

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
April 14, 2021

Present: Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari (arrived in the afternoon) Executive Coordinator Mellisa Seamans, Ed Comeau (GovernmentOversite.com), Treasurer Joe Costello, Emily Vulgamore of Granite State Rural Water Association, Register of Deeds Lisa Scott, DPW Director Will DeWitte, Representative Lino Avellani

Called to Order: 9:45 a.m.

Pledge of Allegiance

Additions to the Agenda

- Requests for Proposals – Register Lisa Scott
- Request to Waive Bid Process – Jon Rich, IT Contractor

Approval of Meeting Minutes

MOTION: “To approve the minutes of April 7, as corrected” by Comm’r Plache,
2nd Comm’r McCarthy Passed 2-0.

Comm’r Plache noted a correction to page 3 that the board reconvened following the non-public sessions and voted to seal the minutes.

Manifest

The manifest for April 7, 2021 is \$465,014.34.

Granite State Rural Water Association – Source Protection Plan

Ms. Vulgamore gave a presentation about the source protection plan development process. Dir. DeWitte supports the County pursuing this offering to develop, at no cost to the County, to develop a more comprehensive plan to assist with source protection for the County water system. It takes about four months to develop the plan with assistance of a committee appointed by the commissioners. Dir. DeWitte suggested the fire chief be involved in the process. Rep. Avellani asked if Ms. Vulgamore can assist the County with accessing grant programs available for water systems. This is something the association is working on. Dir. DeWitte noted that Coord. Seamans has offered in the past to assist with grant procurement. He will be introducing the option of retaining the services of a consultant at the April 28 meeting. Chmn. McCarthy thanked Ms. Vulgamore for the presentation and said the commissioners will work on forming the committee.

Department Head Report – CCHOC Superintendent Sean Eldridge

Two staff members have tested covid-positive. All staff have been tested, inmate testing is April 15. Current vacancies include a program director position and two officer positions. The corrections academy is reopening. Inmates were offered the vaccine, 14 accepted.

Supt. Eldridge expects to receive the video visitation system contract this week.

Regarding the PrimeCare contract, Chmn. McCarthy said the board will try to have something finalized by the end of the month. Comm’r Plache will be comparing the Carroll County and Rockingham County contracts.

267 inmate intakes year to date, on track with last year. Average length of stay 21 days. Boarder revenue received \$54,782. Rep. Avellani asked what line in the budget pays for medical transport of inmates and when payment received, where is it credited.

Records Restoration Request for Proposals

Reg. Scott noted this RFP has been reviewed by bond counsel, contract attorney, insurance company and Comm'r Plache and will be made a part of the final contract. The insurance is set at an aggregate of \$10 million and an errors and omissions section.

MOTION: "To approve the RFP for distribution" by Comm'r Plache, 2nd Chmn. McCarthy.
Passed 2-0

American Rescue Plan Act of 2021 (ARPA) appears to have funds available to support economic responses to the pandemic. Depending on terms yet to be released by the Department of Treasury, it appears ARPA funds may be used to fund the long-term infrastructure improvements such as those needed at the Registry of Deeds. Our current records retrieval system is obsolete and vulnerable. Currently, the Register is working to procure a secure land records management system which provides online access to the public and full secure office functionality, in house and remotely accessed.

2020 Audit Status

The auditor is going on vacation, returning on May 7. Trial balance is scheduled for May 10. If this is met, having the audit finalized in June is achievable.

Month-End Budget v Actual

Finance Director expects the March 31 report to be available April 30.

Request to Waive Bid Process

Mr. Rich presented a request to waive the bid process for the 16 hard drives for the sheriff's department. He presented four prices to the board.

MOTION: "To waive the bid process for the purchase of the hard drives based on direct-solicit information presented at a cost savings to the County" by
Comm'r Plache, 2nd Chmn. McCarthy. Passed 2-0

Rep. Avellani requested a copy of the information presented by forwarded to the Delegation.

