

Carroll County Commissioners Meeting
February 14th, 2018
8:30 am

Present: Commissioners Amanda Bevard, David Babson, Mark Hounsell and County Administrator Ken Robichaud.

Others Present: Lisa Scott, Howie Chandler, Roxy Severence and John Ruckenbrod

Commissioner Bevard called the meeting to order at 8:30 am/ Pledge of Allegiance

Commissioner Hounsell motioned to approve the minutes of February 7th, 2018 seconded by Commissioner Babson: motion passed 2-0

Public Input – None

Lisa Scott – RFP Copier

Lisa presented the commissioners with a revised Copier RFP for approval. Lisa also informed the commissioners she would like to use the NH State Archives to store microfilm.

Commissioner Hounsell motioned to authorize Lisa Scott to use NH State Archives to store microfilm seconded by Commissioner Babson: all in favor. So voted

Commissioner Hounsell motioned to approve & authorize storage of single side deeds to the NH State Archives seconded by Commissioner Babson: all in favor. So voted

Howie Chandler – Roxy Severence (RS Consulting)

Commissioners discussed the contract for the feasibility study for affordable assisted living.

Commissioner Babson motioned to make this a Special Order of Business at next weeks meeting seconded by Commissioner Hounsell: all in favor. So voted

Hales Location Contract

Ken presented the commissioners with a contract for assessing with Cummerford Nieder & Perkins and a check to NH Electric Co-op in the amount of \$8.00 for over payment of taxes.

Commissioner Babson motioned to award the 2018 contract for assessing to Cummerford Nieder & Perkins under the terms of A,B & C seconded by Commissioner Hounsell: all in favor. So voted

Commissioner Hounsell motioned to approve a refund in the amount of \$8.00 to NH Electric Co-op for overpayment of taxes seconded by Commissioner Babson: all in favor. So voted

Delegation Recording Secretary Job Description

Commissioners discussed the Job Descriptions for the Delegation Recording Secretary and Administrative Assistant.

Commissioner Hounsell motioned to approve the Administrative Assistant job description to meet the needs of the delegation at a salary of \$360.00 per year with the primary function being: Compiling reports and any other administrative tasks assigned or directed by the Chairman or his design. This may include transcribing minutes from subcommittee meetings. This position will not record minutes for County Convention meetings. Seconded by Commissioner Babson: all in favor. So voted

For clarification the salary will be broken down as follows:

\$60.00 per month for January, February and March

\$60.00 per quarter for Q2, Q3, Q4 for a total of \$360.00 per year

Commissioner Hounsell motioned to direct Ken to develop a stand-alone job description with required knowledge skill and abilities seconded by Commissioner Babson: all in favor. So voted

Administrator Updates

Ken informed the commissioners that he received a letter from Tri-County Head Start expressing interest in the annex. Ken will set up a meeting.

Ken presented the commissioners with a report from White Horse Addiction Center, the commissioners asked for a more detail report. Ken also presented the commissioners with the following letters to Representative McConkey:

02/14/2018

Dear Chairman McConkey,

This letter is intended for you to provide the Board of County Commissioners an answer to a question that we have on a recent RSA law, NH RSA 29:8-b Tax Anticipation Notes.-what happens when an invoice comes in after Dec. 31st of that year and lands on our desk the following year, according to the RSA it states that-

The county treasurer, upon order of the commissioners and with the approval of the county convention as required in RSA 29:8, may incur debt in anticipation of the receipt of taxes for the financial year in which the debt is incurred. Such funds may be used to pay maintenance and operating expenses incurred during the current

We are looking for your interpretation of the law. As we have several invoices coming in after the December 31st 2017.

Thank you for your attention in this matter.

02/14/2018

Dear Chairman McConkey,

"Whereas without approval from the County Convention required under RSA: 29:8,-b the Commissioners cannot spend funds in Fiscal Year 2018. Therefore, be it resolved that unless and until such approval from the County Convention is forthcoming no disbursements of county funds will be made after February 28, 2018.

29:8-b Tax Anticipation Notes. - The county treasurer, upon order of the commissioners and with the approval of the county convention as required in RSA 29:8, may incur debt in anticipation of the receipt of taxes for the financial year in which the debt is incurred. Such funds may be used to pay maintenance and operating expenses incurred during the current financial year. In this section, maintenance and operating expenses shall include all appropriations approved by the county convention for the current financial year. Tax anticipation notes may be issued therefor to an aggregate principal amount not exceeding 80 percent of the total appropriations approved by the county convention for the preceding financial year. All notes issued under the authority of this section shall be general obligation and shall be payable not later than the final day of the applicable budget year.

Source. 2017, 30:1, eff. July 8, 2017.

Thank you for your attention in this matter.

Commissioner Hounsell motioned whereas without approval from the County Convention required under RSA:8-b the Commissioners cannot spend funds in Fiscal Year 2018. Therefore, be it resolved that unless and until such approval from the County Convention is forthcoming no disbursements of county funds will be made after February 28, 2018 seconded by Commissioner Babson: all in favor. So voted

IT Contract Renewal Discussion

Commissioner Hounsell motioned to Renew and Extend current contract with Cybertron for three years at \$103,000 per year with ending date of March 31th 2021 seconded by Commissioner Babson: all in favor. So voted

Reasons for IT Contract Renewal

1. Loss time with having a new vendor, would have to learn the whole system
2. Might have to change infrastructure with a new vendor
3. Realized savings on new three year proposal, due to vendor familiarity with current infrastructure.
4. Overall performance satisfaction with current vendor
5. Current RSA does not require a bidding process on this type of contract

Commissioner Updates

Commissioner Hounsell presented the following letter:

Ken

Please provide a hard copy of this for the commissioner's packets for tomorrow's meeting. Mark

In that the Eastern Slope Airport Authority is reconstructing its by-laws and board member expectations and further, being that Carroll County has no monetary "skin in the game" it is my advice to the commissioners that we relinquish our seat on the ESM at this time and for the time-being. We should wait until the authority's board of directors complete their reformation and then reassess the county's position.

I am in full support of the mission of the airport and am happy to express my personal confidence in the integrity of its executive board. I caution you not to believe the one-sided reporting that has appeared in the paper.

It would be great to have a letter Amanda could sign relinquishing our seat on the Board of Directors In the event the commissioners agree with my position.

Mark

Commissioner Hounsell motioned to relinquish the county seat on the Eastern Slope Airport Authority at this time and for the time- being seconded by Commissioner Babson: all in favor. So voted

Commissioner Hounsell asked Ken to provide the commissioners with a new organizational chart and asked if all employee files are DOL compliant. Ken assured the commissioners the employee files are DOL compliant.

Commissioner Babson reported he has not been able to make any contact with a representative of Spectrum.

Public Input - None

re/cuse!
5/2/18

Commissioner Babson motioned to go into non-public session 1 Under RSA 91-A:3 Paragraph II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself. Seconded by Commissioner Hounsell: motion passed with a roll call vote Commissioner Hounsell "Aye", Commissioner Babson "Aye", Commissioner Bevard "Aye"

Commissioner Hounsell motioned to adjourn seconded by Commissioner Babson: all in favor. So voted.

Minutes Approved on Feb 21, 2018


Amanda Bevard, Chairman


David Babson, Vice Chair


Mark Hounsell, Clerk