

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**April 22, 2020**

**Meeting convened:** 9:00 a.m.  
**Members Present:** Amanda Bevard (Chair), Terry McCarthy (Vice-Chair)  
**Members Remotely:** David Babson (Clerk)  
**Present Remotely:** Director of Maintenance Bob Murray, Registrar Lisa Scott, CCHOC Supt. Jason Henry, MVC Administrator Howie Chandler, DPW Director Will DeWitte, Rep. Susan Ticehurst  
**Others Present:** Treasurer Joe Costello, Jon Rich (IT Contractor, Cybertron)  
**Public Present:** Rep. Ed Comeau (www.governmentoversite.com), Joe Hass (via Zoom)  
**Recording Clerk:** Mellisa Seamans

Call to Order  
Pledge of Allegiance

All votes during this meeting were taken via roll call. The administration building door remained unlocked during the meeting to provide public access. The instructions to join the meeting remotely via Zoom were posted with the agenda on the County website and at the administration building entrances.

**Media Questions**

None

**Public Comment**

Mr. Haas referenced NH RSA 275:43, I (a) indicating that county employees may avoid banks and be paid in cash to avoid the burdensome banking regulations and fees. The RSA provides that employees shall be paid at no cost to the employee.

Mr. Haas asked that the commissioners establish a county office of education to aid the towns given that ¾ of property tax bill amounts are used to fund local education, a state responsibility. He requested a meeting to discuss this further. Mr. Haas also requested a written response to his comments.

**Approval of Minutes**

**MOTION:** "Approve the minutes of April 15, 2020" by Comm'r Babson, 2<sup>nd</sup> Comm'r Bevard.  
Passed 2-0 with Comm'r McCarthy abstaining.

**Department Head Report – MVC Adm. Howie Chandler**

Adm. Chandler thanked Rep. Edie DesMarais for connecting MVC with a local importer who is assisting with obtaining personal protective equipment (PPE). Supt. Henry suggested the jail, MVC and sheriff's department submit combined orders for PPE through NH Department of Health and Human Services. Adm. Chandler said NH DHHS is currently providing two-day supply, but his goal is to have 14-day supply.

Adm. Chandler provided a bi-monthly report, including first quarter financials. [both attached for the record]. Comm'r Babson expressed concern about the accounting of the \$300/\$150 additional Covid-19 relief per week MVC employees are set to be paid. Comm'r Babson said the additional revenue will be deposited into the general fund and employees paid from usual salary line that will cause the salary line to be overspent later in the year. Chm. Bevard will discuss with the finance director for clarification. Adm. Chandler noted that the weekly additional payments to staff will total approximately \$47,000.

Roxie Severance will be asked to attend the April 29 commissioners' meeting to provide an executive summary and future recommendations from her affordable assisted living study. Comm'r Babson expressed concern that the study did not include "competition" of Sugar Hill retirement community. Adm. Chandler has asked Severance to address this.

**Request for Proposals (RFP) – Upgrade Fiber Optic Cable**

The project will run cable between the Annex and jail and replace cable between the Annex and nursing home. The replacement cable will improve speed from one gigabyte per second to 10 gigabyte per second. This is a budgeted item.

**MOTION:** "To approve the RFP for upgrade of fiber optic cable" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 3-0

**Renewal of Pest Services Contract**

Dir. Murray noted the contract was awarded to JP Pest Services through a competitive bid process in 2016. The company has held their price and will lock it in for 2020 and 2021.

**MOTION:** "To award the pest control contract to JP Pest Services for a two-year contract not to exceed \$7,414 per year. The reason for sole source is because the company has held the price since 2016 competitive bid, have done a good job and the county should build relationships with companies that do a good job" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0

**MOTION:** "To give Dir. Murray permission to sign the agreement" by Chmn. Bevard, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0

**Preventative Maintenance Agreement - Siemens**

Dir. Murray reported that Siemens has proven they do a good job, have held their price from 2019 to 2020 after winning the contract in competitive bid and are now offering a three-year contract. There is a fixed increase of three percent each year for 2021 and 2022. Comm'r Babson asked the risk of going with another company that is not familiar with the equipment Siemens has put in place. Dir. Murray said there is equipment under one-year warranty and if any other company repairs the equipment, it voids the warranty. Chmn. Bevard prefers a one-year contract with current price held and then put the contract out for bid in 2021. Chmn. Bevard said a three-percent increase per year is high. Comm'r Babson argued that the bulk of the three percent is wage increases, similar to the annual increases in the County budget.

**MOTION:** "To award the maintenance contract for HVAC to Siemens for the prices quoted on page nine of their April 14, 2020 quote. The reasons being they were the ones that installed the equipment, the warranty would be no good if someone else services their equipment in the first year, the \$1,300 increase for professional help in three years in a facility the size of ours is basically not a pay raise" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Vote 2-1 but fails because the option to waive the bidding process requires a unanimous vote.

