

County of Carroll
Commissioners' Meeting
Carroll County Administration Building
May 13, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair)
Members Remotely: David Babson (Clerk)
Present Remotely: MVC Administrator Howie Chandler, HR Generalist Leslie Heaton
Others Present: Treasurer Joe Costello, Register Lisa Scott, Jon Rich (IT contractor – Cybertron)
Public Present: Rep. Ed Comeau (www.governmentoversite.com), Joe Haas (via Zoom), Clearview TV, Rep. Susan Ticehurst (via Zoom)
Recording Clerk: Mellisa Seamans

Call to Order

Pledge of Allegiance

All votes during this meeting were taken via roll call. There were instructions posted on the administration building door for anyone wishing to enter for the meeting. The instructions to join the meeting remotely via Zoom were posted with the agenda on the County website and at the administration building entrances.

Approval of Minutes

MOTION: “Approve the minutes of May 6, 2020” by Comm’r Babson, 2nd Comm’r McCarthy.
Passed 3-0. Comm’r Babson gave permission to use his signature stamp.

Media Questions

None

Public Comment

None

Manifest

Chmn. Bevard announced the manifest of week ending May 8 - \$457,256.33

Commissioners' Email – Jon Rich (IT Contractor – Cybertron)

It was agreed that Mr. Rich will create an email group. Emails sent to commissioners@carrollcountynh.net and to each commissioners' @carrollcountynh.net address will forward to their County cell phones and be accessible through their desktop Outlook accounts and the County portal. All email sent to and from the commissioners@ address will be accessible to all three commissioners. Mr. Rich will need time when he is on campus to allow him to set-up the email access on each commissioners' County phone. Mr. Rich cautioned the board to remember that record retention laws may apply to email correspondence and cautioned against conducting county business through personal email accounts not tied to the County system. Ms. Seamans noted that it has been quite some time since anyone has accessed the commissioners@ email to check for messages and requested that be done as soon as possible. Ms. Seamans also requested that moving forward emails of a time-sensitive nature, i.e., Right-to-Know requests be forwarded to the business office for processing.

Mr. Rich said he is also working to improve the audio/visual capabilities in the 2nd floor meeting room, including mounting a permanent projector and making displays more visible for meeting attendees.

Commissioners' Office Staffing

Chmn. Bevard asked to discuss the position currently staffed by an executive coordinator. The delegation coordinator/commissioners' recording clerk was moved into this 90-day full-time position in March. The time period is meant to allow the commissioners time to assess their long-term staffing needs. Comm’r Babson said

he thinks the County needs both an administrator and an executive coordinator but there is no funding for this. Comm'r McCarthy does not see the need to hire an administrator at this time. Comm'r McCarthy said the agreement was made that before the 90 days expires, the commissioners would decide what position is needed and that position would be posted and advertised. She said the current arrangement of having an executive coordinator is working really well, she is learning more, and the commissioners are more in the loop than when there was an administrator. Chmn. Bevard said the department heads are doing a really great job running their departments. Comm'r McCarthy said she has no problem making the executive coordinator position permanent as long as the board follows its hiring policy. This discussion was continued later in non-public session.

Starting Wage Policy – MVC Administrator Howie Chandler/HR Generalist Leslie Heaton

The policy proposes that when an annual wage increase is implemented on April 1, it applies not to the staff but rather the position. Currently, the annual increase only applies to filled positions.

MOTION: “To approve the starting wage adjustment policy for all MVC employees presented May 13, 2020” by Comm'r Babson, 2nd Comm'r McCarthy for discussion.

MOTION: “To table this discussion until May 27, 2020” by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Ms. Heaton will explore how the annual wage increase affects starting salaries across all departments, union and non-union, and report back to the commissioners. There was general agreement of the board that the policy should apply to all County employees.

Integrated Delivery Network (IDN) – Henry Lipman, NH DHHS

NH DHHS reached an agreement through NH Association of Counties on the 2020 apportionment each county would contribute to the IDN to then be matched by federal funding and disbursed to the regional IDNs. The formula is based on the number of Medicaid recipients in each county. The Carroll County share is \$214,497 of which the County budgeted and has paid \$166,000. Mr. Lipman requests that the County pays its remaining balance of \$48,497.

