

Carroll County Commissioners Meeting  
June 7, 2017  
8:30 am

**Present:** Commissioners Amanda Bevard, David Babson, Mark Hounsell and County Administrator Ken Robichaud.

**Others Present:** Jason Henry, Lisa Scott, Bob Murray, Lori Tetreault, John Ruckenbrod

Commissioner Bevard called the meeting to order at 8:30 am/ Pledge of Allegiance

*Commissioner Babson motioned to approve the minutes of May 31, 2017 seconded by Commissioner Hounsell: all in favor. So voted*

**Public Input** – Cheryl Slanker asked for names of individuals who left employment at MVC and the reasons they left. The commissioners informed her they cannot speak about the separation of the employees.

## **Work Session**

### **Lisa Scott – Microfilm Bid**

One bid was received from Fidlar Technologies and is the apparent low bidder in the amount of \$105,354.62. Lisa will review the bid and bring a recommendation to the commissioners next week.

There was discussion on the bid opening process. The commissioners asked Ken to review and update the policy for receiving bids, and the procedure for opening and awarding them.

Ken presented the commissioners with an RFP for the county website.

*Commissioner Hounsell motioned to instruct the County Administrator to solicit bids for the website redesign and development of the county website seconded by Commissioner Babson: all in favor. So voted*

Ken presented the commissioners with a copy of the Recommendations Report from the Tamworth Police Advisory Committee for their review.

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Jason Henry – RFP & Update

Jason presented the commissioners with an RFP for an electronic key box at the jail.

Jail Update – Jason graduated from Certified Public Manager class last week and was chosen to be a speaker at the ceremony.

***Commissioner Babson motioned to go into non-public session 1 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 and session 2 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. Seconded by Commissioner Hounsell: motion passed on a roll call vote: Commissioner Hounsell “Aye”, Commissioner Babson “Aye”, Commissioner Bevard “Aye”***

***Commissioner Babson motioned to come out on non-public seconded by Commissioner Hounsell: all in favor. So voted***

***Commissioner Hounsell motioned to seal the non-public minutes seconded by Commissioner Babson: all in favor. So voted***

The following letter from the Town of Jackson was received :

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TOWN OF JACKSON

OFFICE OF THE SELECTMEN

June 1, 2017

Carroll County Commissioners  
PO Box 152  
Ossipee, NH 03864-0152

Dear Commissioners:

I received your letter dated May 24, 2017 regarding the payment of County taxes. We will not be able to change the due date from December 17<sup>th</sup> to both July 17<sup>th</sup> and December 17<sup>th</sup>. We do receive tax payments twice a year however, our payment schedules are structured around a December payment to the County. We would not have enough of a cash flow to carry us through until the December tax payment was received. We would be required to take out a TAN note and pay interest on that, which is not something our taxes payers would be happy with.

Thank you for taking the time to consider our position. I look forward to hearing back from you.

Sincerely,

Julie Atwell  
Town administrator



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**Hales Location Checks & Administrator Report**

The following checks were received for signature:

Check # 2119	County of Carroll	\$9,000.00	2017 Services
Check # 2120	Kathleen Vizard	\$1,333.33	Payroll
Check # 2121	Kathleen Vizard	\$ 45.49	Reimb AVG internet security

***Commissioner Hounsell motioned to approve payment of check # 2119 to County of Carroll in the amount of \$9,000.00 for 2017 Selectmen Services seconded by Commissioner Babson: all in favor. So voted***

***Commissioner Hounsell motioned to approve payment of Check # 2121 in the amount of \$45.49 to Kathy Vizard reimbursement for AVG internet security seconded by Commissioner Babson: all in favor. So voted***

***Commissioner Hounsell motioned to approve payment of May's Salary Check # 2120 in the amount of \$ 1,333.33 to Kathy Vizard seconded by Commissioner Babson: all in favor. So voted***

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## Hales Location Administrator/Tax Collector Report May 2017

5/1-5/8 on April's report

5/9-received 1 e-mail from the Tax Collector's Association -mailed monthly packet to County

5/10 received 8 e-mails-1 request for tax information -4 SAU 97 (1 advertising, unsubscribed)-3 Tax Collector's association

5/12 @ office Received 11 e-mails Responded to 3 regarding tax assessment cards and property tax information -4 SAU 97-2 advertising and 1 Tax Collector's Association.

Problem with internet. Followed wires, tried to reset the router to no avail. Called Fairpoint. We seem to be missing the Fairpoint modem. Modem on file is old. Fairpoint is upgrading their modems and will send one immediately free of charge. It should arrive via FedEx on Monday or Tuesday. I left -

5/15 Received 5 e-mails-3 SAU 97-1 Tax Collector's Association-1 advertising

5/16 Received 2 e-mails from Tax Collector's Association

5/17 Received 6 e-mails. 5 SAU 97 and 1-auditor Melanson Heath- replied to Alyssa

5/18 Received 6 e-mails. 3 SAU 97 advertising (unsubscribed from all) -1 request for tax card (replied) - 1 advertising -1 Office of Energy and Planning, request for Hales population (census)- replied

5/19 Received 8 e-mails-2 realtors (thanking me for tax cards) 1-realtor question regarding a septic design -2 from tax County Coordinator-1 Carroll County Registrar-1 advertising -1 SAU 97

@office- opened mail. Entered new deeds into avitar assessing. Received 2 e-mails-1 SAU 97 and 1 Tax Collector's Association. Printer wouldn't work. Tried to reset it.

5/23 Prepared warrant for 1<sup>st</sup> half property taxes. E-mailed warrant to Ken for Commissioners' signatures. Printed individual warrant report for the office and public viewing. Received 7 e-mails 6 SAU 97 (3 Advertising) (3 DOE-dept of education), 1 spam

5/24 Received 5 e-mails-1 from Ken re:warrant-3 SAU 97 (2 advertising-unsubscribed)-1 advertising

5/25 Received 5 e-mails-3 requests for tax card/statements -2 advertising

5/26 Received 11 e-mails-3 thank you for tax cards/statements - 7 SAU 97-1 Ken re: tax warrant

@ office tried to reinstall office printer (it is wireless and my computer was not recognizing it)-was not successful. Went to Albany to print checks, monthly report and bank reconciliation report.

5/27 mailed packet to County

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**Administrator Update**

Ken informed the commissioners that the Grant Review Committee and the RFQ Committee will be meeting on June 12<sup>th</sup>, 2017

Ken approved a transfer to the Attorney's office for Carrie Mcquillen (Payroll Benefits Coordinator). Jessica Landry part time MVC Benefits Coordinator will move to full time Payroll/Benefits.

*Commissioner Hounsell motioned to go into non-public 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. Seconded by Commissioner Babson: motion passed on a roll call vote Commissioner Hounsell "Aye", Commissioner Babson "Aye", Commissioner Bevard "Aye"*

*Commissioner Babson motioned to come out of non-public seconded by Commissioner Hounsell: all in favor. So voted*

*Commissioner Hounsell motioned to seal the minutes of session 3 seconded by Commissioner Babson: all in favor. So voted*

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

*Minutes Approved on \_\_\_\_\_*

\_\_\_\_\_  
*Amanda Bevard, Chairman*

\_\_\_\_\_  
*David Babson, Vice Chair*

\_\_\_\_\_  
*Mark Hounsell, Clerk*