

Carroll County Commissioners Meeting
December 20, 2017
8:30 am

Present: Commissioners Amanda Bevard, Mark Hounsell and County Administrator Ken Robichaud. **Commissioner Babson joined via phone**

Others Present: Jason Henry, Howie Chandler, Domenic Richardi, John Ruckenbrod, Daymond Steer

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

Commissioner Hounsell motioned to approve the minutes of 11/29/17 seconded by Commissioner Bevard: all in favor

Public Input – Daymond Steer asked they would be awarding the RFQ for the assisted living

Jason Henry – Bid Award for Flooring

The following two bids were received:

Adam R. Charles	\$8,884.00
27 Cressey Pond Lane	
East Baldwin, ME 04024	

Pars Rugs & Flooring of Portsmouth	\$8,424.12
642 Islington Street	
Portsmouth, NH 03801	

Jason recommended the commissioners award the flooring bid to

Commissioner Hounsell motioned to accept the bid from Pars Rugs & Flooring not to exceed \$8,424.12 seconded by Commissioner Babson: all in favor. So voted

RFQ-Assisted Living

The following three RFQ's were received:

Health Care Management Associates, Inc	Lynnfield	MA
Poirier & Associates	Loundon	NH
Roxie A. Severence, CNHA, FACHCA	Whitefield	NH

Ken and Howie will review the RFQ's and make a recommendation to the BOC.

Bid Opening – Retired Jail Vehicle

The following 4 bids were received:

Kevin Gay	\$ 567.00
C. Marks	\$1,111.00
Steven Antoniadis	\$1,151.25
Russell McGowen	\$1,600.00

Commissioner Hounsell motioned to suspend the policy of waiting a week to declare the winning bid seconded by Commissioner Babson: all in favor. So voted

The apparent high bidder is Russell McGowen with a bid of \$1,600.00

Commissioner Hounsell motioned to accept the bid from Russell McGowen in the amount of \$1,600.00 for the 2011 Crown Vic seconded by Commissioner Babson: all in favor. So voted

Septic Bids

The following two bids were received:

Septic Solutions	Holderness NH	\$23,140.00
DJ's Septic Services	Wolfeboro NH	\$23,165.00

The bids will be reviewed by Will DeWitte and bring a recommendation to the commissioners next week.

Grease Tank Bids

The following two bids were received:

DJ's Septic Services	Wolfeboro NH	\$3,120.00
Stewart's J and S Development Corp.	Bradford MA	\$1,200.00

The apparent low bidder is Stewart's Will DeWitte will review the bids and bring a recommendation to the commissioners next week.

Line Item Transfers

The commissioners approved line item transfers 18-23

FUNDING TRANSFER REQUEST

Request #	23
Date:	12/20/2017
Department:	MVC Nursing

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	300.5140.013	
Line Item Name:	Nursing Retirement	
Budgeted Amount:	\$396,003.00	
Expense YTD:	\$283,828.36	
Overage:		
Transfer Amount Requested:	\$7,700.00	
Payout beginning of the year long time employee. Not budgeted for.		
To		
County Line Item #	300.5140.006	
Line Item Name:	Nursing Secretary Salary	
Budgeted Amount:	\$127,571.00	
Expense YTD:	\$124,576.68	
Transfer Amount Requested:	\$7,700.00	
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature	(Date)	Signature	(Date)
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Com. Amanda Bevard, Chair	Rep. Mark McConkey, Chairman
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Com. David Babson, Vice Chair	Rep. Lino Avelino, Vice Chairman
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Com. Mark Hounsell, Clerk	Rep. Ed Butler, Clerk
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Rep. Frank McCarthy

Rep. Glenn Cordelli

Commissioner Hounsell motioned to approve line item transfer #23 seconded by Commissioner Babson: all in favor. So voted

