

Carroll County Commissioners Meeting  
April 17, 2019  
8:30 am

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

**Others Present:** Representative Ed Comeau, Bob Murray, Joe Costello, Steve Brown, Glen Cordelli, Will DeWitte, Michael Baker, Dana Streeter

Commissioner Bevard called the meeting to order / Pledge

*Commissioner Babson motioned to approve the minutes of 4/3/19 as corrected seconded by Commissioner McCarthy: all in favor. So voted*

**Media Questions-None**

**Public Input – None**

**Will DeWitte – Water System**

Will explained the process for adding more customers to the county water system and discussion ensued.

*Commissioner Babson motioned to table the discussion about the water system until next week seconded by Commissioner McCarthy: all in favor. So voted*

**Kathy Armstrong – Tan**

Kathy presented the commissioners with the TAN documents for signatures.

**Matrix - Performance Audit**

Ken presented the commissioners with the final performance audit invoice for approval.

Commissioner Bevard announced that a representative from Matrix will be meeting with the commissioners on May 3<sup>rd</sup> before the delegation meeting.

*Commissioner Babson motioned to pay the final Matrix invoice in the amount of \$2850 Seconded by Commissioner McCarthy: all in favor. So voted*

**Bob Murray**

Bob presented the commissioners with MSDS online subscription for approval.

*Commissioner Babson motioned to approve the MSDS subscription not to exceed \$3,299.00 seconded by Commissioner McCarthy: all in favor. So voted*

4-17-19

### **Bob Murray & Lt. Baker**

Bob presented the commissioners with an RFP for a new Fire Alarm Control Panel for approval. Lt. Baker explained how the current outdated panel works and how the new panel will work.

***Commissioner Bevard motioned to approve the RFP for a new fire panel at the jail as per Lt. Bakers request seconded by Commissioner Babson: all in favor. So voted***

### **Siemens Project Update**

Bob reported that the lighting project is 99% finished and the HVAC at the admin is being worked on. The electricians will be starting next week.

### **Ken -Interlocal Trust**

Ken presented the commissioners with the 2019 Interlocal Trust Health Insurance Renewal with an increase of 5.93% for approval and signatures.

***Commissioner Bevard motioned to approve the 2019 Interlocal Trust Health Insurance Renewal Seconded by Commissioner McCarthy: all in favor. So voted***

***Commissioner McCarthy motioned to authorize the Commissioner Bevard to sign the Interlocal Trust Health Insurance Renewal seconded by Commissioner Babson: all in favor. So voted***

### **Finance Office Administrative Assistant Job Description**

Ken presented the commissioners with the job description for review.

***Commissioner McCarthy motioned to accept the position of Administrative Assistant Seconded by Commissioner Babson: all in favor. So voted***

The commissioners would like it posted on the complex for 5 days and put on Indeed for 3 days.

### **Purchasing Agent**

Commissioners asked that Seth Coyner attend the May 1<sup>st</sup> commissioners meeting to talk about purchasing.

### **Hiring Policy**

The commissioners discussed the hiring policy and will work on it next week

### **Hales Location**

Ken presented the commissioners with an application from a resident of Hales Location for a veteran's tax exemption.

***Commissioner Bevard motioned to approve the application for a veteran tax exemption for a Hales Location resident seconded by Commissioner McCarthy: all in favor. So voted***

4-17-19

### Administrator Updates

The next delegation is scheduled for May 3<sup>rd</sup> at 9:30am

Alan Pennington (Matrix) will be meeting with Ken and the commissioners on May 3<sup>rd</sup> at 9:00am

The Commissioners and Ken will be attending the Albany Selectmen meeting on Wednesday April 24<sup>th</sup> at 5:00pm

There will be no commissioners meeting on Wednesday May 15<sup>th</sup> as the commissioners will be at the Primex conference.

Ken asked the commissioners to think about changing the meeting day to Thursdays.

### Commissioner Updates

Commissioner McCarthy – None

Commissioner Babson reported that he attended the UNH advisory meeting, they are very thankful that the delegation approved the funding.

Commissioner Babson asked if the grant committee sees the victim witness grant.

Commissioner Bevard reported that the farm survey is on the website and asked that the commissioner's email be removed from the website. They will be using separate emails.

Commissioner Bevard reported that a number of employees have asked about in house day care.

### Joe Costello – Missing Mail

Joe reported that Kathy Golding will be reproducing the checks that have gone missing in the mail.

***Commissioner Bevard motioned to authorize Treasurer Joe Costello to sign the Hales Location Administrators payroll check for the month of March seconded by Commissioner Babson: all in favor. So voted.***

***Commissioner Babson motioned to go into non-public sessions 1 & 2 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. Session 3 Under RSA 91-A:3 Paragraph II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself. Motion passed on a roll call vote: Commissioner Babson "Aye", Commissioner McCarthy "Aye", Commissioner Bevard "Aye"***

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

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

4-17-19  
Minutes Approved on

Amanda J. Bevard April 24, 2019  
Oct 2, 2019

Amanda Bevard, Chairman

David L. Babson 10/2/2019

David Babson, Clerk

Terry McCarthy 10/2/2019

Terry McCarthy, Vice Chair