

Carroll County Commissioners Meeting  
November 8, 2017  
8:30 am

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

**Others Present:** Jason Henry, Bob Murray, Howie Chandler, Paula Coates, John Ruckenbrod

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

*Commissioner Babson motioned to approve the minutes of November 1, 2017 seconded by Commissioner Hounsell: all in favor, so voted.*

**Public Input** – None

**CheckMate Payroll Contract**

Ken presented the commissioners with a payroll contract with CheckMate for review and signatures.

*Commissioner Hounsell motioned to authorize Chairman Bevard to sign the agreement with CheckMate, seconded by Commissioner Babson for discussion.*

*Commissioner Hounsell motioned to table the motion seconded Commissioner Babson: all in favor, so voted.*

*Commissioner Hounsell motioned to take the Checkmate contract off the table seconded by Commissioner Babson: all in favor, so voted.*

**Hales Location School Contract With SAU 9**

Ken presented the commissioners with a Hales Location school contract for grades k-6 for review.

Commissioner Babson would like a couple of changes made. Commissioner Babson will contact the superintendent of SAU 9 to discuss the changes and a contract for grades 7 & 8.

Commissioner Hounsell announced he will recuse himself from any discussion or vote having to do with SAU 9 because he is on the School Board.

## **2018 Budget Review**

The MVC budget was discussed and reviewed.

## **Bob Murray – Environmental Services**

There was a discussion about the price of cable TV. Howie will investigate other possible options.

## **Siemens Industry**

Sean Foye and Elmer Arbogast presented the commissioners with the preliminary energy audit report.

*Commissioner Housell motioned to direct Siemens Industry through the County Administrator to prepare detailed budgets to develop a \$3.4 million capital improvement plan over the next 17 years seconded for discussion by Commissioner Babson: a lengthy discussion ensued. Commissioner Housell motioned to move the question seconded by Commissioner Babson: all in favor, so voted. Commissioner Bevard called for a vote, motion passed 3-0.*

## **Ken -Delegation Meeting Review**

Ken asked Chairman McConkey for the list of questions that were mentioned in the meeting. There was discussion about the water department being an enterprise fund, and about who is responsible for posting the meeting notice in the paper.

*Commissioner Housell motioned to take the MVC budget off the table seconded by Commissioner Babson: all in favor. So voted*

## **MVC Nursing Dept – Howie & Paula**

There was discussion about the nursing agency line, Technical Gas contract and a five year plan for replacing mattresses.

## **Administrator Updates**

Ken and the commissioners discussed the following RSA:

NH RSA; 28:3-a County Audits. – In the event that an audit is required or requested by resolution by either the board of commissioners or the county convention, the commissioners, with the approval of the executive committee of the county convention, shall engage the services of a certified public accountant qualified in municipal and county finances for the purpose of conducting an audit of the county books of account. The performance and scope of the audit shall be in accordance with generally-accepted auditing practice. The audit shall include an examination for conformance with state and federal laws and regulations relating to county finances, including rules adopted by the commissioner of revenue administration pursuant to RSA 541-A, and shall also include an examination of any subject of county finances that may be requested either by the commissioners, by the county convention, or by the treasurer. The audit shall be completed within 90 days following the close of the county fiscal year. The commissioners shall cause the report of the auditor, together with the customary management letter and auditee responses, to be published with or supplementary to the annual reports of the county officers.

***Commissioner Babson motioned to retain the services of MelansonHeath to do the 2017 Carroll County audit and it be completed by March 31, 2018 seconded by Commissioner Hounsell: all in favor. So voted***

Ken presented the commissioners with the Hales Location 2017 MS 535 for signatures.

***Commissioner Hounsell motioned to execute the 2017 MS 535 on behalf of Hales Location Seconded by Commissioner Babson: all in favor. So voted***

Ken presented the commissioners with a proposal to replace the copier in the business office. The amount will be the same as the current copier at \$145.00 per month.

***Commissioner Bevard motioned to enter into a 48 month contract with Porter Office Machines, with the amount not to exceed \$6,699 seconded by Commissioner Babson: motion passed on a roll call vote Commissioner Hounsell "Aye" Commissioner Babson "Aye", Commissioner Bevard "Aye" Porter Office has given the county outstanding service and has all the county copier contracts.***

Ken presented the commissioners with the following letter from NH Department of Safety Assistant Commissioner Quinn:



JOHN J. BARTHELMES  
COMMISSIONER OF SAFETY

## State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
603/271-2791

ROBERT L. QUINN  
ASSISTANT COMMISSIONER

RICHARD C. BAILEY, JR.  
ASSISTANT COMMISSIONER

October 31, 2017

The Honorable Amanda Bevard, Chairperson  
The Honorable David Babson, Vice Chairperson  
The Honorable Mark Hounsell, Board Clerk  
Carroll County Commissioner's Office  
95 Water Village Road  
Ossipee, NH 03864

**Re: Opioid Abuse Reduction Initiative**

Dear Commissioners:

I am writing to thank you for your genuine interest and questions during the meeting of October 18, 2017.

Please know that the New Hampshire Department of Safety remains committed to finding solutions to the opioid crisis that has impacted us all.

Please feel free to contact me if you have additional questions or need further assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert L. Quinn".

Robert L. Quinn,  
Assistant Commissioner

RLQ/ssl

cc: John J. Barthelmes, Commissioner, NH Dept. of Safety  
Harold B. Parker, Policy Advisor, Office of the Governor  
Domenic M. Richardi, Sheriff, Carroll County

### **Hales Location**

Commissioners discussed brining the operational side of Hales Location to the county complex. The commissioners will be scheduling a selectmen's meeting at Hales Location before the end of November.

### **Commissioner Updates - None**

### **Public Input – None**

*Commissioner Babson motioned to go into non-public 1&2 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 Hounsell: 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 and seal the minutes seconded by Commissioner Hounsell: all in favor. So voted*

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

*Minutes Approved on 11/15/2017*

  
Amanda Bevard, Chairman

  
David Babson, Vice Chair

  
Mark Hounsell, Clerk