FUNDING TRANSFER REQUEST

	Request # 22
	Date: 12/20/2017
	Department: Jail

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	100.4100.012	
Line Item Name:	Medical Insurance	
Budgeted Amount:	\$576,493.00	
Expense YTD:	\$493,909.00	
Overage:		
Transfer Amount Requested:	\$26,275.00	
Increase inmate medical costs, hard to predict from year to year.		
To		
County Line Item #	100.6100.025	
Line Item Name:	Jail Medical	
Budgeted Amount:	\$110,000.00	
Expense YTD:	\$120,819.73	
Transfer Amount Requested:	\$26,275.00	
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature	(Date) Signature
Com. Amanda Bevard, Chair	Rep. Mark McConkey, Chairman
Com. David Babson, Vice Chair	Rep. Lino Avelino, Vice Chairman
Com. Mark Hounsell, Clerk	Rep. Ed Butler, Clerk
	Rep. Frank McCarthy
	Rep. Glenn Cordelli

Commissioner Hounsell motioned to approve line item transfer #22 seconded by Commissioner Babson: all in favor. So voted

FUNDING TRANSFER REQUEST

Request #	21
Date:	12/20/2017
Department:	Jail

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	100.6100.061	
Line Item Name:	Electricity	
Budgeted Amount:	\$106,550.00	
Expense YTD:	\$92,225.96	
Overage:		
Transfer Amount Requested:	\$7,500.00	
More propane use weather related		
To		
County Line Item #	100.6100.065	
Line Item Name:	Propane	
Budgeted Amount:	\$86,000.00	
Expense YTD:	\$87,516.00	
Transfer Amount Requested:	\$7,500.00	
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature	(Date)	Signature	(Date)
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Com. Amanda Bevard, Chair

Rep. Mark McConkey, Chairman

Com. David Babson, Vice Chair

Rep. Lino Avelino, Vice Chairman

Com. Mark Hounsell, Clerk

Rep. Ed Butler, Clerk

Rep. Frank McCarthy

Rep. Glenn Cordelli

***Commissioner Hounsell motioned to approve line item transfer #21
seconded by Commissioner Babson: all in favor. So voted***

FUNDING TRANSFER REQUEST

Request # 20
Date: 12/20/2017
Department: Jail

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	300.5150.066	
Line Item Name:	Pellets	
Budgeted Amount:	\$30,000.00	
Expense YTD:	\$18,440.97	
Overage:		
Transfer Amount Requested:	\$5,000.00	
2) Extra Deliveries for 2017		
From: (If Split)		
County Line Item #	300.5150.061	
Line Item Name:	Electric	
Budgeted Amount:	\$215,750.00	
Expense YTD:	\$183,364.78	
Transfer Amount Requested:	\$9,000.00	
TO:		
County Line Item #	300.5150.065	
Line Item Name:	Propane	
Budgeted Amount:	\$113,300.00	
Expense YTD:	\$116,387.45	
Transfer Amount Requested:	\$14,000.00	

Signature (Date) Signature (Date)

Com. Amanda Bevard, Chair Rep. Mark McConkey, Chairman

Com. David Babson, Vice Chair Rep. Lino Avellino, Vice Chairman

Com. Mark Hounsell, Clerk Rep. Ed Butler, Clerk

Rep. Frank McCarthy

Rep. Glenn Cordelli

Commissioner Hounsell motioned to approve line item transfer #20 seconded by Commissioner Babson: all in favor. So voted

FUNDING TRANSFER REQUEST

Request # 19
Date: 12/20/2017
Department: MVC Nursing

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	300.5140.013	
Line Item Name:	Retirement	
Budgeted Amount:	\$396,003.00	
Expense YTD:	\$311,828.36	
Overage:		
Transfer Amount Requested:	\$6,000.00	
Agency to fill in RN, LPN, staff when OT fails to fill shift as a last resort.		
To		
County Line Item #	300.5140.023	
Line Item Name:	Agency	
Budgeted Amount:	\$162,000.00	
Expense YTD:	\$161,752.59	
Transfer Amount Requested:	6,000.00	
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature (Date) **Signature** (Date)

Com. Amanda Bevard, Chair Rep. Mark McConkey, Chairman

Com. David Babson, Vice Chair Rep. Lino Avelino, Vice Chairman

Com. Mark Hounsell, Clerk Rep. Ed Butler, Clerk

Rep. Frank McCarthy

Rep. Glenn Cordelli

Commissioner Hounsell motioned to approve line item transfer #19 seconded by Commissioner Babson: all in favor. So voted

