

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
October 2, 2019

Meeting convened: 8:30 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Others Present: Administrator Ken Robichaud, Treasurer Joe Costello, Director of Maintenance Bob Murray, CCHOC Supt Jason Henry, MVC Administrator Howard Chandler, Finance Director Kathryn Armstrong, Rep. Glenn Cordelli, Rep. Susan Ticehurst, Rep. Ed Comeau (governmentoversite.com), Daymond Steer (Conway Daily Sun), Steve Brown (Wakefield)
Recording Clerk: Mellisa Seamans

Call to Order
Pledge of Allegiance

Approval of Minutes

MOTION: "To approve September 25, 2019 meeting minutes" by Babson, 2nd Bevard.
Passed 2-0. McCarthy abstained.

Media Questions

None

Public Input

In response to a question from Cordelli, Robichaud confirmed that county finance software vendor ACS/Avenue will attend the October 23 commissioner's meeting.

In response to a question from Cordelli, Robichaud said the 2018 financial audit is not complete. Therefore, a meeting with the auditor, Melanson Heath, has not yet been scheduled.

Check Manifest

Bevard announced the check manifest total of \$53,577.89.

Received Bids for Jail Floor and Jail Parking Lot

One bid was received from Maine Made Custom Builders for installing county-owned tile in areas of the jail as advertised. (\$5,500) Robichaud was asked to review the bid with Murray and Henry and return next week with a recommendation.

One bid was received from Sunday Paving and Sealing for pavement of extension of the jail parking lot as advertised. (\$5,990)

MOTION: "To accept the bid from Sunday Paving and Sealing for pavement of extension of the jail parking lot not to exceed \$5,990" by Babson, 2nd McCarthy.
Passed 3-0.

Line Item Transfers

MOTION: "To approve line-item transfer #18" by McCarthy, 2nd Bevard. Passed 2-1 on a roll call vote with Babson opposed. This transfer uses savings from the worker's compensation and property liability insurance lines to pave the administration building rear parking lot.

MOTION: "To approve line-item transfer #19" by Babson, 2nd McCarthy. Passed 3-0. This transfer uses savings from the property liability insurance line to increase the commissioners travel expense line. It was noted that Babson is submitting mileage reimbursement requests for meeting attendance this year and has not done so in the past.

Medicated Assisted Treatment (MAT) Policy

Katie Foster of New Futures and Catalina Kirsch of Carroll County Coalition for Public Health attended to speak in support of the policy.

MOTION: "To accept the Carroll County House of Corrections policy on MAT treatment" by Babson, 2nd McCarthy. Motion failed 1-2 with Bevard and McCarthy opposed.

Credit Card Policy

MOTION: "To approve the credit card policy with the limit of allowable monthly charge determined by department and added to the acceptance form" by Bevard, 2nd McCarthy. Motion passed 3-0.

2020 Budget Discussions

MOTION: "To move all propane, electric, care of grounds and maintenance/repair, and all building repair lines from all budgets to a "County Facilities" budget by Babson, 2nd McCarthy. Passed 3-0

MOTION: "To move all health and dental insurance lines to 4102-Special Fees and Services" by McCarthy. 2nd Babson. Passed 3-0

MOTION: "To move all unemployment and property liability insurance budget lines to 4102-Special Fees and Services" by Bevard, 2nd Babson. Passed 3-0.

Robichaud outlined this year's budget process. Budget worksheets will be sent to department heads and due end of October. The commissioners will meet each day the week of November 4 with the goal of having the proposed budget complete and sent to the delegation November 15.

Hales Location

Two bids were received for the 3-year ambulance contract. CarePlus bid \$38,000 first year, \$38,200 second and \$38,400 third. Conway Fire Department bid \$35,000 for each year. Bevard announced the lowest apparent bidder is Conway Fire Department. Bevard requested a week to review the bids and that this item be added to the October 9 agenda.

One bid was received, from Whitney Consulting Group at \$7,500 for assessing services. Robichaud will request a copy of the advertisement used to solicit assessing bids.

MOTION: "To approve payment of \$22.44 for petty cash" by Babson, 2nd Bevard. Passed.

MOTION: "To approve \$1,000 check payable to K Golding for her monthly stipend" by McCarthy, 2nd Bevard. Passed.

MOTION: "To approve \$9,000 check payable to Carroll County for administrative services" by Babson, 2nd McCarthy. Passed.

MOTION: "To approve \$862 check payable to Commerford Neider & Perkins, LLC for assessing services" by McCarthy, 2nd Bevard. Passed.

MOTION: "To approve and sign the MS26, MS22 and school warrant" by Babson, 2nd McCarthy. Passed.

Prior Minutes

MOTION: "To approve the November 28, 2018 meeting minutes" by Babson, 2nd Bevard.
Motion passed.

Administrator's Updates

None

Commissioners Update

In response to a question from Babson, MVC Administrator said the request for proposals for the elderly assisted living has been finalized and will be brought to the October 9 meeting.

MOTION: "Beginning in October 2019 that the Carroll County Board of Commissioners only be paid for commissioners' weekly meetings that they attend" by Babson, 2nd McCarthy. Failed 1-2.

Bevard asked that a policy discussion regarding the disposal of county property be added to the October 9 agenda.

Registrar Lisa Scott

Scott attended a work session in Concord about NH House Bill 601 (assurance deeds) and gave commissioners an update. Scott provided the September registry revenue printed report to commissioners.

Acceptance of Prior Meeting Minutes

MOTION: "To approve the August 8, 2018 meeting minutes" by Babson, 2nd Bevard.
Passed with McCarthy abstaining.

MOTION: "To approve the January 16, 2019 meeting minutes" by Babson, 2nd McCarthy.
Passed.

Tabled Items

None

Media Questions

None

Public Input

Cordelli expressed concern that budget process information is not shared with all department heads. Cordelli suggested that the commissioners receive all materials to be reviewed during the meetings prior to the meeting to save time.

Brown expressed concern that no budget preparation direction is given to the department heads by the commissioners.

Non-Public Sessions

MOTION: "To go into non-public session as follows:

Session 1

RSA91-A:3, II(b) The hiring of any person as a public employee

Sessions 2,3,4,5

RSA 91-A:3, 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 or her, 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.

Session 6

RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

Session 7

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, 2nd McCarthy. Passed 3-0 on roll call vote.

MOTION: "To come out of non-public session and seal minutes of session 6 and 7" by Babson, 2nd McCarthy. Passed 3-0.

Adjourn at 3:27 p.m.

Minutes approved on

October 18, 2019

Amanda J. Bevard

Amanda Bevard, Chairman

David I. Babson

David Babson, Clerk

Terry McCarthy

Terry McCarthy, Vice-Chairman