

Carroll County Commissioners Meeting
May 22nd, 2019
8:30 am

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

Others Present: Bob Murray, Joe Costello, Ed Comeau, Daymond Steer, Alan Gould, Steve Brown, Michaela Andruzzi

Commissioner Babson motioned to approve the minutes of May 8th, 2019 seconded by Commissioner McCarthy: all in favor. So voted

Commissioner Babson motioned to go into non-public session 1&2 Under RSA 91-A: 3 II (a) the compensation of any public employee sessions 3 & 7 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, session 4 Under RSA 91-A:3, Paragraph II (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facility by county correctional superintendents or their designee, Sessions 5 & 6 Under RSA 91-A: 3, II (b) the hiring of any person as a public employee. Seconded by Commissioner Bevard: motion passed on a roll call vote: Commissioner Babson "Aye", Commissioner McCarthy "Aye", Commissioner Bevard "Aye"

Commissioner McCarthy motioned to come out of non-public and seal the minutes of sessions 6 & 7 seconded by Commissioner Babson: all in favor. So voted

Commissioner Bevard announced that while in non-public the commissioners hired a 40hr LNA at MVC.

Media Questions

Daymond Steer asked if there was a hiring for the Attorney's office, he said he saw it on the agenda. Ken explained that it was a non-public

Public Input

Steve Brown of Wakefield asked if the commissioners have figured out a way to make the meetings shorter.

Commissioner Bevard responded that it is a work in progress.

Check Manifest

Commissioner Bevard announced that the commissioners approved and signed payables for week ending May 17, 2019 in the amount of \$29,662.52

Bob Murray – Ice Maker Bid

One bid was received from Pine Tree Food Equipment in the amount of \$7,089.85

Dryer Bids – Bob Murray

The following two bids were received:

- | | | |
|-----------------------------|------------|---------------------|
| 1. Yankee Laundry Equipemnt | \$8,510.00 | apparent low bidder |
| 2. Daniels Equipment | \$8,648.00 | |

Bob will review bids and bring back recommendation next week.

General Linen Contrack – Bob Murray

Bob presented the commissioners with the General Linen contract for review and approval.

Commissioner McCarthy motioned to approve the General Linen Contract seconded by Commissioner Bevard: all in favor. So voted

Commissioner McCarthy motioned to authorize Commissioner Bevard to sign the contract with General Linen seconded by Commissioner Babson: all in favor. So voted

Siemens Update – Bob Murray

Work is continuing on the roof, HVAC and control at the Admin Building. The Generator should be onsite next week.

Property & Liability Insurance – Ken

Ken presented the commissioners with the property & Liability CAP from Primex for approval and signatures.

Commissioner McCarthy motioned to accept the Property & Liability CAP of 9% for the next 3 years & authorize Commissioner Bevard to sign seconded by Commissioner Babson: all in favor. So voted

Ken presented the commissioners with line item transfer number 3 for approval & signatures

Commissioner Bevard motioned to approve line item transfer number 3 from line# 100.4102.093 to line item # 100.4100.037 in the amount of \$2215. Seconded by Commissioner McCarthy: all in favor. So voted

Howie Chandler – Assisted Living

Commissioners discussed the Assisted Living feasibility study

Bob Murray - Dryer Bids

Bob returned to the meeting with his recommendation for dryer bid award. Bob recommends awarding the bid to Yankee Laundry Equipment in the amount of \$8,510.

Commissioner Babson motioned to award the bid for two dryers to Yankee Laundry Equipment in the amount of \$ 8,510.00 seconded by Commissioner McCarthy: all in favor. So voted

Commissioner Babson motioned to authorize Commissioner Bevard to sign the contract for two 8D-758 American Dryers seconded by Commissioner McCarthy: all in favor. So voted

Ken Robichaud – HR Job Descriptions

Ken presented the commissioners with job descriptions for Senior HR Generalist, HR Director and HR Generalist for review.

Hales Location

Commissioner Babson motioned to pay check # 2216 to Computer Port for a new Lenovo 15.6" laptop in the amount of \$1,212.50 seconded by Commissioner McCarthy: all in favor. So voted

Commissioner Bevard motioned to pay check # 2217 to Kathleen Golding in the amount of \$1,000. Seconded by Commissioner McCarthy: all in favor. So voted

Commissioner Babson motioned to approve the request for veteran tax exemption in the amount of \$500.00 for James McLaughlin seconded by Commissioner McCarthy: all in favor. So voted

Commissioner Babson motioned to approve & sign the Hales Location Tax Collector's Warrant seconded by Commissioner Bevard: all in favor. So voted

Printer for Finance Office

Ken presented the commissioners with a quote from Porter Office for a network printer for the finance office for approval.

Commissioner McCarthy motioned to purchase a printer from Porter Office for \$150.00 with maintenance agreement seconded by Commissioner Bevard: all in favor. So voted

Administrator Updates

CCLA Class for senior staff

Class reunion for CCLA

Hales Location office will be closed on Saturday May 25th

Received emails from Rick Highland & Steve Knox inviting Ken to join the Broadband study group

Commissioner Updates

Commissioner Babson – discussion about the Boy Scouts and the garden.

Commissioner McCarthy – Enjoyed the conference

Commissioner Bevard – None

Commissioner Bevard excused herself from the meeting.

Commissioner Babson motioned to recess until 12:55pm seconded by Commissioner McCarthy: all in favor. So voted

Commissioner McCarthy called the meeting to back to order at 12:55pm

Alan Gould – MRI (Municipal Resource Inc)

Alan explained to the commissioners how MRI could assist with the hiring of an HR Director. The following packages are available:

1. Comprehensive Package at a price of around \$8,000.
2. Recruitment Assistance Package at \$75.00 per hour total estimated at \$3,500.00
3. Long Term Contract

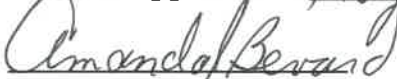
Upcoming Events


May 27th Office Closed - Memorial Day
May 29th Commissioners Meeting 8:30am
May 29th Councilor Mike Cryans 10:00am
June 5th Commissioners Meeting 8:30am
June 12th Commissioners Meeting 8:30am
June 19th Commissioners Meeting 8:30am
June 26th Commissioners Meeting 8:30am

Commissioner Babson motioned to adjourn seconded by Commissioner McCarthy

Minutes Approved on

May 29, 2019


Amanda Bevard, Chairman


David Babson, Clerk


Terry McCarthy, Vice Chair