



Rockingham County Commissioners

Meeting Minutes
Commissioners Conference Room
117 North Road ~ Brentwood, New Hampshire
January 23, 2019, 2019 – 10:00am

Present

Commissioner St. James, Chair
Commissioner Tombarello, Vice Chair
Commissioner Coyle, Clerk
David Consentino, Assistant Superintendent
Becky Jo Burns, Deputy Register of Deeds
Robin Bernier, IT Manager
Brenda Santos, Sr. Executive Assistant
Deborah Descenza, Farmsteads of New England

Jude Gates, Director of Facilities, Planning & IT
Major Darin Melanson, Sheriff's Office
Steven Woods, Long Term Care Services Director
Charles Nickerson, Finance Director
Alison Kivikoski, Human Resources Director
Joanne Carbone, Director of Nursing
Donna Lane, CDBG Specialist
Nicholas Toumpas, IDN 6

I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order @ 10:01 am.

II. Consent Agenda

1. Minutes: January 15, 2019 (Commissioners Office)
To approve January 15, 2019 Meeting Minutes.
2. Payroll (Finance)
To approve payroll in the amount of \$1,189,756.94, for the payroll ending January 19, 2019
3. Census (Long Term Care Services)
For informational purposes.
4. Job Description –Executive Assistant (Human Resources)
To approve Job Description –Executive Assistant, Human Resources Department.

Moved: Commissioner Coyle moved to approve the Consent Agenda as written. Commissioner Tombarello seconded. All voted in favor

III. Reports

Commissioners Office – Kevin St. James, Chair

- New Hampshire Association of Counties Legislative Updates

Commissioner Coyle asked if we could not have this added to the agenda each week, maybe once a month. Commissioner Tombarello noted the hiring of The Dupont Group and gave hope that NHAC will be moving in the right direction. Commissioner St. James said Charles Nickerson was added as a voting members for the NHAC. Discussion ensued. Commissioner Coyle noted the proposed budget reflects doubling of the dues amounts.

- Commissioner Liaison Updates

Commissioner Tombarello, in speaking with Patricia Conway, said the County Attorney's Office was busy this week and she was proud to report of the success with the outcome of a few significant cases, of which they won.

Commissioner St. James gave recognition to Becky Burns, who was standing in for the Registry of Deeds.

- CDBG-Application: Farmsteads of New England Epping
 - Public Hearing on the Proposed Project-Farmsteads of New England Epping Facility

Moved: Commissioner Coyle moved to open Public Hearing on the Proposed Project-Farmsteads of New England Epping Facility. Commissioner Tombarello seconded. All voted in favor.

Informational packets were made available for the public.

Donna Lane noted the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$500,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

- 1. This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds for renovations to a building to become service space and the addition of two apartments at Redberry Farm, 38 Plummer Road, Epping, New Hampshire. Redberry Farm is owned by Farmsteads of New England, Inc., a 501(c)3 nonprofit human services agency. Farmsteads' mission is to provide individuals who have autism, developmental disabilities, and others with varying abilities the opportunity to live a meaningful and satisfying life in a rural environment and use farming as a vehicle towards that end. The majority of Farmstead's clients are of low and moderate income.*

This project conforms with Rockingham County's Housing and Community Development Plan's Goal of: Encourage services to meet the needs of the County's residents, such as social services providing various assistance including shelter, meals, child and elder care services. (Short Term Goal & Long Term Goal)

Commissioner Tombarello asked to explain the cost on the 2 apartments. Donna Lane said the downstairs will have changes made for a day area and 2 apartments will be added upstairs. Deborah Descenza explained the daycare services were for people with developmental disabilities and acquired brain disorders. She said it is not assisted living, it is day services. Donna Lane noted they have experience. Charles Nickerson asked about the amount. Donna Lane said close to \$500,000.

Commissioner St. James asked for public comments. There were no public comments.

Moved: Commissioner Tombarello moved to close Public Hearing. Commissioner Coyle seconded. All voted in favor.

- o Public Hearing Residential Antidisplacement and Relocation Assistance Plan

Moved: Commissioner Coyle moved to Open Public Hearing Residential Antidisplacement and Relocation Assistance Plan. Commissioner Tombarello seconded. All voted in favor

Donna Lane noted the following:

Though this is not relevant we have to adopt, *RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN*

This Plan states in general, that if the County were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

Donna Lane said this project will not require relocation or displacement. Donna noted we are rehabilitating.

Commissioner St. James asked for public comment. There were no public comments.

Moved: Commissioner Tombarello moved to close Public Hearing. Commissioner Coyle seconded. All voted in favor.

