

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**January 29, 2020**

**Meeting convened:** 9:00 a.m.  
**Members Present:** Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)  
**Others Present:** Treasurer Joe Costello, CCHOC Superintendent Jason Henry, Finance Director  
Katheryn Armstrong  
**Public Present:** Ed Comeau (governmentoversite.com), Daymond Steer (Conway Daily Sun)  
**Recording Clerk:** Mellisa Seamans

Call to Order  
Pledge of Allegiance

**Approval of Minutes**

**MOTION:** "Approve the minutes of January 22, 2020" by Babson, 2<sup>nd</sup> McCarthy. Passed.  
**MOTION:** "Approve the minutes of the July 17, 2019" by McCarthy, 2<sup>nd</sup> Babson. Passed.

The commissioners also signed the January 2 meeting minutes as were approved on January 8, 2020.

**Media Questions**

Steer asked if there will be any announcements following the non-public sessions today. Bevard said there will be announcements.

**Public Input**

None

**Jail/HOC Credit Cards – Jason Henry**

Henry attended the meeting to address some concerns regarding credit card purchases that were brought forward at the January 27 Delegation Meeting. He noted that on the accounting report there is minimal information but all of the invoices and supporting documents are provided prior to credit card payment and are on file.

- The "missing rug" is currently installed in the lobby
- \$2,975 invoice – 30 cases of trash bags
- Frequently buys in bulk to avoid shipping costs and save on cost-per-item (cleaning supplies, trash bags, toilet paper)
- Training concerns (American Jail Association conference in 2019) – the commissioners agreed to pay for travel and hotel but no other fees. Henry acknowledged he charged to the incorrect line and should have coded to .017 (Education and Training)
- He noted his department has a good working relationship with the finance office and the commissioners have been diligent in double-checking and raising any concerns about invoices and payments
- The jail keeps its own Excel spreadsheet to manage the budget. Weekly the finance office provides a report to the jail detailing the bills that have been paid
- Armstrong said a weekly "schedule of bills" is provided to each department head only if bills were paid for the department that week

### **Right to Know Request Process**

Related to the credit card discussion above, the commissioners further discussed the current process for right-to-know requests – what is the policy, who is tracking requests, can the commissioners be notified of any incoming requests, who is in charge of making sure they are answered timely, etc.

### **NH Association of Counties – Annual Meeting**

Carroll County is hosting the annual conference. Henry requested to be the “lead” on behalf of the county and was given permission to attend an upcoming NHAC meeting about the conference. Bevard asked to be notified of when the meeting is because she would like to attend.

**MOTION: “To appoint Commissioner McCarthy to serve on the NH Association of Counties Executive Board” by Bevard, 2<sup>nd</sup> Babson. Passed 3-0**

### **Avenu Software**

Armstrong explained the county is moving from onsite, server-based storage “to the cloud”. She has provided a copy of “all of the data” on a tape to Avenu. That data will then be integrated into the updates of Avenu that the physical county server was not able to handle previously. County server will continue to be used until it is verified the migration was completely successful. Armstrong explained she will be the one verifying the migration is completed correctly. This first step-by-step integration is expected to take three stages over the next month. Armstrong will then be trained in the new modules – purchasing, accounts payable, and then training will be provided to department heads. Costello urged the commissioners to consider creating a committee and appoint individuals to learn the finance software system as the upgrades are being implemented. He reiterated this point several times and that this is the recommendation of the finance consultant. The goal is to have additional individuals trained in the finance software. There are currently four “seats” for access to the system (finance director, administrator, bookkeeper, MVC finance director). The upgrade will expand access to 11 seats. Armstrong noted adding a seat costs \$500-\$1,000 each. Babson asked if the seat currently assigned to the town administrator can be assigned to someone else.

### **County Website – CivicPlus**

McCarthy continues to try to schedule a date for a representative to attend a commissioner’s meeting.

### **Hale’s Location**

**MOTION: “To pay Carroll County \$91,131 for 2019 county taxes” by Babson, 2<sup>nd</sup> Bevard. Passed 3-0**

**MOTION: “To pay Town of Conway \$1,769.20 for motor vehicle registrations” by Babson, 2<sup>nd</sup> Bevard. Passed 3-0**

**MOTION: “Pay Kathleen Golding her monthly salary of \$1,000” by Bevard, 2<sup>nd</sup> McCarthy. Passed 3-0**

Costello will investigate the reason for and history of White Mountain Hotel receiving a “stipend” by percentage of rooms and meals tax. He will report back to the commissioners his findings.