Treas. Costello said Dir. Murray has negotiated an excellent deal with the three-percent increase in year two and three. The current agreement expired on March 31. The equipment will be serviced without a contract but will cost more. Negotiating a service agreement gives the county a preferred hourly rate and priority client status.

**MOTION:** "Go out to bid for a one-year contract" by Chmn. Bevard. Motion failed for lack of a second.

**MOTION:** "Go out to bid for a three-year contract" by Chmn. Bevard. Motion failed for lack of a second.

Dir. Murray will be scheduling annual service work and it will be done on a time and material basis and it is going to cost more money this year. Dir. Murray is very uncomfortable having the county at risk by not having an agreement.

**Request for Proposals (RFP) – Loading Dock Approach Reconstruction**

**MOTION:** "To approve the RFP for Loading Dock Approach Reconstruction" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson.

Dir. Murray said the area has been surveyed and there are no wetlands.

**Request for Proposals (RFP) – Loading Dock Leveler**

**MOTION:** "To approve the RFP for Loading Dock Leveler" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson.

**Memorandum of Understanding (MOU) – Sgt. Justin Corliss for K9 Chloe at CCHOC**

**MOTION:** "To approve the MOU between the County and Justin Corliss and pay annual stipend of \$3,000" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy.

Supt. Henry reported that Chloe has been able to detect drugs in the facility, has been working on tracking skills and other trainings, sniffs the mail for contraband, and, in November 2019, Chloe and Sgt. Corliss completed the North American Police Dog Work Association national certification as a narcotics detection team. Kindness Animal Hospital in Ossipee has been providing free and/or reduced care for Chloe. The goal is to have her certified as a corrections officer when that next opportunity becomes available.

Comm'r Babson thanked Sgt. Corliss for his generosity in using his GI Bill to purchase Chloe and put her to work at County jail. Comm'r Babson gave permission to use his signature stamp on the MOU.

**Union Contract Signature**

Chmn. Bevard and Comm'r McCarthy signed the 2020-23 union contract. Comm'r Babson gave permission to use his signature stamp on the union contract. (This contract was approved by the board on March 18, 2020)

**Covid-19 Notes**

Supt. Henry reported no boarders are being accepted at CCHOC at this time. Intakes are in quarantine for 14 days. The greatest expense has been cleaning supplies, with inmates assisting with cleaning the facility. Screenings are done, including temperatures, for all staff entering the facility. He is proud of his staff for showing up under these difficult times.

Registrar Scott said her department is very busy with staff taking turns working remotely. State income appears to be a little lower than 2019 but county income on target. Delivery of documents to the Registry is being handled outside.

**Regarding Inmate Release**

Supt. Henry addressed the board regarding an item that has received much attention and press coverage – the potential release of inmate T. Perkins due to covid-19 concerns. Supt. Henry noted that the inmate remains incarcerated. The jail doctor(s) wrote an affidavit noting that if Mr. Perkins contracted the virus his mortality rate would be 20-40% higher than other inmates, given his underlying health condition. He was transferred to another jail but then returned. The court decided he could be released with jail oversight. Supt. Henry said it is important to note that Mr. Perkins' sentence is up in June. Supt. Henry said he struggled with bringing the affidavit forward and is not normally in favor of releasing violent offenders. Chmn. Bevard said this is not a subject for a commissioners' meeting.

**Request to Waive RFP Process – Registrar Lisa Scott**

Registrar Scott asked the commissioners to waive the bid process and to award Kofile the 2020 contract for records restoration. She reported that Kofile was awarded the bid in 2018 and was by far the most competitive. Their quality of work is excellent, service reliable, and they have sufficient resources to perform the job timely. Kofile serves Town of Ossipee and nine of the 10 counties. Kofile has agreed to retain pricing as awarded in 2018.

**MOTION:** "To waive the bid process and award the 2020 contract to Kofile" by Comm'r McCarthy, 2<sup>nd</sup> Chmn. Bevard. Vote 2-1 and fails because waiving the bid process requires a unanimous vote.

**MOTION:** "To approve the request for proposals as presented by Registrar Scott" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 3-0

**Fidlar Technologies Donation**

Registrar Scott received a letter from Fidlar Technologies. They will donate \$500 to a charity of her choice. She asked the commissioners to help her decide which countywide organization should receive the donation. Item held until next week.

**Bid Opening – Hay Baler – DPW Superintendent Will DeWitte**

Supt. DeWitte called five different companies, with one calling back to say would not be bidding due to distance from County complex in the event warranty work is necessary. Three bids were received by the April 16 deadline. The bids were opened and announced as follows:

Champlain Valley Equipment	Berlin, Vermont	\$32,475
James R. Rosencrantz & Sons	Kensington, NH	\$29,995
L.F. Trotter & Sons	South Royalton, VT	\$31,600

Supt. DeWitte will review the bids and bring a recommendation to the April 29 commissioners' meeting.

