

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**April 7, 2021**

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Executive Coordinator Mellisa Seamans, Ed Comeau (GovernmentOversite.com), Maintenance Director Bob Murray, Register of Deeds Lisa Scott, Treasurer Joe Costello, CCHOC Superintendent Sean Eldridge, Director of Victim Services Heather Morgan

**Called to Order:** 9:20 a.m.

**Pledge of Allegiance**

**Additions to the Agenda**

- Requests for Proposals – Register Lisa Scott
- Northern Human Services Contract – Superintendent Sean Eldridge
- Victim/Witness Grant Application – Director of Victim Services Heather Morgan

**Approval of Meeting Minutes**

**MOTION:** “To approve the minutes of March 31” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari Passed 3-0

**Manifest**

The manifest for March 31, 2021 is \$67,055.90.

**Department Head Report – Director of Maintenance Bob Murray**

Dir. Murray presented a written report ahead of the meeting. Chmn. McCarthy asked for a list of key access of all who work in the building. Comm’r Plache thanked Dir. Murray for the Annex tour.

The HVAC Maintenance and Repair Request for Proposals is set aside to allow Comm’r Plache time to review.

**MOTION:** “To approve the Jail Sally Port Request for Proposals as presented” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

**Public Comment**

None

**Hale’s Location**

Chmn. McCarthy presented the draft 2020 financial audit. The board will review and hold approval until next scheduled Hale’s Location meeting. Treas. Costello presented the board with the tax collector’s monthly report. The tax collector needs to be bonded. Treas. Costello will explore options for bonding agents.

**MOTION:** “Authorize the treasurer to sign the tax collector’s stipend of \$1,000” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

**Treasurer Report**

Chmn. McCarthy has been receiving regular audit updates and sharing with Delegation Chairman Lino Avellani. She had a conversation with the auditor who confirmed the audit process is on track with expectation to complete by June deadline. The 2020 books closed February 28. The RFP and contract for the 2020 audit did not include the auditor preparing the financial statements. The finance director will attempt to find \$5,000 in the approved 2021 County budget to fund this work.

### MVC & Registry Bonds

Treas. Costello presented a comparison of acquiring bonds through PFM Advisors or New Hampshire Bond Bank prepared in cooperation with Reg. Scott. Bond rating not required if going the private bank route but could be helpful. PFM timeline is request for proposals sent to banks in June with closing date July. Comm'r Tessari asked why the RFP cannot be sent out earlier given increasing interest rates. NH Municipal Bond Bank charges 10 basis points added to the interest rate as their fee. This equals about \$79,000. Comm'r Tessari will call PFM to ask if they can accelerate their process. Her concern is that the commissioners are not fairly evaluating both options for benefit of the public. The application has been filed with NHMBB to be approved by their board April 8, then forwarded to bond counsel for review. To participate in this sale, the commissioners must vote to approve and sign the loan agreement and certificate of vote. All documents are due to NHMBB by April 21 at 4:30 p.m.

### Registry of Deeds

**MOTION:** "Approve the Deeds Book Binders Request for Proposals" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

Reg. Scott presented a draft request for proposals for the restoration of Registry records. The RFP has been reviewed by bond counsel and Primex has suggested insurance requirement, including errors and omissions and that the RFP be reviewed by County counsel.

### Human Resources

#### *Covid Travel Guidance*

Dir. Heroux presented updated covid travel guidance based on CDC recommendations wherein quarantine is no longer required following domestic travel.

**MOTION:** "Amend current travel guidance policy based on the HR Director review of CDC guidelines, exempting the nursing home that has to follow specific long-term care facility guidelines" by Comm'r Tessari, 2<sup>nd</sup> Comm'r Plache. Passed 3-0

#### *Extension of COVID Emergency Paid Sick Leave / Emergency Family Medical Leave*

Continued from March 31 meeting. Employers can voluntarily provide leave due to certain covid-related issues. State and local employers can apply for tax credits. Dir. Heroux spoke in support of the extension. He has been trying to clarify how the tax credit is applied but noted it is not dollar-for-dollar reimbursement of employee wages and payroll expenses. The commissioners took no action, thereby ending the Leave program at the County March 31. Chmn. McCarthy noted at some point the commissioners have to stop giving and if an employee is in dire need, accommodations can be made.

### Northern Human Services Contract

**MOTION:** "Approve the Northern Human Services Contract" by Comm'r Plache, 2<sup>nd</sup> Comm'r McCarthy. Passed 2-0 with Comm'r Tessari abstaining.

### Starting Point Memorandum of Understanding

**MOTION:** "Approve the Memorandum of Understanding between Carroll County House of Corrections and Starting Point and authorize the Chair to sign on behalf of the Board" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

### Video Visitation System

Securis can provide a video visitation system. The system will allow PREA training, law libraries, phone system for hearing impaired. Any revenues received through phone system was going to go towards electronic medical records but would go to this system instead. Supt. Eldridge will bring forward a contact at a future meeting.

### Other Business

**MOTION:** “To appoint Superintendent Sean Eldridge to the NH Association of Counties Executive Committee” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

**Victim Services**

Dir. Morgan gave an overview of the program. Meet with victims to introduce them to their rights, guide them through criminal justice process, include victims to make sure their voices are heard, connect them with services. On the witness side, they help with trial preparation. She presented the annual DOJ application for funding to help offset the County cost of providing this service. The addition of the County domestic violence unit has increased their workload.