Costello reported that Hale’s Location now has its own tax identification number.

The commissioners received copies of the updated job description and contract for the tax collector/office administrator position. No action taken.

### **Treasurer's Report**

During the lunchbreak, a meeting requested by Costello was attended by departments heads or their staff who handle finance matters, Armstrong, Costello and Cheryl Laurent (bookkeeper). The purpose was to open communication and share challenges with processing of invoices and payments. Attendees were encouraged to seek vendor discounts. Laurent asked that department heads send invoices for payment to her each Friday by 10 a.m.

### **Commissioner's Update**

#### **Commissioner Babson**

Babson questioned why a quorum of the board was meeting behind closed doors in what he perceived as an "illegal meeting". The alleged incident occurred Friday, January 24 in the commissioner's office with Rep. Marsh, Bevard, and McCarthy.

Babson contacted Rep. Marsh regarding a statement Marsh made at the 1/27/20 delegation meeting. Bevard said the issue is between the two and not a matter of the commissioners' concern.

Babson said three people complained to him, wanting to know why, on January 16, Bevard, McCarthy, Atty. Michaela Andruzzi and Registrar Lisa Scott, were in the former administrator's office. Bevard explained Scott was just passing through and had a report for Bevard and was not involved in securing the office computer. After consulting Andruzzi, Bevard took a "screenshot" of the computer screen and the computer was shut down. Bevard asked Babson why it was necessary to bring this up during today's meeting as she had already informed him of the security measures that had been taken. Babson will inform the complainants.

### **Media Questions**

Steer asked and Bevard confirmed she has been advocating for moving the administrative and finance offices to the Annex since she was elected.

Comeau suggested the commissioners annually review their right-to-know request policy and provide continued training.

### **Non-Public Session**

#### **Non-public Session 1, 2, 3**

**MOTION:** "To enter into non-public session under RSA 91-A:3, II (b) The hiring of any person as a public employee.

#### **Non-public Session 4 & 6**

**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.**

#### **Non-public Session 5**

**RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.**

#### **Non-public Session 7**

**RSA 91-A:3, II(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended**

to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life” by Babson, 2<sup>nd</sup> Bevard. Passed on roll call vote 3-0.

On a unanimous voice vote, the commissioners re-entered public session.

**MOTION:** “To seal the minutes of sessions 4,5,6,7” by Bevard, 2<sup>nd</sup> McCarthy. Passed 3-0

Sessions 1 and 2 were passed over. Bevard announced that the commissioners have offered a letter of employment for the HR Generalist position.

### **Encumbrances**

Costello read the following statement received via email today from Sheryl Burke of Melanson Heath:

“Generally Accepted Accounting Principles (GAAP) define an encumbrance as something ordered or contracted for prior to year-end, for which vendor performance will occur subsequent to year end. If encumbrances that meet this definition exist at year-end, no further action is needed other than to record the encumbrance to the general ledger (and provide the auditor with support for the encumbrance). The Commissioners can also “encumber” funds when there are unspent budget line items related to contracts that were budgeted but did not materialize during the year. Documentation to support these types of “encumbrances”, which differs from the above GAAP encumbrances, would require a vote of the Commissioners. They can encumber after year end, but the vote should be very specific as to which period the encumbrance pertains to and what it is for. These Commissioner-voted encumbrances would be presented separately in the financial statements from GAAP-defined encumbrances.”

Costello was asked to get further clarification – if there is no contract in place and/or a project has not gone out for RFP – can the funds be encumbered?

### **Purchase Orders**

Discussion about the need to develop a clear purchase order policy and procedure prior to implementation of the new finance software module and staff training.

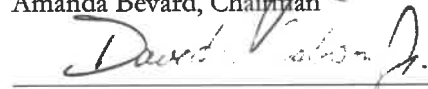
Meeting adjourned.

Minutes approved on

2/19/20



Amanda Bevard, Chairman



David Babson, Clerk



Terry McCarthy, Vice-Chairman