

Carroll County Commissioners Meeting
August 8, 2018
8:30 am

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

Others Present Howie Chandler, Jon Ruckenbrod,

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

Commissioner Babson motioned to approve the minutes of August 1st , 2018 as corrected seconded by Commissioner Hounsell: all in favor. So voted

Public Input

County Administrator

Ken reported he spoke with Primex about the MOU and they suggested it be changed to a MOA (Memorandum of Agreement)

Ken presented the commissioners with the MOA and an affidavit with Arthur Wood for approval and signatures.

Commissioner Hounsell motioned to authorized the County Administrator to sign the MOA contingent on Mr. Wood signing notarized affidavit indemnifying and holding harmless Carroll County seconded by Commissioner Babson: all in favor. So voted

Howie Chandler – MVC Copier Lease

Howie presented the commissioners with a copier lease with Porter Office for approval and signatures. The new copier lease will save \$156.00 per month.

Commissioner Hounsell motioned to authorize Charmin Bevard to execute the lease agreement for a Konica Minolta Bizhub C 558 copier with Porter Office Machines of North Conway Seconded by Commissioner Babson: all in favor. So voted

88-19

County Administrator – Ken Robichaud

Ken presented the commissioners with an application for a supplemental appropriation to be sent to the delegation.

1. Market adjustment for the non-union nursing staff \$18,000.00
2. Administrative Assistant for the finance office \$10,400.00
3. Funding the ratified CBA for MVC \$80,000.00
4. Funding the ratified CBA for CC Sheriff \$65,000.00
5. For the purpose of participation in a feasibility \$10,000.00
Study for Affordable Assisted Living for County Elders

Total Supplemental Appropriation Requested \$183,400.00

Commissioner Hounsell motioned to authorize the commissioners to sign the application for supplemental appropriation as presented on August 8th, 2018 seconded by Commissioner Babson: all in favor. So voted

Ken presented the commissioners with a Hiring Document for their review, this document will be reviewed again next week.

Ken presented the commissioners with the following policies for review:

1. Carroll County Bid/RFP Procedure.

Commissioner Hounsell motioned the County Bid/RFP Procedure has been reviewed with not change seconded by Commissioner Babson: all in favor. So voted

2. Lockout Tagout Policy and Procedure.

Commissioner Hounsell motioned the County Lockout Tagout Policy and Procedure has been reviewed with no change seconded by Commissioner Babson: all in favor. So voted

3. Employee Reimbursement Policy – Commissioners will review and bring suggestions to Ken next week.
4. Ken presented the commissioners with a proposed Drug & Alcohol policy for review. This policy will be reviewed at the August 29th meeting.

Administrator Updates

Ken reported the work on the Carroll County Employee Handbook is going well. The handbook will be ready to be presented to the commissioners in about a month.

Ken asked the commissioners what they would to do with the old copier from Registry of Deeds.

Commissioners would like write a policy on disposal of unused county property.

Commissioners Update

Commissioner Babson has concerns about the condition of County Farm Road and spoke with the director of public works for the town of Ossipee. Commissioner Babson would like to send a letter to the Ossipee Selectmen letting them know that the road is a hazard and needs to be addressed.

Commissioner Bevard would like to change how the elected officials are paid; she would like them paid monthly.

Commissioner Hounsell motioned that beginning January 2019 for the purpose of elected officials will be paid at the last pay period of each month for 24 months seconded by Commissioner Babson: all in favor. So voted

Commissioners discussed how to answer a letter received from Representative McConkey.

Commissioner Babson motioned to send a letter to Representative McConkey saying "We are in receipt of your letter and we have been and are continuing to work on these issues seconded by Commissioner Hounsell: all in favor. So voted


Commissioner Hounsell motioned to go into non-public Under RSA 91-A:3, II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this public body or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled seconded by Commissioner Babson: motion passed on a roll call vote Commissioner Hounsell "Aye", Commissioner Babson "Aye", Commissioner Bevard "Aye"

Commissioner Hounsell motioned to come out of non- public and seal the minutes seconded by Commissioner Babson: all in favor. So voted

Public Input – None

Media Input - None

Minutes Approved on Oct 2, 2019


Amanda Bevard, Chairman


David Babson, Vice Chair

Mark Hounsell, Clerk