

**Nonpublic Session Minutes  
Carroll County Board of Commissioners**

**Date:** April 15, 2020

**Session #** 1 **of** 2

**Members Present:** Amanda Bevard  
~~Terry McCarthy~~  
David Babson (participating remotely)

**Motion to enter nonpublic session** made by Chmn. Bevard, seconded by Comm'r Babson

**Specific Statutory Reason** cited as foundation for the nonpublic session:

**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

<b>Roll Call Vote</b> to enter nonpublic session:	Bevard	<b>Y</b>	<b>N</b>
	<del>McCarthy</del>	<del>Y</del>	<del>N</del>
	Babson	<b>Y</b>	<b>N</b>

**Other persons present during the nonpublic session:** Treasurer Joe Costello, Executive Coordinator Mellisa Seamans

**Description of matters discussed, and final decisions made:** Treas. Costello read into the record an update from finance consultant Scott Eagen (attached for reference). Treas. Costello said he was disappointed that the finance director did not present the 1<sup>st</sup> Q financials as indicated on the days' public meeting agenda. He has received no monthly or quarterly updates from the finance director in 2020. Chmn. Bevard and Comm'r Babson indicated they both received the 1<sup>st</sup> Q report. Chmn. Bevard said it is too early to expect first quarter figures to be complete. Finance Director said in email that the revenue and journal entries are only completed through end of January. Treas. Costello said requests he has made previously have fallen on deaf ears, including regular balance sheets (he has never seen one) and a listing of all county department bank accounts with detail. He has received the account information from nursing home, jail, and registry of deeds but no response from commissioners' office or sheriff's department. Comm'r Babson told about the attempt he made years' ago to have the accounts reconciled monthly. A former County finance director (KG) discovered an employee had been embezzling money when the director was reconciling a years' worth of bank statements (in 2012). After this, Comm'r Babson created a spreadsheet to track monthly reconciliations. The process was followed for a few months then ignored. Comm'r Babson said the commissioners need to enforce the balancing of the checkbook and if employees cannot do it, they can find a different job. He added that if it is not something that can be resolved internally, the discussion should be held in a public meeting. Treas. Costello reported he does get a monthly report from Hales Location and the registry of deeds.

**MOTION:** "To instruct the finance officer to prepare a list of all County department bank accounts. The list to include: account title, account number, bank, authorized signers, purpose of the account, and who is responsible for reconciling the account monthly". This list is to be completed and sent to the commissioners by April 21, 2020" by Comm'r Babson, 2<sup>nd</sup> Chmn. Bevard. Passed 2-0.

Comm'r Babson agreed to call the finance director to inform her of the motion. Following that, Coord. Seamans will email a copy of the vote to her. It will be the finance director's responsibility to contact the department heads to collect the account information for each department. The commissioners will review the information received at their April 22 meeting and discuss the adoption of a standardized reconciliation form.

Motion to leave nonpublic session and return to public session by Comm'r Babson, seconded by Chmn. Bevard.

Motion: PASSED

**Public session reconvened at 12:15 p.m.**

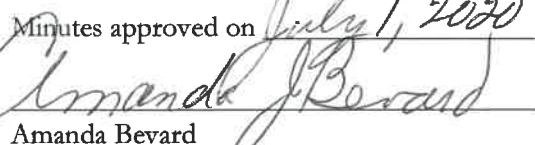
Motion made to seal these minutes? If so, motion made by Chmn. Bevard, seconded by Comm'r Babson because it is determined that divulgence of this information likely would:

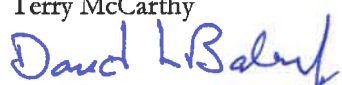
- ☒ X Affect adversely the reputation of any other person other than a member of the board
- ☐ Render a proposed action ineffective
- ☐ Pertains to preparation or carrying out of actions regarding terrorism

**Roll Call Vote** to seal minutes:

Bevard	Y	(N)
McCarthy	Y	(N)
Babson	Y	(N)

These minutes recorded by: Mellisa Seamans, Executive Coordinator

Minutes approved on July 1, 2020  
  
Amanda Bevard

ABSENT  
Terry McCarthy  
  
David Babson

Sealed Date 04/15/2020

Review Date \_\_\_\_\_

Review Date \_\_\_\_\_

Review Date \_\_\_\_\_

Release Date 7/1/20