**MOTION:** “Allow Chair to sign and effectuate the grant documents” by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 3-0. (Comm’r Tessari read the resolution into the motion and same was then signed by three commissioners)

**Federal Per Diem & Reporting Policy - Amended**

**MOTION:** “To approve the amended Federal Per Diem and Reporting Policy” by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 3-0

This policy was originally approved on March 10, 2021. The amendments are a result of recommendations of the customary DOJ audit of the 2<sup>nd</sup> Chance Grant.

**Funding Transfer**

**MOTION:** “To approve funding transfer 2021-01” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

**2020 Annual Report**

Coord. Seamans provided an annual report checklist. She will produce a draft of the report for a quote and present to the board for approval. Chmn. McCarthy will offer former Chair Amanda Bevard the opportunity to write the 2020 Commissioners’ Report.

**Commissioners Comments and Reports**

**Comm’r Tessari** – Will be absent in the morning of April 14 due to work obligations. Position on the bonds is clear. My goal is to provide the most accurate numbers to the general public that we can and to be able to make the decision. My recommendation at this point is the NH Municipal Bond Bank but some uncertainty and awaiting further information.

**Non-Public Session**

On a motion by Comm’r Tessari, 2<sup>nd</sup> 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) (c).

**Credit Card Policy Review and Testing**

Coord. Seamans will review for redactions and bring recommendations to the board next meeting.

**Public Comment**

Mr. Comeau suggests the board produce a public information sheet – what bonds we have, at what cost, and savings in refinancing the nursing home bond. Chmn. McCarthy said the latest estimates are \$800,000 to \$1 million in savings. Mr. Comeau requested more information on the additional audit costs. Mr. Comeau requested that when the board holds items to future meetings, they make a tabling motion.

The board will be meeting at 8:00 a.m. for an inspection of the jail.

Mr. Comeau noted that the 2018 annual report included disparaging comments about his court action against the County for untimely completion of the financial audits. There should be "some kind of correction" given the issues with audits. Comm'r Plache asked for more information about the court case. Mr. Comeau said the judge ruled the issue moot given that in the months the case dragged on the audit was completed. Comm'r Plache said the untimely audits is one of the reasons he ran for office and this should not be an issue under this board's tenure.

Chmn. McCarthy clarified that the additional \$6,000 needed is for the single audit required for audit of grant funds.

\*\*\*Recess for lunch\*\*\*


### Approval of Invoices

The board reviewed invoices received from the law firms Upton & Hatfield (\$3,341) and Jackson Lewis (\$378).

### Non-Public Session

On a motion by Comm'r Tessari, 2<sup>nd</sup> 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) and (c). A motion passed to seal the minutes of the non-public sessions.

Minutes approved on April 14, 2021

  
Terry McCarthy, Chairman

  
Matthew Plache, Vice-Chairman

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Kimberly Tessari, Clerk

### Attachments

County Resolution – NH DOJ – Victims of Crimes Act Grant  
Department Report – Director of Maintenance

**Department Head Report to Commissioners  
Director of Maintenance Bob Murray  
April 7, 2021**

Since last report (January), we have survived winter.

MVC sidewalk weather panels have been installed. Staff, visitors, and residents are enjoying them as anticipated.

MVC bus has been ordered. Delivery expected this month.

Budget has passed. We are switching gears not to initiate projects that were approved.

Admin building boiler room door has been replaced.

Currently recruiting for a 1<sup>st</sup> shift Housekeeper/Laundry Aide, and a 2<sup>nd</sup> shift Maintenance/Painter position.

MVC Maintenance/Housekeeping staff continues to be sure that unoccupied rooms have been touched up, cleaned, and ready for new admissions.

Although MVC staff don't change the way we do things on a daily basis, we are at a heightened level of awareness with anticipated state survey looming.

MVC Maintenance staff has been assisting IT vendor with MVC hands-on tasks in an attempt to minimize IT vendor entrance into MVC.

MVC/DOC internal fiber optic upgrade scheduled to commence this week. Project was postponed in January, until warmer weather arrived.

Upgrade to MVC security camera system and additional card swipe door locks to be installed soon.

Additionally, MVC is looking to replace current ID badges and timecard swipe cards with one prox card/photo ID, similar to what Admin building staff use.

Administration office reconfiguration and associated IT work took place recently.

An outdoor lighting problem (pinched wires) at DOC has been corrected.

Coordinator's office window replacement has been brought back to the top of the list of things to get done.

DOC sally port door operator RFP will be going out.

County HVAC preventative maintenance service agreement, and rooftop unit repair RFP will be going out.

County Resolution

I, Terry McCarthy, hereby certify that I am a duly elected Commissioner of Carroll County. I hereby certify the following is a true copy of a vote taken at a meeting of the Carroll County Commissioners, duly called and held on April 7, 2021, at which a quorum of the Commissioners were present and voting.

VOTED: That Terry McCarthy, County Commissioner is duly authorized to enter a contract on behalf of Carroll County Attorney in partner with the New Hampshire Department of Justice, and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the April 7, 2021. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the organization and that the organization as the general partner has full authority to bind the limited partnership to the specific contract indicated. This authority shall remain valid for thirty (30) days from the date of this County Resolution.

DATED: 4/7/2021 ATTEST: Terry McCarthy  
TERRY MC CARTHY, COMMISSIONER  
(Name and Title)

DATED: 4-7-2021 ATTEST: Matthew Plache  
Matthew Plache, Commissioner  
(Name and Title)

DATED: April 7, 2021 ATTEST: Kimberly J. Tessari  
Kimberly J. Tessari, Clerk (County Commissioner)  
(Name and Title)