VOTING:

Moved: Commissioner Coyle moved to adopt the Residential Antidisplacement and Relocation Assistant Plan. Commissioner Tombarello seconded. All voted in favor.

Moved: Commissioner Coyle moved to approve the submittal of the application AND move to authorize the Chairman, Board of Commissioners to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chairman, Board of Commissioners to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto. Commissioner Tombarello seconded. All voted in favor.

- Video Tours-CGI Communications Discussion

Brenda Santos gave updates regarding complaints the office of the Commissioners has received over several weeks, from County businesses about the salespersons representing CGI Communications/Video Tours. Discussion ensued. The Commissioners unilaterally agreed to terminate the contract and send a cease and desist letter. Further discussion in two weeks.

Finance Office – Charles Nickerson, Director

- 2018 Medicare Engagement Letter

Moved: Commissioner Coyle moved to approve and authorize the Chair to sign the engagement letter for the 2018 Medicare cost report from Howe, Riley and Howe, PLLC, as recommended by the Director of Finance. Commissioner Tombarello seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Leave With/Without Pay-Leave of Absence (Long Term Care Services)

Alison Kivikoski gave update.

Moved: Commissioner Coyle moved to approve Leave without pay Leave of Absence Request, for a Long Term Care Services employee, as recommended by the Director of Human Resources until January 29th, 2019. Commissioner Tombarello seconded. All voted in favor.

- Memorandum of Agreements
 - Sheriff's Supervisors
 - Sheriff Dispatchers
 - Engineering and Maintenance

Alison Kivikoski noted there would be only two (2) Memorandum of Agreements; the Sheriff's Supervisors and Engineering and Maintenance. She said the Sheriff's Dispatchers Agreement was pending signatures.

Moved: Commissioner Coyle moved to approve the two (2) Memorandum of Agreements and authorize the chair to sign, for the Sheriff's Supervisors and Engineering and Maintenance, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Alison Kivikoski said she is waiting to hear back from Rick Laughton on the Sheriff's Dispatchers Agreement. All voted in favor.

- Weather Emergency Pursuant to Personnel Policies and Procedures 7-5

Moved: Commissioner Coyle moved to approve the weather emergency pursuant to Personnel Policies and Procedures 7-5, for Saturday night January 19th at 11:00 pm ending Sunday night January 20th, 2019 at 11:00 pm, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James asked how the storm affected the coverage in staff. Joanne Carbone said the coverage was fine, noting only one (1) person called out on Saturday and two (2) stayed over with few were out on Sunday. All voted in favor

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request Pursuant to Personnel Policies and Procedures 6-3

Steve Woods announced this candidate is going to be a terrific fit and he was looking for her to start on Monday.

Moved: Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-3, for a Long Term Care Services new hire employee, as recommended by the Director of Long Term Care. Commissioner Tombarello seconded. All voted in favor.

- Chaplain Services Agreement-January 14, 2019 to January 13, 2022

Moved: Commissioner Coyle moved to approve Chaplain Services Agreement, the term January 14, 2019 to January 13, 2022, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- AMDC Discussion

Steven Woods explained after the transfer, Vintage Grace has no funds at this time. He asked the board if they would consider moving funds. Commissioner Tombarello suggested a field trip. Steven Woods noted they have a lot of internal people and the largest Medicaid population of the AMDC's. Discussion ensued. Commissioner Coyle noted the Hampstead facility may be out shortly and said we should not move all, noting we have already reduced Easterseals by \$5,000. It was agreed a visit to Vintage Grace will take place in the near future. Discussion ensued.

Registry of Deeds – Cathy Stacey, Register

- Appoint Deputy Register of Deeds Pursuant to NH RSA 478:2

Moved: Commissioner Coyle moved to approve the appointment of Becky Jo Burns as Deputy Register of Deeds for Rockingham County pursuant to NH RSA 478:2, as recommended by the Register of Deeds. Commissioner Tombarello seconded. All voted in favor.

Beck Jo Burns left the meeting at 10:39 am.

Sheriff's Office – Chuck Massahos, High Sheriff

- Bid Waiver Pursuant NH RSA 28:8-f
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Darin Melanson gave explanation on how they reached out to companies and Sig was the only company that warrants their product. He said it was the lowest price and offers the most warranties and limits exposure to high decibel meter. He further explained, Sig had the lowest decibel readings. Commissioner Coyle asked if we had suppressor before and why 10 were needed. Darin responded. Commissioner Coyle questioned why this was not sent out to bid. Discussion ensued.

