

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
February 26, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), David Babson (Clerk)
Members Absent: Terry McCarthy
Others Present: Treasurer Joe Costello, HR Director Bonnie Murley
Public Present: Ed Comeau (www.governmentoversite.com), Daymond Steer (Conway Daily Sun)
Recording Clerk: Mellisa Seamans

Call to Order
Pledge of Allegiance

Media Questions

None

Public Input

None

Additions to the Agenda

Chmn. Bevard said the "website presentation" by CivicPlus will be held next meeting (March 4)
Ms. Seamans reviewed the upcoming meetings and events at which a quorum of the board of commissioners may be present:

March 2, 2020	10:00am	Personnel Committee (Public Hearing) Carroll County Administration Building
March 3, 2020	1-2:00pm	Forum – RS Consulting – Assisted Living Study Tri-County Community Action, Tamworth NH
March 3, 2020	5:00pm	Solar PILOT Public Hearing Ossipee Town Hall
March 5, 2020	12:00pm	Multi II Subcommittee Meeting Statehouse, Chamber Lobby, Concord
March 5, 2020	1:00pm	Department Head Meeting Carroll County Administration Building
March 13, 2020	9:30am	Delegation Meeting (snow date March 16) Carroll County Administration Building
March 18, 2020		Mountain View Community Breakfast

Approval of Minutes

MOTION: "Approve the minutes of February 19, 2020" by Babson, 2nd Bevard. Passed.

RSVP Proclamation

The commissioners received a draft proclamation from RSVP Director Mary Seavey recognizing Carroll County Volunteers. She would like to have a formal presentation of the proclamation at a commissioner's meeting prior to National Volunteer Week (April 19-25, 2020). Comm'r Babson will review for possible edits.

Annual Report

Comm'r Babson will contact Minuteman Press to obtain quote for printing the 2019 annual county report and bring that information to the next meeting. Ms. Seamans will assist Comm'r Babson with compilation and distribution of this year's report. The bookkeeper has sent out a request for all department heads to submit their annual reports. Treas. Costello noted he has not received this request. The minimum number of copies required by law is 22. Chmn. Bevard said she did not get a report last year and enough copies should be produced this year to ensure all department heads receive one.

Performance Evaluations

Chmn. Bevard asked Dir. Murley to prepare a list of the department heads' employment anniversary dates. The commissioners will begin the process of conducting performance evaluations. It was noted there is a 9-page policy with accompanying 5-page evaluation form adopted by the county and on file to use as a guide.

Chmn. Bevard suggested the commissioners could also do an evaluation of elected department heads. She said it could also give those officials an opportunity to discuss the commissioners' performance. There was discussion about whether or not this can happen in non-public session. Rep. Comeau suggested the commissioners get an opinion from counsel and noted RSA 91-A does not permit discussion about the performance of elected officials in non-public session.

Stipend in Lieu of Insurance

Dir. Murley will be working with finance office staff to conduct an analysis of this program currently (new in 2019 CBA) in use at the nursing home. The commissioners will use this data to understand the cost/benefit of offering the option to all county employees. Dir. Murley will also research the tax implications for employees.

Attorney Retainer & Letter of Engagement

This item was passed over and will be placed on the March 4 agenda.

Itemized Attorney Bill

Comm'r Babson contacted Shaheen, Phinney, Bass & Green regarding a recent invoice, seeking more detail. This discussion deferred to non-public session.

Hale's Location

MOTION: "Approve and have the treasurer sign the following checks: \$17,900, payable to Fryeburg Academy; \$46.00, payable to Commerford, Neiderman and Perkins; \$91.00, payable to Conway Daily Sun; \$1,465 payable to Avitar" by Babson, 2nd Bevard. Passed 2-0.

The board signed the tax collector/office administrator job description and contract.

Comm'r. Babson read a letter from SAU #9 Superintendent Kevin Richard into the record:

"This is a follow-up to the Hale's Location student tuition to the Conway School District. You will be receiving a bill for the sum of \$30,091 for one 8th grade student attending A. Crosby Kennett Middle School. This sum is pro-rated based upon 158 school days as the student enrolled on October 1, 2019. In addition, it

would be helpful if the residents of Hale's Location were reminded to note the town of residency when enrolling students. Should any student move throughout the year, they should also inform their responsible school as to the town of responsibility and residence. At this time, we are still waiting for a signed copy of the tuition agreement with Conway School District."

Comm'r Babson asked Treas. Costello to have a notice, as requested in the letter, posted at Hale's Location. Treas. Costello said the process to move Hale's Location bank account to Bank of NH remains in progress.

Treasurer's Report

- The bank is waiting the cash flow projection to continue work towards 2020 TAN.
- The manifest for week ending February 28, 2020 is \$516,396.59.
- Comm'r Babson said he was "shocked" at the treasurer's proposal to "take over" the finance office presented at the February 21 delegation meeting because the commissioners were not aware of this idea prior. (full proposal is attached as addendum to those minutes) Treas. Costello said while he respects the commissioners' opinions, this is an ongoing situation for 2.5+ years as he has been trying to get accounts balanced on a regular basis, financial numbers on a regular basis and trying to get a balance sheet regularly. It is unclear to him how the delegation and/or commissioners can develop a budget when they do not know what fund balance is. The last available fund balance is end of 2018. He believes there are things that can be done in the fiscal department that will help this along. The process is taking too long and the County is spending a lot of money on evaluations, resources and research.
- As requested, Ms. Seamans will provide a copy of the 2015 DRA Report and a link to the DRA presentation at the October 19, 2015 delegation meeting to the commissioners via email.

Commissioners' Comments

Comm'r Babson voiced objection to the delegation subcommittees holding their meetings in Concord instead of in Ossipee. Chm. Bevard agreed with this but extended appreciation for the work they do. Comm'r Babson suggested the board write a letter to this effect.

Chm. Bevard said, beginning at the March 4 meeting, the commissioners will be receiving a monthly budget versus actual report from the finance director.

Comm'r Babson reported on a check that was received by the County. He made several phone calls to determine it was meant for Town of Freedom. The check was shredded after a copy was sent to the company that wrote the check. Chmn. Bevard thanked him for his effort.

Non-Public Session

Non-public Session 1

MOTION: "To enter into non-public session under RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant" by Comm'r Babson, 2nd Chmn. Bevard. Passed on roll call vote.

Meeting reconvened and motion passed to seal the minutes.

Other

Comm'r Babson suggested it is time for the County to explore other payroll processing vendors. He will contact NH Association of Counties and ask that a survey be sent out to all counties to determine what payroll processing vendor they all use.

Ms. Seamans reminded the board that Multi II subcommittee should be informed of the proposed increase to the IT budget prior to their next meeting (March 5). Chmn. Bevard will follow-up with Jon Rich (Cybertron, IT Contractor) about the increase of \$5,000 for laptop computers for the coordinator and treasurer and a security backup.

Public Comment

Rep. Comeau asked about the process for change of pay rate for new employees that have completed their probationary period. Chmn. Bevard will ask the HR Director.

Media Questions

Mr. Steer, who arrived at this point in the meeting, asked if the commissioners voted on the attorney engagement letter and retainer. Chmn. Bevard informed him this agenda item was passed over to be discussed next meeting.

The meeting recessed for weekly check signing then adjourned.

Minutes approved on

March 4, 2019

Amanda J. Bevard

Amanda Bevard, Chairman

David L. Babson

David Babson, Clerk

ABSENT

Terry McCarthy, Vice-Chairman