

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**April 28, 2021**

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Treasurer Joe Costello, Representative Lino Avellani, DPW Director Will DeWitte, HR Director Christopher Heroux, CCHOC Superintendent Sean Eldridge, Executive Coordinator Mellisa Seamans, Mike Metcalf of Underwood Engineers, Ed Comeau (GovernmentOversite.com), Clearview TV

At 8:00 a.m., Chmn. McCarthy and Comm'r Plache met at the Carroll County House of Corrections for the regular and required annual inspection of the facility.

Call to Order 9:21 a.m.

**Pledge of Allegiance**

**Approval of Meeting Minutes**

**MOTION:** "To approve the minutes of April 19" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0.

The approval of the April 21 meeting minutes is held to the May 5 meeting.

**Media Questions**

None

**Public Comment**

Chris Schwieger presented a letter of concern and additional comments about the commissioners' decision to enter a contract with PrimeCare Medical for comprehensive medical services at the jail. He and Dr. Chris Braga are the current medical providers at the facility. PA Schwieger said that PrimeCare was provided advance notice of the RFP process while other potential bidders had a short nine days to bid on comprehensive medical services. He brought forward questions about PrimeCare patient care and billing practices.

Comm'r Plache noted that the commissioners saw a need to enter a different kind of contract. The decision is not a reflection on the care currently being provided. There was no request from PA Schwieger or Dr. Braga for an extension to submit a bid. Once the PrimeCare bid was made public, it would be unfair to reopen the process. Comm'r Tessari noted that PrimeCare received a glowing reference from the Rockingham County superintendent and that the board has exercised due diligence and is confident in their decision. Chmn. McCarthy thanked PA Schwieger Dr. Braga for their service to Carroll County through the years.

**Manifest**

The manifest for April 21, 2021 is \$553,321.74

**Department Head Report – HR Director Christopher Heroux**

Open enrollment period is May 3-14. The Safety Committee is being reorganized and meets next on May 11. Department heads have been requested to assign staff to serve on the committee. Future meeting will be held quarterly. Comm'r Plache thanked Dir. Heroux for his assistance with the HR functions at the nursing home.

**Water System – DPW Will DeWitte, Mike Metcalf of Underwood Engineers**

Mr. Metcalf has toured the County water system and put together a suggested list of things to look at. The last evaluation of the system was 1999. Evaluation of the capacity and infrastructure, create plans and budgets and

assist with finding the funding. Mr. Metcalf left a sample scope of services, rates and sample general services agreement for the commissioners to review. Dir. DeWitte said the tank condition and the ability to monitor water levels are the top two concerns. The study is needed prior to repairing the tank to determine if the tank size is sufficient.

### **Executive Coordinator Report – Mellisa Seamans**

#### *American Rescue Plan Act of 2021*

Carroll County is slated to receive \$9.5 million in two tranches, the first by May 11. US Treasury is expected to release guidelines for use of funds by May 11. NH Association of Counties has a group of lawyers working on behalf of the counties to interpret the guidelines. Chmn. Avellani said the Delegation can hold a supplemental budget hearing once the funds and guidance are received and consideration is given to how the funds will be spent.

#### *Covid-Related Funding 2021*

According to the February 28 financial statements, the County has received \$322,600 and expended \$250,500 in Covid-related funding. These amounts were not included in the 2021 budget.

#### *Capital Reserve – Water Tank*

**MOTION:** “Change the purpose of the capital reserve fund to ‘for the purpose of future repair or replacement of the County water system’ and to designated the Board of Commissioners as agents to expend” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari.  
Passed 3-0

Comm’r Tessari noted that capital reserve can be generalized but remain specific enough to offer the Delegation security that the funds will be used in accordance with an overall plan.

#### *Covid-Related Funding 2020*

The board spoke in support of including a financial analysis of Covid-related funding received and expended in 2020 in the annual report.

#### *Line-Item Transfers*

Comm’r Plache noted there will be several line item transfers to account for the changeover to contracted medical services through Primecare. The finance director is reviewing the budget for any other line-item transfers to be considered by the commissioners and executive committee.

### **Non-Public Session**

On a motion by Comm’r Tessarie, 2<sup>nd</sup> by Comm’r Plache and a 3-0 roll call vote, the commissioners voted to enter into two nonpublic sessions under NH RSA 91-A:3, II (c).

The meeting reconvened. Comm’r Tessari made a motion to seal the minutes of the seven sessions. The motion passed 3-0

### **PrimeCare Medical Services**

**MOTION:** “To enter into a contract for medical services at the jail with PrimeCare” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

### **Treasurer Report**

The auditor is on vacation until May 10. A 2020 audit status update should be available for the May 12 meeting. Treas. Costello spoke to NH Municipal Bond Bank today and readied for the sale on May 7. Today’s rate is 1%. Once the actual rate is received, Treas. Costello will recalculate the costs and savings of the bond. He agreed to provide this ahead of the May 12 Delegation meeting. Treas. Costello provided the Hale’s Location MS-535 form for signature.

**Non-Public Sessions**

**MOTION:** "To enter into non-public session under RSA 91-A:3, II(b)" by Comm'r Tessari, 2nd Comm'r Plache. Passed 3-0

The meeting reconvened and the minutes of all five sessions were sealed by 3-0 vote.

**US Forestry Agreement**

**MOTION:** "To approve the US Forestry agreement" by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0

This agreement between USDA Forest Service and Carroll County Sheriff's Department for patrols in the White Mountain National Forest.

**Other Business**

**MOTION:** "To terminate the contract with PMC Medical" by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0.

This contract provided medication-assisted treatment to inmates. This service will now be provided under the Primecare contract.

**MOTION:** "To enter the MAS Medical Staffing contract for per diem nursing staff" by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0

**Supplemental Budget**

**MOTION:** "To approve the supplemental budget request and forward to the Delegation" by Comm'r Plache, 2nd Comm'r Tessari. Passed.

The board signed the following statement that will be scheduled for a May 12 public hearing: "In accordance with NH RSA 24:14-a, the Carroll County Board of Commissioners is making this application to the Carroll County Convention for an appropriation subsequent to the adoption of the 2021 County budget for the following purposes: \$305,000 Nursing staff wage adjustment, \$250,500 Covid-related expenses, \$322,600 Covid-related revenue"

**Commissioners Comments and Reports**

None

**Media Questions**

None

**Public Comment**

None

Minutes approved on June 2, 2021

Terry McCarthy  
Terry McCarthy, Chairman

Matthew Plache  
Matthew Plache, Vice-Chairman

Kimberly Tessari  
Kimberly Tessari, Clerk