

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**February 3, 2021**

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Executive Coordinator Mellisa Seamans, Treasurer Joe Costello, CFO Fergus Cullen, Ed Comeau (GovernmentOversite.com), Jim Miller (Clearview TV-remote), Rep. Lino Avellani (remote), Rep. Jonathan Smith (remote), Register of Deeds Lisa Scott, Director of Maintenance Bob Murray (remote), Sheriff Domenic Richardi (remote), DPW Director Will DeWitte (remote), MVC Administrator Howard Chandler, MVC Finance Director Paula Coates, Steve Maceroni of PFM Financial Advisors, LLC., Renelle L'Huillier of Devine Millimet.

**Called to Order:** 9:30 am

**Pledge of Allegiance**

**Public Comment**

None

**Media Questions**

None

**Manifest Approval**

The manifest total for week ending January 27 is \$140,161.21

**Approval of Meeting Minutes**

**MOTION:** "To approve the January 20., 2021 meeting minutes" by Comm'r Tessari, 2<sup>nd</sup> Comm'r Plache. Passed 3-0

**MOTION:** "To approve the January 27/28, 2021 meeting minutes" by Comm'r Tessari, 2<sup>nd</sup> Comm'r Plache. Passed 3-0

**Tax Anticipation Note (TAN)**

**MOTION:** "To sign the engagement letter with Devine Millimet" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

**Encumbrances**

**MOTION:** "Approve Encumbrance 2020-11 to encumber from 4102-01 for \$5,500 for final payment related to 2019 audit" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

**MOTION:** "Approve Encumbrance 2020-12 to encumber from 9400.099 for \$3,790" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0. Elevator service at MVC delayed due to contractor having wrong part on hand. Project will be completed when new part available.

**Line-Item Transfers**

Discussion about whether or not line-item transfers are necessary for overages in expense lines that are offset by revenue. Rep. Avellani agreed all expense overages require a transfer.

**ACTION: The Commissioners voted unanimously to approve line item transfer requests 2020-29, 30, 33-36, 38-48.**

Transfers 31 and 32 will be considered February 10 when the county attorney is available to discuss. Transfer 37 will be considered once a detail of the jail administrative salary line overage, including payout of earned time to former superintendent in detail is provided.

CFO Cullen will contact the department heads and ask them to submit a written explanation for all transfers approved today.

### **MVC Refinancing/Bond Discussion**

CFO Cullen previously distributed a proposal for refinancing the nursing home bond, prepared by Mr. Maceroni in consultation with Atty. L'Huillier. Both attended the meeting today via Zoom.

Mr. Maceroni noted interest rates are at historic lows and the County could save about \$790,000 over the remaining nine years of the bond. Going to the public market would require disclosure to investors and a bond rating, which the County does not have. This refinance could also be accomplished through bank-direct purchase that would not require the disclosure or bond rating. Atty. L'Huillier has been Carroll County's bond counsel for several years. Her role is to assist the County in complying with state law and tax rules. She provided a list of steps that need to be taken for the commissioners and delegation approval of refunding the bonds. She will also develop a timeline. Mr. Maceroni works with several NH counties and municipalities. The advantage of bonding both the MVC refinance and the registry of deeds archival records project at the same time may result in a lower interest rate and a reduction of fees. The fees associated are \$32,000 to include bond counsel, Mr. Maceroni's fee as well as related redemption and verification fees. Mr. Maceroni suggests the bank-direct route. To do so will need 2020 draft financials and packets to the banks end of May-June 1. Treas. Costello noted the proposal has the MVC refinance and registry project separate. Mr. Maceroni agreed to prepare a combined proposal and resubmit. The third option is using the NH Municipal Bond Bank (NHMBB). Bank direct process takes about six weeks after approvals, public offering eight weeks. Atty. L'Huillier explained the Bond Bank has a strict schedule and a different process; prepayments are not allowed. She recommends filing an application with the Bond Bank as they have flexibility to do series of sales. Comm'r Plache and Treas. Costello requested that NHMBB be invited to a commissioners' meeting. CFO Cullen will arrange this. Associated fees can be rolled into the bond. Comm'r Plache thanked Admin. Chandler for bringing forward the idea of refinancing the nursing home bond.

### **Commissioners' Comments and Reports**

Comm'r Tessari noted there were 18 invoices in last week's manifest that were not signed/coded by the department heads. Treas. Costello said this is a regular occurrence. She asked that the invoices be returned to the department heads for review and approval. Chmn. McCarthy said this has not been an issue in the past, only occurring in the past couple of weeks. CFO Cullen said the finance office has one employee currently working remotely and this may be having an impact on process. Chmn. Avellani asked if there is a policy in place that solidifies the commissioners having as much information as possible as the expenses occur and make sure they are signed off in proper fashion. Coord. Seamans pulled and provided the Accounts Payable policy for Comm'r Tessari to read, in part, into the record that invoices must be reviewed and approved by an authorized person prior to payment. "The authorization must include the original signature of the department head, the account numbers that the invoice is to be charged to, and the initials of the person who coded the invoice."

### **Media Questions**

None

**Public Input**

In response to a question in the Zoom chat window, Chmn. McCarthy announced that the target date for reopening the Administration Building is Monday, February 8.

Meeting adjourned.

Minutes approved on Feb 10, 2021

Terry McCarthy  
Terry McCarthy, Chairman

Matthew Plache  
Matthew Plache, Vice-Chairman

Kimberly Tessari  
Kimberly Tessari, Clerk