

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
March 10, 2021

Present: Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Executive Coordinator Mellisa Seamans, Ed Comeau (GovernmentOversite.com), Register of Deeds Lisa Scott, NH Representatives Lino Avellani, Clearview TV

Pledge of Allegiance

Public Comment

None

Media Questions

None

Manifest Approval

The manifest total for week ending March 2, 2021 - \$98,359.58

Approval of Meeting Minutes

Approval of March 3 and March 5 minutes held to March 17.

Department Head report – Register Lisa Scott

Reg. Scott provided a written report at the meeting. She expressed concern for budget line item .024. The proposed 2021 budget was prepared in August 2020. At that point she projected 25% increase in volume in 2021. If trend continues in 2021, she is concerned there will be insufficient funds to pay for docket recordings. 16,787 dockets in 2020. 24,844 now projected in 2021. Expects all staff to be fully vaccinated by April 7 and hopefully remote work will end and all staff will return to working onsite together by April 21.

Annex

Dir. Murray and the commissioners discussed the requested \$25,000 in the Capital Expenditure line being considered by the Delegation today. Chmn. McCarthy said the commissioners need some money to begin planning for the future use of the building for much-needed office space. Dir. Murray said the first step is coming up with the vision for the building. A basic sketch plan was created by a volunteer architect last year. The building is currently being used for laundry, Dir. Murray office space, IT, maintenance workshop and storage. Chmn. McCarthy asked for Dir. Murray to arrange for the commissioners to tour the building. Dir. Murray said there will be asbestos remediation needed.

Encumbrance Request

MOTION: “To approve encumbrance request 2020-15 in the amount of \$29,406.32 in line-item 100.9400.093 for the dining carts purchase previously approved” by Comm’r Tessari, 2nd Comm’r Plache. Passed 3-0

MOTION: “To approve encumbrance request 2020-14 in the amount of \$12,587.56 in 100.9400.096 for the previously approved fiber optic project” by Comm’r Tessari, 2nd Comm’r Plache. Passed 3-0.

Funding Transfers

MOTION: “To approve funding transfer request 2020-49 in the amount of \$149.75” by Comm’r Plache, 2nd Comm’r Tessari. Passed 3-0

MOTION: "To approve funding transfer request 2020-50 in the amount of \$50.00" by Comm'r Tessari, 2nd Comm'r Plache. Passed 3-0

Federal Travel Policy

MOTION: "To approve and execute the Federal Per Diem Travel & Grant Reporting Policy" by Comm'r Tessari, 2nd Comm'r Plache. Passed 3-0

Sick Leave Policy

MOTION: "To adopt the Sick Leave Policy for the purpose of discussion" by Comm'r Tessari, 2nd Comm'r Plache. (no vote taken)

The board discussed rescinding the Sick Time Buy Back policy (2019) and adopting a revised Sick Leave Policy (2012).

Comm'r Tessari suggested changing "accrued" to "awarded". The term accrued indicates it is earned and it cannot be taken away from employees. She suggested frontloading 96 hours to full-time employees' sick leave to use throughout the year.

Chmn. Avellani cautioned against changing to "awarded" but rather moving towards an earned time or PTO (paid time off) program to simplify tracking.

Comm'r Plache would like to see the big picture and not revise leave piecemeal.

Comm'r Tessari supports adopting the Sick Leave Policy and then form a committee to move towards earned time system.

Discussion on the policy changes to be continued March 17.

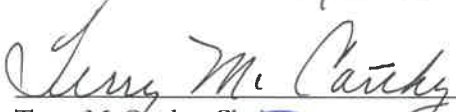
Non-Public Session

On a motion by Comm'r Tessari, 2nd by Comm'r Plache and a 3-0 roll call vote, the commissioners voted to enter into nonpublic sessions under NH RSA 91-A:3, II (a).

The board reconvened and voted unanimously to seal the minutes.

The board recessed the meeting for lunch, to sign the weekly accounts payable, and to attend the Delegation meeting.


Minutes approved on March 17, 2021



Terry McCarthy, Chairman



Matthew Plache, Vice-Chairman



Kimberly Tessari, Clerk