

Carroll County Commissioners Meeting
May 24, 2017
8:30 am

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

Others Present: Bob Murray, Joe Costello, David Smolen (Director of Conway Public Library) John Ruckenbrod

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

Public Input – None

Work Session

Bob Murray – Contracts

5-17 Commissioner Hounsell motioned to table the motion on the Trane contracts until the May 24th meeting seconded by Commissioner Bevard: all in favor. So voted

Commissioner Babson motioned to take the Trane Contract off the table seconded by Commissioner Hounsell: all in favor. So voted

Bob Murray presented two Trane Contract extensions which offer a 3% discount on both contracts for immediate payment.

Commissioner Babson motioned to accept the Trane contract for MVC not to exceed \$14,967 and the Jail not to exceed \$5,910.00 both to be discounted 3% for immediate payment seconded by Commissioner Hounsell: all in favor. So voted

Commissioners discussed tax collecting from the towns. Commissioner Bevard read the following letter:

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COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
Administration Building
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Commissioner Amanda Bevard, Chairman
Commissioner David Babson, Vice-Chairman
Commissioner Mark Hounsell, Clerk

Ken Robichaud
County Administrator

Joseph Costello, Treasurer

May 24, 2017

Dear Town Selectmen,

As many of you know, most Carroll County municipalities collect taxes twice a year; in June and December. However, New Hampshire law does not require these same municipalities to remit their county tax assessment until December 17th of the taxable year. The net result is Carroll County must borrow a greater amount of money to operate until December.

We are request that you make semi-annual payments to us by July 17 and December 17. Although not completely revenue neutral for the communities this change would help slow increases in county taxes.

We look forward to your response as we search for ways to hold down county tax assessments. Thank you for your assistance in this matter.

Sincerely Yours,


Amanda Bevard, Chairman


David Babson, Vice Chairman


Mark Hounsell, Clerk


Joseph L. Costello, Treasurer

Commissioner Hounsell motioned to sign and send the letter to all towns in the county seconded by Commissioner Babson: all in favor. So voted

David Smolen – Director Conway Public Library

Mr. Smolen is asking for a letter of support to the LCHIP (Land and Community Heritage Investment Program). The library is applying for a grant for the purpose of removing vermiculite from the attic.

Commissioner Babson motioned to send a letter of support to the LCHIP committee supporting Conway Public Library seconded by Commissioner Hounsell: all in favor. So voted

Corporate Resolution – Victim Witness Grant

Commissioner Babson motioned that Amanda Bevard, as chairperson, is duly authorized, by majority vote of the BOC, to enter into contracts or agreements on behalf of Carroll County with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in their judgment be desirable or necessary to effect the purpose of this vote seconded by Commissioner Hounsell: all in favor. So voted

Hales Location Tax Warrant

Commissioner Hounsell motioned to sign the Hales Location Tax Collectors Warrant Property Tax Levy seconded by Commissioner Babson: all in favor. So voted

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Hale's Location
Tax Totals

Tax Warrant:	2017P01 of 2
Number of Parcels:	139
Valuations	
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Non-Utility Land Value:	30,588,700
Current Use Credits:	(0)
Non-Utility Improvements Value:	44,710,100
Utility Value:	217,700
Exempt Property Value:	(1,043,500)
Valuation Before Exemptions:	74,473,000
Exemptions Applied:	0
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Net Valuation:	74,473,000
Net Non-Utility Valuation:	74,255,300
Net Utility Valuation:	217,700
 Taxes	
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Property Tax:	157,655.00
Veterans Credits Applied:	(6,750.00)
Commitment Amount:	150,905.00
Penalties:	0.00
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Total Tax Bills:	150,905.00

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Administrator Update

White Horse is having an open house June 16th from 3-6 pm in Ossipee

Commissioner Updates

Commissioner Babson gave an update on the Hales Location is very happy with the school contract.

Commissioner Hounsell asked that consideration be given to having bi weekly commissioners meetings.

Commissioner Bevard asked Ken if the RFP for the website is done and if the accrual payouts have been done. Ken said he is working on the RFP and the accruals have been paid out.

Commissioner Bevard asked for input on the restructuring of the HR and Finance departments.

Commissioner Babson motioned to go into non-public session 1 Under RSA 91-A: 3 Paragraph 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, 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 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 seal the minutes of session 1 seconded by Commissioner Hounsell: all in favor. So voted

Finance Office Restructuring

Ken presented his proposal for the restructuring of the finance office to the commissioners.

Kathy will assume the finance duties as the Controller

Cheryl will take on some of Kathy's duties

Hire a part time Administrative Assistant to take some of Cheryl's duties

HR

Carrie will take on more responsibility.

There will be approximately \$79,000.00 in savings with this restructuring.

Commissioner Bevard presented her restructuring plan as follows:

Comptroller in charge of all accounting operations

HR Manager

Benefits Coordinator

Payroll should stay as is

Commissioner Hounsell motioned to adopt the restructuring proposal from the County Administrator with hiring an Administrative Assistant for the finance office and create the position of Comptroller responsible for overseeing payroll & Bookkeeping for a probationary period ending on December 31, 2017. Leaving HR as is seconded by Commissioner Babson: motion passed on a 3-0 vote

Commissioner Hounsell motioned to divide the question of reorganization between HR and Finance Office. The HR director position will not be filled seconded by Commissioner Babson: motion passed on a 2-1 vote with Commissioner Bevard voting "Nay"

Commissioner Hounsell motioned that the Comptroller be at an annual rate of \$72,000.00 with a probationary through December 31, 2017 seconded by Commissioner Babson: motion passed on a 2-1 vote with Commissioner Bevard voting "Nay"

Commissioner Hounsell motioned to hire an Administrative Assistant for the finance at the rate of \$15.00 per hour seconded by Commissioner Babson: motion passed on a 2-1 vote with Commissioner Bevard voting "Nay"

Commissioner Hounsell motioned to create the position of Bookkeeper at the rate of \$26.44 per hour seconded by Commissioner Babson: motion passed on a 3-0 vote

Commissioner Hounsell motioned to increase the payroll/benefits coordinator to \$23.56 per hour seconded by Commissioner Babson: motion passed on a 2-1 vote with Commissioner Bevard voting "Nay"

Public Input – None

Commissioner Babson motioned to go into non-public session 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"

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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 at 12:25 pm seconded by Commissioner Babson: all in favor. So voted

Minutes Approved on _____

Amanda Bevard, Chairman

David Babson, Vice Chair

Mark Hounsell, Clerk