

Carroll County Commissioners Meeting

April 24, 2019

8:30 am

**Present:** Commissioners Amanda Bevard, David Babson, Terry McCarthy and County Administrator Ken Robichaud

**Others Present:** Representative Ed Comeau, Glen Cordelli,

Commissioner Bevard called the meeting to order / Pledge

*Commissioner Babson motioned to approve the minutes of 4/10/19 seconded by Commissioner McCarthy: all in favor. So voted*

*Commissioner Babson motioned to approve the minutes of 4/17/19 seconded by Commissioner McCarthy: all in favor. So voted*

Media Questions-None

Public Input – None

Check Manifest

Commissioner Bevard announced that the commissioners approved and signed payables for week ending April 19<sup>th</sup>, 2019 in the amount of \$468,972.00

Lisa Scott – Bid for Archival Restoration

The following three bids were received:

Kofile	Dallas TX
AMRESTORE	Glen Burnie MD
NEDCC	Andover MA

Lisa will review the bids and come back next week with a recommendation for the commissioners.

County Wide Purchasing – Seth, Howie, Paula

Seth explained to the commissioners that he is now working an inventory management system and hopes to have one in place by the fall. He would like to wait until 2020 for the purchase order system.

Ken presented the commissioners with two line item transfers for review and signatures. Commissioner Bevard asked for more information on the transfers, she would like to review them next week.

*Commissioner Babson motioned to approve line item transfers #1 and #2 seconded by Commissioner McCarthy: motion failed on a 2-1 vote with Commissioner Babson voting "Aye"*

*Com McCarthy: No written request from department head and her name not on form so she refused to sign.*

*gfb  
1  
gme*

### Will DeWitte – Job Descriptions

Will presented the commissioners with a job description for part time summer help at DPW for approval.

***Commissioner McCarthy motioned to approve the job description for part time summer help at DPW seconded by Commissioner Babson: all in favor. So voted***

Ken presented the commissioners with a copy of the audit done at the jail in 2010 for review. The commissioners will discuss the audit at the May 8<sup>th</sup> meeting.

Ken presented a letter from the Department of Education about National Forest Lands funds for Hales Location. The funds must be sent to a school district in the county.

***Commissioner Babson motioned to send the \$586.70 to SAU9 (Conway School District) seconded by Commissioner McCarthy: all in favor. So voted***

Ken presented the commissioners with the job description for the Admin Assistant in the Finance Office.

***Commissioner McCarthy motioned to accept the job description for the Admin Assistant in the Finance Office Seconded by Commissioner Babson: all in favor. So voted***

Ken presented the commissioners with the hiring policy for review . Ken will make suggested changes and bring it back next week for approval.

### Hales Location

***Commissioner McCarthy motioned to approve the check from Hales Location to the town of Conway for 2018 elections in the amount of \$3690.55 seconded by Commissioner Bevard: all in favor. So voted.***

***Commissioner Babson motioned to approve the check from Hales Location to the town of Conway for motor vehicle registrations in the amount of \$1294.75 seconded by Commissioner McCarthy: all in favor. So voted***

***Commissioner Babson motioned to approve the check from Hales Location to NH Association of Assessing Officials in the amount of \$20.00 seconded by Commissioner McCarthy: all in favor. So voted***

***Commissioner McCarthy motioned to approve the purchase of laptop for Hales Location in the amount of \$775.00 to Computer Port and the old laptop be returned to the County Finance Office seconded by Commissioner Bevard: all in favor. So voted***

### Siemens Project Update

Working on drainage for the HVAC system in the Admin Building. Most of the pipe work in the jail is finished.

### **Administrator Updates**

Received approximately 30 applications for the Admin Assistant position.

### **Commissioner Updates**

Commissioner McCarthy would like to go into non-public.

Commissioner Bevard – Lands Committee will be holding an equestrian event on June 1<sup>st</sup>.  
Haying agreement from Belknap County for new and beginner farmers, she will bring it next week.

### **Jason Henry**

Correction officer appreciation and nursing week is seconded week of May. NHAC is looking for nominations for the awards committee.

*Commissioner Babson motioned to go into non-public sessions 1 & 2 Under RSA 91-A: 3, II (b) the hiring of any person as a public employee. session 3 Under RSA 91-A: 3, II (e) Consideration of pending litigation which has been threatened in writing against the public body or any subdivision thereof, until the claim has been fully adjudicated or otherwise settled. and session 4 RSA 91-A: 3 Paragraph 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, 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. seconded by Commissioner Bevard: motion passed on a roll call vote: Commissioner Babson “Aye”, Commissioner McCarthy “Aye”, Commissioner Bevard “Aye”*

*Commissioner Bevard motioned to come out of non-public seconded by Commissioner McCarthy: all in favor. So voted*

*Commissioner Bevard motioned to seal the minutes of non-public sessions 3 & 4 seconded by Commissioner McCarthy: all in favor. So voted*

Commissioner Bevard announced that while in non-public the commissioners approved the hiring of the following positions:

1. 40 hr LNA
2. 32 hr LNA
3. Corrections Officer

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

Minutes Approved on May 1, 2019

Amanda Bevard  
Amanda Bevard, Chairman

David L Babson  
David Babson, Clerk

Terry M. McCarthy  
Terry McCarthy, Vice Chair