Commissioners Comments

Chmn. McCarthy spoke to Dupont Group regarding NH Association of Counties Conference being held in North Conway in November. Carroll County has \$5,000 to use towards items for attendees, i.e., gift bags, shirts, etc. Chmn. McCarthy would like the commissioners to solicit donations, get pricing, etc.

Comm'r Plache said great progress has been made in the first quarter – timely reconciliations, bonds moving forward, Registry project, audit progressing. The board met with staff and congratulated them on the work they have been doing to meet the deadlines.

Non-Public Session

On a motion by Comm'r Plache, 2nd by Comm'r McCarthy and a 2-0 roll call vote, the commissioners voted to enter into a nonpublic session under NH RSA 91-A:3, II (b). The minutes in relation to the Carroll County Attorney's Office were not sealed.

Chmn. McCarthy announced the hiring of an assistant county attorney, Christopher Magninelli. He will be starting June 1. The second session was to discuss the status of the hiring of the nursing home administrator.

The Board recessed for lunch then reconvened to continue the non-public session with Comm'r Tessari present. The board exited the non-public session and voted to seal the minutes.

Refunding Bonds/Financing Registry of Deeds Project

After speaking to Mr. Maceroni at PMF, Comm'r Tessari was able to confirm the County does not need a bond rating to go private sale. The proposals of private versus Bond Bank are much closer than originally believed but the interest rate cannot be confirmed by either at this point.

MOTION: Comm'r Plache moved the following as he read into the record:

"RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, N.H.R.S.A. 33:3-d, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to resolutions of the County Convention duly adopted at its meeting on March 24, 2021 pursuant to a Resolution Authorizing the Issuance of Refunding Bonds and to a Resolution Authorizing the Issuance of Bonds, there be and hereby is authorized the issuance of a \$13,860,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of (i) current refunding the Issuer's \$23,500,000 General Obligation Bonds dated as of August 1, 2010, which mature on August 1 of the years 2021 through 2030, inclusive, outstanding in the aggregate principal amount of \$10,575,000, which are eligible to be refunded at par on any interest payment date on or after August 1, 2020 without penalty and which were issued to finance the construction of the Mountain View Community nursing home and (ii) financing the costs of a \$5,000,000 multi-year project for the archival restoration of the County's Registry of Deeds records.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of two and a quarter percent (2.75%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.

RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

RESOLVED: That the useful lives of the projects being financed are in excess of ten (10) and twenty (20) years, respectively.

I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that the votes were taken by roll call if the meeting was held remotely/virtually and in accordance with Governor's Order #12; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended. "

Chmn. McCarthy seconded the motion. Passed 3-0.

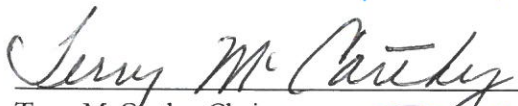
Other Business

Rep. Avellani asked how the \$5 million for the Registry project will be monitored. Register Scott offered to provide a monthly accounting of the project and how the proceeds are being used. Comm'r Plache offered assurance to Rep. Avellani that the board of commissioners will be monitoring bond funds from both the refinance and the Registry project.

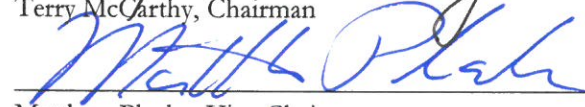
Chmn. McCarthy asked for a member of the Delegation to sit on the interview panels for the CFO position and the MVC Administrator. Chmn. Avellani said he cannot make this appointment outside of a Delegation meeting. Rep. Avellani agreed to serve on both.

Minutes approved on

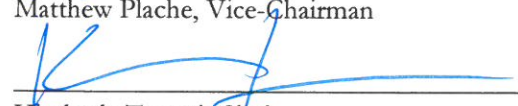
April 21, 2021



Terry McCarthy, Chairman



Matthew Plache, Vice-Chairman



Kimberly Tessari, Clerk