Moved: Commissioner Coyle moved to approve the Bid Waiver Request pursuant to NH RSA 28:8-f to Sig Sauer, in the amount of \$6,450, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner Coyle noted unless it is a sole source product we need to reduce the amount of Bid waivers in the Sheriff's department. Chuck Massahos noted they did look at three (3) different products, but with the warranty on Sig it was the right thing to do. Commissioner St. James said it should still come out in the RFP process. Chuck Massahos said he agrees with the RFP process and noted agreement with the Commissioners. Commissioner St. James noted awareness should be made in the future and following with the RFP process. All voted 0-3-0, Denied, send out for bid.

- Line Item Transfer

Moved: Commissioner Coyle moved to approve Line Item Transfer in the amount of \$32,000 as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner Coyle stated, this was for salary. Chuck Massahos said the experience of the new hires and the excellent backgrounds will be good for the department. All voted in favor

- Line Item Transfer

Moved: Commissioner Coyle moved to approve Line Item Transfer in the amount of \$8500 as recommended by the High Sheriff. Commissioner Tombarello seconded. Darin Melanson noted this was to purchase equipment needed. All voted in favor.

Treasurer – Scott Priestley, Treasurer

- Appoint Deputy Treasurer Pursuant to NH RSA 29:15

Moved: Commissioner Coyle moved to approve the appointment of Robert J. Troy as Deputy County Treasurer for Rockingham County, as recommended by the County Treasurer. Commissioner Tombarello seconded. Discussion ensued. All voted 2-1-0 (St. James voted No).

IV. New Business / Old Business

Steven Woods gave updates on the repositioning of the nursing staff and the positive impact the changes are making. He said with the reposition the head nurses are covered.

Jude Gate was pleased to report on the progress of the serveries that will be ready soon in dayrooms located in both Blaisdell 1 and Blaisdell 2.

Alison Kivikoski informed the Board, the RFP for the insurance vendor has been issued today. She also said she was working on the LAP agreement for the short term, long term life for the indemnification and asked if it should go out to legal review. The Commissioners agreed the proposed LAP agreement should be sent for a legal review. Commissioner St. James asked for an update with open enrollment. Alison responded all was quiet and that Cigna was still working on the cards.

Darin Melanson said he was working on a MOU to re-allocate and rename one of the stipends for the lead deputy positions and that it should be sent today. At Commissioner St. James's request, Darin gave explanation.

David Consentino noted the internal inmate count was at 127, with the external count at 165. He spoke of the condition of an inmate that is sentenced out of Superior Court for a minimum of 6 months to a year.

Jude Gates said the electric fire pump is being replaced this week, hoping for completion by Friday. She added, this was a big project and will be happy in seeing it done.

Charles Nickerson said the W2's will be attached to the payroll checks for those receiving at work, and mailed to those who received by mail or are no longer employed. Charles then thanked all departments for helping with this week's payroll run and to those that worked on Sunday to get the payroll out.

Commissioner Tombarello noted the County Attorney's office may have a candidate for the Attorney's position.

Nicholas Toumpas was here as a following up from the Delegation meeting last week. He gave a brief highlight of what will be presented before the Delegation at the February 5th public hearing. He said Peter Janelle was working on preparing the information for the meeting and the flow of the presentation. Nicholas noted he himself will not be in attendance for the February 5th meeting. Commissioner St. James said the 36 towns and 1 city have to be notified. Commissioner Coyle noted Brenda Santos was in the process of working on this. Discussion ensued.

Commissioner Coyle asked if we should move the February 5th start time from 10:00 am to 3:00pm, as the public hearing is the same day at 5:00 pm. All Commissioners agreed to move the February 5th, 2019 Board of Commissioners meeting to begin at 3:00 pm.

V. Public Comment

VI. Commissioners Non-Public Session

Moved: Commissioner Tombarello moved to go into nonpublic session pursuant to NH RSA 91-A:3, II (a-l) at 11:17 am. Commissioner Coyle seconded. All voted in favor.

- NH RSA 91-A:3, II (a-l) (Long Term Care Services)
- NH RSA 91-A:3, II (a-l) (Human Resources)

Moved: Commissioner St. James moved to go out of nonpublic session 11:40 am. Commissioner Tombarello seconded. All voted in favor.

VII. Adjourn

Moved: Commissioner St. James moved to adjourn at 11:44 am. Commissioner Coyle seconded. All voted in favor.

Minutes taken and typed by: Brenda Santos, Sr. Executive Assistant-Commissioners

Received by: 
Kevin Coyle, Clerk-Rockingham County Commissioners