Department Head Report – Register of Deeds Lisa Scott

The records restoration request for proposals was emailed to the following four vendors: Kofile Technologies, National Library Bindery Co. of Indiana, Inc., AMRestore and Northeast Document Conservation Center. Kofile Technologies submitted the sole bid that was opened this meeting. Reg. Scott was given the bid to review and return to the May 20 meeting with a recommendation. Comm'r Babson will be sent a copy of the bid.

Reg. Scott reported the Registry revenue through April, noting the County has taken in about three percent more than last year, the State transfer tax revenue is down 11%. Mortgage and document counts are both increased. Realtors are optimistic though the inventory of available real estate is down significantly. Staff have been taking turns working remotely. Spending is limited to essential purchasing only. Reg. Scott is exploring switching to a new vendor for microfilm services.

Reg. Scott spoke in support of a County starting wage policy as discussed earlier in this meeting. She also indicated support for a job classification system

Medical Insurance

Representatives from USI and Interlocal Trust attended the meeting remotely to answer further questions about the 2020-21 medical insurance policy for County employees.

MOTION: “Go with Interlocal Trust for medical insurance for 2020-21” by Chmn. Bevard, 2nd Comm'r McCarthy. Passed 2-1 with Comm'r Babson opposed.

Comm'r Babson opposed because he preferred delaying the decision to allow time to receive a legal opinion about whether or not the signed NH Interlocal Trust not-to-exceed agreement is a contract.

Treasurer's Report – Joe Costello

Treas. Costello asked the commissioners for an update on the formation of an Avenu software implementation committee.

Hale's Location

Treas. Costello reported the 2020 budget process for Hale's Location was done incorrectly. Coord. Seamans contacted NH DRA and outlined the proper procedure for setting the 2020 Hale's Location budget. Chmn. Bevard expressed concern about County staff working on Hale's Location business. Treas. Costello noted that Hale's Location pays the County \$9,000 a year for administrative services.

Commissioners' Comments

Comm'r Babson corrected a previous statement that he was waiting for a return call regarding the payment in lieu of taxes for national forest lands in Hale's Location. He said he was actually at fault for not providing information to the appropriate agency but has since done so.

Comm'r Babson attended the May 7 department heads meeting and spoke to the requirement of mask wearing and screening for anyone entering the administration building. He also delivered the message that employees should not be watching the live meetings while working.

Comm'r Babson commended the Delegation members present on May 8 for wearing facemasks for the duration of the meeting. He noted that the county attorney, register, treasurer and commissioners' chairman all removed their masks when speaking during that meeting. He thought this sent the wrong message.

Comm'r McCarthy noted that the commissioners have never been involved in setting salaries for department heads. Past practice was this was handled by the county administrator.

Comm'r McCarthy said the commissioners should establish a committee to guide the implementation of the new Avenu software functions. This committee was recommended by the contracted financial consultant and Avenu.

Public Comment

Mr. Haas asked that the commissioners give specific exemptions when entering non-public sessions rather than citing the general sections of RSA 91-A:3, II. Rep. Comeau agreed with this. Chmn. Bevard noted that she called the NH Attorney General's Office and told this is not necessary.

Rep. Ticehurst suggested setting up three Zoom meetings for each Wednesday – public session one, non-public session, and public session two. Chmn. Bevard said the challenge is not knowing how long the non-public sessions will last. Coord. Seamans noted that because the public is allowed into the building for meeting attendance, providing for public attendance via Zoom is not required. It is, however, a benefit and she will continue to work on increasing its efficiency.

Non-Public Session

Non-public Session 1

MOTION: “To enter into non-public session under RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the

investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted”

Non-public Session 2.4.5.6

MOTION: “To enter into non-public session under RSA 91-A:3, II (b) The hiring of any person as a public employee”

Non-public Session 3

MOTION: “To enter into non-public session 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 Chmn. Bevard, 2nd Comm’r McCarthy. Passed 3-0.

The meeting reconvened and a motion passed 3-0 to seal the minutes of sessions 3,4,5 and 6.

Minutes approved on May 20, 2020

Amanda J. Bevard
Amanda Bevard, Chairman

David T. Babson, Jr.

David Babson, Clerk

Terry M. McCarthy
Terry McCarthy, Vice-Chairman