FUNDING TRANSFER REQUEST

Request # 18
Date: 12/18/2017
Department: MVC Nursing

	Commissioners' Resolution	Delegations' Resolution
FROM:		
County Line Item #	300.5140.013	
Line Item Name:	Retirement	
Budgeted Amount:	\$396,003.00	
Expense YTD:	\$283,828.36	
Overage:		
Transfer Amount Requested:	\$24,000.00	
Staff unavailable to fill shifts then OT is used.		
To		
County Line Item #	300.5140.005	
Line Item Name:	Overtime	
Budgeted Amount:	\$185,000.00	
Expense YTD:	\$184,576.50	
Transfer Amount Requested:	\$24,000.00	
TO: (If Split)		
County Line Item #		
Line Item Name:		
Budgeted Amount:		
Expense YTD:		
Transfer Amount Requested:		

Signature	(Date)	Signature	(Date)
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Com. Amanda Bevard, Chair	Rep. Mark McConkey, Chairman		
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Com. David Babson, Vice Chair	Rep. Lino Avelino, Vice Chairman		
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Com. Mark Hounsell, Clerk	Rep. Ed Butler, Clerk		
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Rep. Frank McCarthy

Rep. Glenn Cordelli

Commissioner Hounsell motioned to approve line item transfer #18 seconded by Commissioner Babson: all in favor. So voted

Jason Henry – Grant Vines Program

This grant was put together by Dave Berry of Sullivan County and his staff in one day. The commissioners would like to thank them for their hard work. Commissioners instructed Jason to send a letter to the Sullivan County Commissioners and Dave Berry.

Victim Witness Notification System, this system notifies victims when offender is released from jail. Jason explained this grant covers all ten counties for 2 years.

Commissioner Hounsell asked if there would be any future cost to the county. Jason said not for two years and after that if any it would be \$5,000. Per year

Hales Location – Tax Rate

The Hales Location Administrator/Tax Collector recommends taking \$50,000 from unreserved fund balance to lower tax rate to \$3.20.

Commissioner Hounsell motioned to use \$50,000 from Hales Location unreserved fund balance to reduce the tax rate to \$3.20 per thousand seconded by Commissioner Babson: all in favor. So voted

Lisa Scott – Copier Contract

Lisa presented the commissioners with a copier maintenance contract from Twin Rivers Office Machines in the amount of \$520.00

Commissioner Hounsell motioned to approve the Twin Rivers Office Machines contract not to exceed \$520.00 seconded by Commissioner Babson: all in favor

Domenic Richardi – Grant

Domenic presented the commissioners with the grant application for the Homeland Security Grant Phase III Communication Simulcast Project for signatures.

Commissioner Hounsell motioned to authorize Commissioner Bevard to sign the 2018 Homeland Security Grant Phase III Communication Simulcast Project grant application seconded by Commissioner Babson: all in favor. So voted

Public Input - None

Administrator Update

Ken updated the commissioners on the progress of the new county website

Commissioner Update

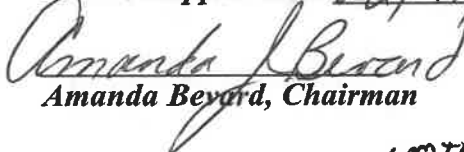
Commissioner Bevard reported that the county lands committee is recommended that a trail system be established on the county land.

Commissioner Babson motioned to go into non-public session 1 & 3 Under RSA 91-A: 3 Paragraph II (a) the dismissal, promotion or compensation of any public employee.

Session 2 Under 91-A: 3 Paragraph II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. Seconded by Commissioner Hounsell: motion passed on a rollcall vote Commissioner Hounsell "Aye", Commissioner Babson "Aye", Commissioner Bevard "Aye"

Commissioner Hounsell motioned to come out of non-public and seal the minutes of 12/20/17 seconded by Commissioner Bevard motion passed on a roll call vote Commissioner Hounsell "Aye", Commissioner Babson "Aye", Commissioner Bevard "Aye"

Minutes Approved on 12/23/2017


Amanda Bevard, Chairman

NOTED YES BY TELEPHONE

David Babson, Vice Chair


Mark Hounsell, Clerk