**Request for Proposals (RFP) – Bale Wrapper – DPW Superintendent Will DeWitte**

**MOTION:** "To approve the RFP for the Anderson RB400 bale wrapper" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0

**Treasurer's Report**

Treas. Costello said he has been working towards consistent reporting of bank account reconciliations in a standard format for a couple of years now. He again stressed the importance of monthly reconciliations. He referenced a 2013 newspaper article describing the theft of funds at County that was not discovered until a years' worth of bank statements were being balanced at year end. Comm'r Babson said it was his first year in office (2012) when the money was stolen from the finance office. At that time, he instituted a spreadsheet for tracking that bank accounts were being reconciled monthly. The spreadsheet was used for a few months but fell by the wayside due to lack of support from staff and fellow commissioners at the time.

Treas. Costello acknowledged recent receipt of the list of all bank accounts from the finance director. He asked the commissioners to require that full bank account numbers be added to the listing. He reported that Reg. Scott prepares a monthly reconciliation report for the treasurer and he would like to see all staff responsible for bank account reconciliations using a similar standardized format. The commissioners agreed to notify all department heads that Treas. Costello and Reg. Scott will be working together to create a standardized reconciliation reporting process. In doing so, they will need to meet with department heads that are responsible for bank accounts. Coord. Seamans will draft a memo to this effect.

Treas. Costello noted there are invoices in the weekly check runs that have not been approved by department heads. Chmn. Bevard asked that when Treas. Costello and Reg. Scott meet with the department heads they reiterate the importance of approving all invoices for payment. Chmn. Bevard noted there are several line items that the commissioners should be responsible for approving expenditures from but that the commissioners never see those invoices.

Treas. Costello reported he did not receive the first quarter financial reports that were forwarded from the finance director to the commissioners. Coord. Seamans was asked to request the finance director to be present at the April 29 meeting to discuss the first quarter expenses and revenue, with as much up-to-date data as possible.

Coord. Seamans was asked to request that the finance director request an update, in writing, from Avenu on the status of their contract fulfillment.

Treas. Costello said it is important to be able to track the time worked for employees who are working remotely. Coord. Seamans was asked to request that department heads to share the logs or a report of employees who are working from home to the commissioners on Wednesdays.

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

Coord. Seamans is working on a spreadsheet to track all projects/new hires/ etc. included in the 2020 budget to assist the commissioners in keeping track of the status of each.

She thanked the department heads for helping to get the weekly agenda and all related items prepared on Fridays, allowing for the commissioners to prepare for their meetings.

An update on the complex walking trail project was read into the record, as received from Mark McConkey. "We prepped the pathway, grubbed out most of the trees and brush. You can see the path now and where the bridge will go. Coleman Concrete is donating the large concrete block we need to support the bridge. Warren Parece is donating the handrails for the bridge. Jay of JJS Property Services will donate hydroseeding where necessary and, of course, McConkey Construction (topo and drafting by Jake McConkey), bridge frame and labor. We could use a welder to true up the frame, attach railings, and prep the frame for wood deck. Also, the stone from the administration building roof is not nearly enough. I (McConkey) will work with a local pit and see who wants that opportunity to donate and/or discount. We will also need wood decking." Comm'r McCarthy suggested that the call for donations be added to the county website. Coord. Seamans will work on sending thank you notes to all who have donated thus far.

William Dunn, logger, sent a \$215.53 check to reimburse the county for timber tax paid to Town of Ossipee.

The commissioners agreed to utilize the NH Municipal Association membership to post RFPs and employment opportunities to their website.

**Commissioners' Comments and Reports**

Comm'r Babson reported that UNH Cooperative Extension is doing a great job maintaining their level of service despite the Covid-19 restrictions and necessity of online learning and meetings.

The commissioners agreed that, during the month of May, County staff will not be permitted to attend any conferences.

**Future Use of Annex**

Comm'r Babson said he is not willing to invest any more effort into future use of the building without some sort of direction from the delegation about what they are willing to support.

Comm'r McCarthy said the building is just sitting and deteriorating. It will cost more to tear it down than it will to renovate in phases and use the building. She would like to see moving the county administration to the building, allowing the sheriff's department to use more of the first floor and the county attorney expanded use of the 2<sup>nd</sup> floor.

Coord. Seamans will email the delegation members and department heads to relay future use suggestions received so far and ask for further suggestions and comments.

**Media Questions**

In response to an email question from Daymond Steer (Conway Daily Sun), the commissioners noted they have no plans to furlough any County employees.

**Public Comment**

None

**Non-Public Session**

*Non-public Session 1, 2, 3*

**MOTION:** "To enter into non-public session under 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, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant" by Comm'r Bevard, 2<sup>nd</sup> Chmn. McCarthy. Passed on roll call vote.

Meeting reconvened at 4:25 p.m. and motion passed to seal the minutes.

Minutes approved on April 29, 2020

Amanda J. Bevard  
Amanda Bevard, Chairman

David Babson Jr.  
David Babson, Clerk

Terry McCarthy  
Terry McCarthy, Vice-Chairman