

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
March 4, 2020

Meeting convened: 9:00 a.m.

Members Present: Amanda Bevard (Chair), David Babson (Clerk), Terry McCarthy (Vice-Chair)
participated via speakerphone

Others Present: Andrew Kellar (New England Solar Garden), Bill Letsky (CivicPlus), Treasurer Joe Costello, HR Director Bonnie Murley, Director of Maintenance Bob Murray, Bookkeeper Cheryl Laurent

Public Present: Rep. Ed Comeau (www.governmentoversite.com), Daymond Steer (Conway Daily Sun), Kate Belisle, Dana Streeter

Recording Clerk: Mellisa Seamans

Call to Order

Pledge of Allegiance

Approval of Minutes

MOTION: "Approve the minutes of February 26, 2020" by Babson, 2nd Bevard. Passed.

Media Questions

Regarding departure of county administrator, Mr. Steer asked about money paid to him and what the commissioners plan to do to fill the position. Chmn. Bevard said she will have answers to these questions next week.

Public Input

Ms. Belisle asked about the practice of sheriff's deputies being expected to enforce local ordinances and the cost of same. She informed the board of a right-to-know request she filed this morning seeking copies of dispatch logs of Effingham calls. Chm. Bevard said a written response will be provided to Ms. Belisle.

CivicPlus

As the website host, CivicPlus performs two main functions – security and functionality. CivicPlus gives clients the tools and support but does not control content. Onsite trainings and webinars are available. Mr. Letsky suggests uploading documents to the website in .pdf format rather than Word. Chmn. Bevard noted the County website is difficult to navigate when compared to other municipal sites. Mr. Letsky suggested gathering input from County departments. If there are structural changes needed to the website, there may be additional charges beyond the service agreement. A refresher training course is available at no charge. Comm'r Babson noted that the commissioners have moved away from automatically renewing contracts. Mr. Letsky is agreeable to sending a new one every year. Four people currently have permission to contact Civic Plus for direct support. There is unlimited access to online help videos. CivicPlus policy is to have "up to 5%" annual increase in contracts. Carroll County has been a CivicPlus client for nine years with no increase in cost of contract. Mr. Letsky will submit a revised service agreement for review and approval at the March 11 meeting.

Solar Field – Andrew Keller (New England Solar Garden)

NESG currently has enough projects (five sites in Ossipee) currently in progress to help fund the \$2.6 million in transmission line upgrade required. Carroll County-owned land is at the "end of the line". Currently, state law limits development to one megawatt per parcel (5-6 acres). Dir. Murray said the County currently uses about 2.5 megawatts annually. Land lease payments begin immediately as the projects develop. NESG can do

a 'feasibility study' regarding the potential of locating solar on County-owned property. NESG is also currently working on projects in Tamworth, including one on the capped landfill. PILOT agreements (payment in lieu of taxes) are in place with Town of Ossipee and Town of Tamworth (NH RSA 72:74). Rep. Comeau asked if towns have the ability to waive the land use change tax. This would require a state law change. Mr. Keller said it has been argued that solar fields are a type of farming. Arrays have to be fenced and could allow for a local farmer to use the area to graze sheep, plant wildflowers to encourage bees and pollination, etc. The commissioners agreed to have Mr. Keller prepare a feasibility study at no charge and return to a future meeting.

Assisted Living – MVC Admin. Chandler

Admin. Chandler reported that 10 people attended the public forum held March 3. The commissioners reviewed the RS Consulting "Carroll County Assisted Living Feasibility Analysis Progress Report". Federal regulation prohibits nursing homes and assisted living facilities being located on the same property without a waiver. Roxie Severance (RS Consulting) would like to be on the commissioners' agenda April 1 for a formal presentation of results.

Stipend in Lieu of Insurance – Dir. Murley

Dir. Murley presented an analysis of MVC employees currently collecting a stipend in lieu of medical insurance.

Payroll Processing Vendor

Dir. Murley will contact ADP (Automatic Data Processing, Inc.). She suggested switching to Kronos for payroll processing and human resource information system. She has also contacted the New Hampshire Association of Counties HR Affiliate to determine what payroll processing vendor is contracted in other counties. The current contract with Checkmate expired December 31, 2019.

RSVP Proclamation

Ms. Seamans will assist Comm'r Babson with formatting this proclamation. Chmn. Bevard asked that a draft copy be sent to RSVP.

Annual Report

Comm'r Babson thanked the county attorney, register of deeds and farm supervisor for submitting their reports. Chmn. Bevard asked that Dir. Murley prepare an annual report for the HR department. Treas. Costello presented a copy of the Coos County annual report and suggested the Carroll County report include a budget versus actual report and balance sheet. Dir. Murley will create a form for department heads to submit nominations for the annual report dedication and it will be mentioned at the March 5 department head meeting. Treas. Costello asked the record to be corrected to reflect he misspoke at a previous meeting when he said he did not receive a request to submit his annual report. He in fact did receive the request in his email but had overlooked it.

Revised Engagement Letter

The commissioners received a revised engagement letter from Plodzik & Sanderson for the consulting work being done by Scott Eagen. The board will review and discuss at the March 11 meeting.

Hale's Location

MOTION: "To approve and have the treasurer sign checks payable to Denise Leighton (\$1,000), NH Tax Collector's Association (\$50) and Denise Leighton for postage reimbursement (\$21.45)" by Comm'r Babson, 2nd Chmn. Bevard. Passed on roll call vote 3-0.

Ms. Leighton submitted her February activity report.

The board discussed how to account for reimbursing Treas. Costello for his time and mileage related to assisting at Hale's Location in his role as appointed treasurer. Chmn. Bevard will discuss with the finance director. The 2020 Hale's budget has been approved by the commissioners (selectmen) but not yet ratified by the delegation. Ms. Leighton has sent out late notices for unpaid property taxes.

Treasurer's Report

- Cash flow projection completed by finance director has been sent to the bank for TAN. The delegation will be voting March 13 to approve the TAN borrowing.
- Treas. Costello asked if the weekly manifest can be posted to the County website. The commissioners expressed no objection to this.

Non-Public Session

Non-public Session 1 & 2

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

The commissioners received a bill for a cancellation fee from the court reporter who was scheduled to record the March 2 personnel hearing. The invoice will be forwarded to the delegation chair for approval. The commissioners reviewed a copy of Ms. Belisle's right-to-know request. The request will be logged in the business office and Chmn. Bevard will inquire with the sheriff's department about the availability of the requested records and respond, in writing, to the request within five business days.

The meeting recessed for weekly check signing then adjourned.

Minutes approved on

March 11, 2020

Amanda J. Bevard

Amanda Bevard, Chairman

David L. Babson Jr.

David Babson, Clerk

~~ABSENT~~

Terry M. McCarthy

Terry McCarthy, Vice-Chairman