased amount of $34,013.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

c. Use of Facility Request (reconsideration, approval)

Commissioner Tombarello moved to approve the request for use of the Norman L. Major Auditorium and waive the facility fee for the Sheriff's Office to host training with Tactical Tradecraft Solutions, LLC on January 25 & 26, 2027 for the hours of 7:30 am to 6:00 pm each day. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

D. Department Head Updates

Senior Director Kivikoski reported strong participation in the County's anti-discrimination and anti-harassment training initiative. Two additional sessions remain scheduled in November, but staffing shortages and mandatory overtime in some departments may prevent complete attendance. To ensure full compliance, HR is prepared to conduct supplemental training internally. She provided a detailed update on recruitment efforts, highlighting the success of a recent Long-Term Care job fair. Although only eleven of forty-four registrants attended, the event generated multiple interviews and conditional offers, including candidates for nursing management, assisted living, LPN, LNA, MNA, and life-enrichment positions. She described on-site job fairs as a cost-effective recruiting strategy that leverages the County's Indeed recruitment platform without requiring outside vendor fees. HR also continues targeted outreach to employees affected by staffing changes at another healthcare facility and is exploring specialized recruitment strategies for dispatch and corrections positions, both of which remain difficult to fill due to intense competition from law enforcement agencies statewide. She further highlighted a recently recorded employee podcast featuring County staff and reported that the annual scarecrow competition remains highly competitive with strong employee and resident participation.

Ms. Walczak provided census data and a health status update. Admissions staff continue aggressive efforts to maintain occupancy levels. She advised that a week-long compliance and HIPAA assessment would occur the following week, involving comprehensive reviews of policies, procedures, and interviews with leadership personnel. She also announced completion of the annual skills fair, achieving approximately 99.5% staff participation, with remaining participants consisting primarily of per diem and weekend employees who are accommodated separately. Resident engagement efforts continue through seasonal pumpkin and scarecrow contests and extensive holiday decorating projects. Finally, she shared information from a recent Primex contracts and risk-management class where healthcare contracting challenges were discussed, particularly the difficulty of negotiating indemnification and risk-allocation provisions with large insurance companies. She noted that the facility currently has third-party assistance negotiating insurance reimbursement rates and contract terms.

The High Sheriff and staff all reported they are keeping busy.

County Attorney Conway highlighted increasing pressures caused by court-imposed speedy trial requirements. She reported that state courts are accelerating case schedules, including new case-

management practices designed to move cases to trial within significantly shortened timelines. Trial dates are being scheduled much sooner after indictment or arrest, creating additional workload and preparation demands on both prosecutors and defense attorneys. Despite these pressures, the office has experienced significant recent litigation successes, including convictions in serious domestic violence and aggravated felonious sexual assault cases. Staff continue to manage a growing trial calendar while maintaining strong performance.

Senior Director Gates reported completion of roof repairs at the jail and stated that preliminary testing indicated the repairs were successful. Access-control systems for the LULA lift in the building were prepared for use at the following day's Executive Committee meeting, and the Commissioners were encouraged to test their badges. Repairs at the Delegation Building continue to progress, including sheetrock installation and replacement flooring. Coordination has continued with Delegation staff regarding materials and project status, and the work is expected to be completed within several weeks.

Senior Director Nickerson reported that the Executive Committee would meet the following morning to review routine line transfers and first-quarter financial matters. He advised that external auditors were finally on-site conducting audit fieldwork, requiring substantial coordination from Finance staff. He also discussed staffing challenges resulting from an employee absence and stated that efforts were underway to interview candidates for an open Finance Bureau position. Payroll operations remain especially busy as staff continue to manage workload demands during the vacancy period.

Ms. Mattila reported no major updates but advised that a ring had been found in the conference room earlier in the week and it was being held pending identification by its owner.

E. New Business / Old Business

No new or old business was brought forward for discussion.

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 2:16 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 2:38 pm. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Tombarello, Goddu, and Coyle in favor.

The public meeting resumed at 2:42 pm. Commissioner Tombarello noted there were two nonpublic sessions and moved to seal the minutes of nonpublic 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. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Tombarello voted yes, Commissioner Goddu voted yes, and Commissioner Coyle voted yes.

Commissioner Tombarello moved to bring agenda item 6.a., exception requests for the Finance Office off the table. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Tombarello, and Coyle in favor.

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

H. Adjourn

Commissioner Tombarello moved to adjourn at 2:44 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 November 5, 2026.

Commissioner Thomas Tombarello, Clerk