

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**September 11, 2019**

**Meeting convened:** 8:30 a.m.  
**Members Present:** Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk);  
**Others Present:** Administrator Ken Robichaud, CCHOC Superintendent Jason Henry, County Maintenance Director Bob Murray, Treasurer Joe Costello, Controller Kathryn Armstrong,  
**Recording Clerk:** Mellisa Seamans

Call to Order  
Pledge of Allegiance  
Moment of Silence in remembrance of 9/11 attack victims.

**Approval of Minutes**

**MOTION:** "To approve September 4, 2019 meeting minutes with correction" by McCarthy, 2<sup>nd</sup> Babson. Passed 3-0. (Corrected to add that the commissioners suggested \$30 per bale during Hay Fields discussion)

**Media Questions**

None

**Public Input**

None

**Check Manifest**

Bevard announced the check manifest total of \$118,144.47.

**CCHOC Trash Dumpster**

**MOTION:** "To accept request to move 10-yard dumpster to be placed at the jail and authorize the chairman to sign the contract" by Babson, 2<sup>nd</sup> Bevard. Passed 3-0.  
Currently, there is no dumpster at the jail. Trash is stored in a room off the kitchen until it can be taken to the main dumpster. This presents a safety and health hazard. Cost per month will be \$300. Waste Management agreed to waive the \$105 one-time service charge. Currently, cardboard is the only separated recyclable.

**Siemens Update**

Murray reported that the boiler has been installed at the jail and administration building to be installed this week. Currently working on humidifier in the vault and then the nursing home humidifier and controls. Estimated completion time of this project is October.

**Jail Paving Request for Proposals (RFP)**

Town of Ossipee DPW has completed dirt work to extend the jail driveway. The RFP will address extending the back-parking lot pavement. Bevard asked that the RFP be added to the county website.

**MOTION:** "Accept the RFP for the paving of the back-parking lot of the jail" by McCarthy, 2<sup>nd</sup> Bevard. Passed 3-0.

### **Jail Flooring Request for Proposals (RFP)**

The County owns the tiles and the RFP is for labor and installation. The project started in 2018 and money encumbered to complete in 2019.

**MOTION:** "Accept the RFP for flooring for the jail administrative area" by Bevard, 2<sup>nd</sup> McCarthy. Passed 3-0

### **Nursing Home Staff Scheduling Software (RFP)**

Funds were appropriated in 2019 budget. Scheduling is currently done in Microsoft Excel.

**MOTION:** "To accept the RFP for nursing home staff scheduling software as written" by McCarthy, 2<sup>nd</sup> Bevard. Passed 3-0.

### **Line-Item Transfer Request**

**MOTION:** "To approve transfer number 14" by Babson, 2<sup>nd</sup> McCarthy. Passed 3-0. This moves \$2,000 from 5150:009 to 5150:005 to cover overtime costs incurred as a result of vacant second-shift position. That position has since been filled with anticipated start date of 9/16/19.

### **Pre-Employment Drug Screening**

Commissioners briefly discussed this non-agenda item with no motion made.

### **Medicated Assisted Treatment (MAT)**

Superintendent Henry presented a sample policy for commissioners' review. Lengthy discussion about the introduction of Suboxone and other assisted treatments for CCHOC inmates. Dr. Chris Schwieger, Belknap County Superintendent Keith Gray, CCHOC Capt. Pat Batchelder, and CCHOC Programs Director Jim Stoddard participated in the conversation and spoke to the liability of Carroll County not providing this treatment and being the last NH county to adopt. Schwieger spoke to the obligation of providing the same level of care in the jail as in the community. NH State Prison system is also providing MAT. Bevard asked for copies of several mentioned data sources and studies. No action taken. Under advisement.

### **Credit Card Policy**

Robichaud surveyed other counties. Most pay the main credit card bill to avoid penalties and late fees then "chase" backup documents.

### **Jail Revenue**

Robichaud reviewed the 2<sup>nd</sup> quarter jail revenue report. Reimbursement for boarders can take and extended period of time.

### **Budget Discussions**

Discussion about condensing budget line items to simplify bookkeeping, reporting and to avoid swings in building budgets. Suggestion to create a "Facilities" budget to include all electrical, propane, and maintenance-related line items.

**MOTION:** "To move MVC Principal and Interest from 300 Fund to 100 Fund" by Babson, 2<sup>nd</sup> Bevard. Passed.

### **Administrator Updates**

There has been no decision to hire accounting assistance for the finance office.  
Hale's Location office will be closed on September 14 and September 21.

The County has received several voluminous Right-to-Know requests. Robichaud will be reaching out to legal counsel on a couple of these. Babson suggested changes be made to the law to give relief to municipalities including compensation of staff time to fulfill requests.

Next New Hampshire Association of Counties meeting is September 13 at old Merrimack County Courthouse.

### **Commissioners Updates**

The commissioners attended the September 5 Tamworth Selectmen's Meeting. Commissioners attended the September 10, 2019 ribbon-cutting at Conway Recreation Center.

### **CCHOC Update – Supt. Henry**

Henry informed commissioners of recent contraband issues at the jail as a point of information. He provided the board with a copy of the document he sent to CCHOC subcommittee in response to a list of questions. That committee is meeting next on September 23.

### **Non-Public Sessions**

**MOTION:** “To enter into non-public session under NH RSA 91-A:3, II (b), the hiring of any person as a public employee” by Babson, 2<sup>nd</sup> McCarthy. Passed on roll call vote 3-0.

**MOTION:** “To enter into non-public session under NH RSA 91-A:3, II (c), Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant” by Babson, 2<sup>nd</sup> McCarthy. Passed on a roll call vote 3-0.

**MOTION:** “To come out of non-public session” by McCarthy, 2<sup>nd</sup> Bevard. Passed 3-0.

### **Non-Public Minutes Review and Approval**

The non-public meeting minutes of September 4 have been unsealed, in part, to make public the votes regarding previous non-public minutes. The unsealed 9/4/19 section is as follows:

**MOTION:** “To approve and keep sealed the August 21, Session 5 minutes” by Bevard, 2<sup>nd</sup> Babson. Passed 2-1 with McCarthy abstaining as she was absent August 21.

**MOTION:** “To approve and keep sealed the August 21, Session 2 minutes” by Bevard, 2<sup>nd</sup> Babson. Passed 2-1 with McCarthy abstaining as she was absent August 21.

**MOTION:** “To approve the August 21, Session 3 minutes” by Babson. Motion failed for lack of a second.

**MOTION:** “To approve and unseal the August 21, Session 6 minutes” by Babson, 2<sup>nd</sup> Bevard. Passed 2-1 with McCarthy abstaining as she was absent August 21.

**MOTION:** “To approve the August 28, Session 3 minutes” by McCarthy, 2<sup>nd</sup> Bevard. Motion withdrawn pending clarification from Registrar Lisa Scott.

**MOTION:** “To approve the August 28, Session 1 minutes and unseal” by Babson, 2<sup>nd</sup> Bevard. Passed 3-0.

### **Public Comment**

Rep. Ed Comeau noted that New Hampshire has a “D” score in transparency and suggest processes be changed rather than law and therefore making citizens bear increased costs and delays in receiving public information.

Minutes approved on

Sept 18, 2019

Amanda J. Bevard

Amanda Bevard, Chairman

David H. Babson

David Babson, Clerk

Terry McCarthy

Terry McCarthy, Vice-Chairman