

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
April 8, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair)
Participating Remotely: David Babson (Clerk)
Others Present: Executive Coordinator Mellisa Seamans, Treasurer Joe Costello, IT Contractor Jon Rich of Cybertron
Present Remotely: Rep. Susan Ticehurst, Steve Woodcock, Wendy Scribner (Carroll County Forester UNH Cooperative Extension, Leslie Heaton (MVC-HR), MVC Administrator Howie Chandler, DPW Director Will DeWitte, Roxie Severance (RS Consulting, LLC), Jon Freeman (Northern Community Investment Corp), Registrar Lisa Scott, Maintenance Director Bob Murray
Public Present: Rep. Ed Comeau (www.governmentoversite.com), Daymond Steer (Conway Daily Sun)

Call to Order

Pledge of Allegiance

Chmn. Bevard announced this meeting is open to the public in the Delegation meeting room. The front door remained open for the duration of the meeting. The instructions for the public to participate remotely were posted on the County website and both doors of the Administration Building.

*****All votes during this meeting were taken via roll call*****

Approval of Minutes

MOTION: "To approve the April 1, 2020 meeting minutes" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Media Questions

Mr. Steer asked if the commissioners have a comment about the release of an inmate due to Covid-19 concerns. Chmn. Bevard said the matter is in the hands of the court. Mr. Steer asked if the economic impact of the coronavirus has an effect on the affordable assisted living study. Mr. Steer asked the status of the County MAT (Medically Assisted Treatment) Policy.

Public Input

Rep. Cordelli asked how the public is noticed about electronic access to the meetings. Ms. Seamans answered that the access information is posted on the County website calendar, on the agenda online, and is posted on the administration building doors. Rep. Cordelli asked if the commissioners have a public statement about the inmate release. Chmn. Bevard responded the matter is in the hands of the court. Rep. Cordelli asked if the commissioners have considered freezing non-essential spending, the potential impact on revenue, and a hiring freeze. Chmn. Bevard said this topic will likely be discussed later in this meeting.

Walking Trail

Ms. Scribner said the 500-foot, handicap accessible walking trail has been in the works for some time. Mark McConkey has found a trailer and concrete blocks that can be used to traverse wetland area.

MOTION: "To sign the NH DES wetland permit application and approve the \$25 filing fee" by Comm'r McCarthy, 2nd Comm'r Babson. Passed 3-0

RFP – Round Baler

MOTION: "To out the request for proposals for the round baler" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Skid Steer - DPW

MOTION: “To purchase the skid steer the County has been leasing” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0

Affordable Assisted Living Study

Ms. Severance and Mr. Freeman presented the affordable assisted living study. (A copy of the study can be found at the County website www.carrollcountynh.net and is available in the County business office). No action taken.

Covid-19 Precautions (Administration Building)

Comm’r McCarthy suggested a screening procedure for employees or public who enter the building. A form, gloves, alcohol wipes and a thermometer will be provided on a table in the lobby. Reg. Scott and Admin. Chandler agreed to share the procedure/forms in use currently in their departments.

Commissioner Department Assignments

Chm. Bevard suggested each department head be assigned to a commissioner as a point of contact for emergency or urgent matters. Comm’r Babson said he is surprised how well things are working and no need for change in procedure. No action taken.

Jail Maintenance Position Job Description

Dir. Murray presented a draft job description prepared in cooperation with CCHOC Superintendent Jason Henry. Dir. Murray asked permission to advertise now in anticipation of a staff retirement. This will allow current employee to train the new employee.

MOTION: “Accept the job description for Maintenance/DOC Maintenance Worker II” by Chmn. Bevard, 2nd Comm’r Babson. Passed 3-0

Comm’r Babson gave permission to use his signature stamp to sign the document.

Delegation Room – Speakerphone

Mr. Rich asked in the 2020 IT budget for funding to install a full audio visual set-up in the room. He was awarded the funds to purchase a projector and speakerphone (wired). He will forego the projector and purchase a wireless speakerphone that can be used anywhere on campus with access to WiFi.

Executive Coordinator Report

In addition to regular duties, Coord. Seamans has viewed online webinars for Zoom (meetings) and CivicPlus (County website). The weekly Zoom Meeting invitations will be sent out on Fridays as well as posted to the website and on the commissioners’ meeting agendas.

Hales Location

MOTION: “To give the Hale’s Location assistant permission to use her personal credit card to register for two online courses and receive reimbursement” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0

Treas. Costello asked for a signed copy of the March 24, 2020 delegation meeting minutes. Coord. Seamans will provide a copy of the draft and a signed copy when approved.

Treas. Costello received copies of bills for Fryeburg Academy and Avitar. He will investigate because he believes the bills have been paid.

Chmn. Bevard asked Comm'r Babson to follow-up on a letter and \$600 received from the federal government (payment in lieu of taxes for federal lands) and whether or not the money can be paid to Fryeburg Academy.

Treasurer's Report

Treas. Costello asked about the weekly manifest being uploaded to the County website. Coord. Seamans will attach the document to the weekly commissioners' meeting minutes and post to website.

Treas. Costello asked if a monthly budget versus actual report will begin being produced rather than only quarterly. He also asked when the County can expect to see a quarterly balance sheet.

Kancamagus Patrol – Sheriff's Department

MOTION: Give Chmn. Bevard permission to sign the contract with the Forest Service for 2020 for patrolling of the Kancamagus Highway” by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Public Comment

Rep. Cordelli disagreed with the commissioners' decision to approve a job description that had not been reviewed by human resources.

Non-Public Session

MOTION: “To enter into non-public session in compliance with 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...” by Chmn. Bevard, 2nd Comm'r McCarthy. Passed 3-0

MOTION: “To enter into non-public session in compliance with RSA 91-A:3, II (b) The hiring of any person as a public employee” by Chmn. Bevard, 2nd Comm'r McCarthy. Passed 3-0

MOTION: “To seal the minutes of the non-public sessions” by Chmn. Bevard, 2nd Comm'r McCarthy. Passed 3-0

Comm'r Babson said the commissioners should not be recessing to sign checks. The process should be to recess and then reconvene to sign the weekly checks.

The meeting recessed and then reconvened for the weekly check signing.

Minutes approved on

April 15, 2020

Amanda J. Bevard

Amanda Bevard, Chairman

David L. Babson Jr.

David Babson, Clerk

Terry McCarthy, Vice-Chairman