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County of Carroll
Commissioner's Meeting
Carroll County Administration Building
January 8, 2020

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, MVC Administrator Howard Chandler, MVC DON Susan Dodier, MVC Asst DON Patti Cain, CCHOC Superintendent Jason Henry, Jon Rich (IT Contractor/Cybertron), Maintenance Director Bob Murray
Public Present: None
Media Present: None
Recording Clerk: Mellisa Seamans

Call to Order
Pledge of Allegiance

Media Questions

None

Public Input

None

Approval of Minutes

MOTION: "To approve the January 2, 2020 meeting minutes as amended" by Babson, 2nd McCarthy. Passed.

The amendment is to the "Public Comment" section, paragraph 2. Addition: "On October 31, 2019, the motion to invite the ACLU failed 1-2. The discussion of MAT was also not on the November 13 meeting agenda."

Check Manifest

Bevard announced the check manifest week ending January 3 total of \$195,960.20.

Dietician Contract for Jail

Henry brought forward the idea of contracting with a dietician to consult once per quarter at the jail. No action taken.

ROADS Contract Signing

The commissioners reviewed changes requested to the ROAD contract (service agreement between PMC Medical Group, LLC d.b.a. ROAD to a Better Life and Carroll County House of Corrections). The commissioners signed the agreement.

Encumbrances

MOTION: "To encumber \$2,136 for the purchase of two loader tires" by McCarthy, 2nd Babson. Passed 3-0.

Robichaud explained that the loader has to be taken to Frechette Tire. Babson suggested contacting Central Tire of Sanford, Maine to see if they can do the work at the county complex.

MOTION: "To encumber \$21,000 for the purchase of Broda chairs for MVC" by McCarthy, 2nd Babson. Motion passed 3-0.

As requested by commissioners at the December 18, 2019 meeting, Chandler said the request for proposals is in process.

Bevard asked Robichaud to obtain a written statement from the auditor confirming that the commissioners are allowed to encumber funds without a contract or other legally enforceable obligation (NH RSA 32:7).

Line Item Transfers

MOTION: “To approve line-item transfer #43” by McCarthy, 2nd Bevard. Passed 2-1 with Babson opposed.

MOTION: “To approve line-item transfer #44” by McCarthy, 2nd Babson. Passed 2-1 with Babson opposed.

Babson objected to large purchases at year-end without prior notice or explanation. Babson also objected to charging computer monitors to the office supply line instead of new equipment. Discussion about revisiting the credit card policy to perhaps set maximum on amount that can be charged without prior notification/authorization. Discussion about computer monitors being charged to “office supplies” rather than “new equipment”.

Jon Rich (Cybertron, IT contractor) was called into the meeting for further discussion. Rich explained, as part of his budget, he keeps extra monitors on hand. His budget includes smaller printers but the larger multi-purpose machines (copy/print/scan) are leased through Porter Office Machines and not included in his budget. Rich said he is willing to absorb all IT-related expenses across the county budget into his IT budget with the understanding that this will increase his budget. He noted that the county does not purchase enough equipment to qualify for quantity discounts.

MVC – State Survey

Chandler, Dodier and Cain reported that the State was at MVC 12/31/19, 1/2 and 1/3/2020 to conduct the annual inspection. The nursing-related portion of the survey resulted in MVC being found “deficiency-free”. The commissioners congratulated the three who, in turn, gave credit to all staff at MVC for making this possible. Chandler said staff recognition/celebration is in the works. Babson also noted his congratulations extended to all staff, “male or female”.

MVC-Facility Inspection

MOTION: “To contract with Generator Connection of Barrington to do the 36-month, four-hour generator load test, not to exceed \$3,920 and allow Bob Murray to sign the agreement” by Babson, 2nd McCarthy. Passed 3-0.

Murray explained, during the inspection last week, the facility was cited for four things:

1. Christmas decorations on an exit door
2. A box too high in a closet
3. Conducting fire drills too close together
4. Generator testing and recordkeeping

Every three years, the county must conduct the four-hour generator test. Annual testing at a cost of about \$3,000 will also be required if Murray unable to prove the generator maintains 30% load during each monthly test.

White Horse Addiction Center – December 2019 Report

This report was received for review by the commissioners and entered into the record.

Administrator's Updates

Robichaud reported he received a response from counsel, Liz Bailey, regarding the ability of counties to establish capital reserve funds through taxation for water systems. (reference NH RSA 35:7). He said Bailey noted there is no current case law, but her opinion is the county can move forward with establishing the fund in 2020. Robichaud will disseminate the written opinion when it is received.

Robichaud reported \$193,878.61 has been received from USource from energy rebate incentives. This represents the total amount that will be received. Costello asked if this unanticipated revenue can be used to pay down the Seamans project bond principal. Robichaud will discuss with the auditor.

Bevard resigned as a member of the New Hampshire Association of Counties Executive Board effective 1/8/20 to create an opening.

MOTION: "To appoint HR Director Bonnie Murley to be one of five Carroll County representatives to the NHAC Executive Board" by Babson, 2nd Bevard. Passed 3-0.

Babson noted that Bevard and McCarthy did not cast a NHAC email vote to set the annual dues for counties. Bevard said she cast an in-person vote at a NHAC meeting she attended.

Robichaud presented a list of 27 questions/requests for information received through Rep. Edie DesMarais from Rep. Glenn Cordelli. Discussion ensued including the creation of reports to give comparison detail for line items merged in the proposed 2020 budget (electricity, propane, insurance by department).

Commissioner Updates

Babson attended the Tamworth Recycling Project (TRP) meeting. The group is requesting a copy of the waste disposal contract for each town and the county. Bevard and McCarthy offered no objection to Babson providing the information on behalf of the county. They also agreed it would be beneficial for Bob Murray to attend the next TRP meeting with Babson.

Other

MOTION: "To allow Jon Rich to purchase a laptop for the recording secretary post haste" by Babson, 2nd McCarthy. Passed 3-0.

Bevard announced that, beginning with the January 15, 2020 commissioner's meeting and for six months forward, the weekly meeting start time will be 9:00 a.m.

Non-Public Session

MOTION: "To enter into non-public session:

Session 1 and Session 2

RSA 91-A:3, II (b) The hiring of any person as a public employee

Session 3, Session 4, Session 5, Session 6

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 on roll call vote.

Non-public session commenced at 12:00pm and ended at 1:32pm with a unanimous voice vote to reconvene the public session.


MOTION: "To seal the non-public meeting minutes of sessions 1,3,4,5,6" by Bevard, 2nd McCarthy. Passed 3-0.

The commissioners adjourned the meeting following manifest review and check signing.

Minutes approved on January 22, 2020


Amanda Bevard, Chairman

 1/22/2020
David Babson, Clerk


Terry McCarthy, Vice-Chairman