

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**June 3, 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  
**Others Present:** Treasurer Joe Costello, IT Contractor Jon Rich (Cybertron)  
**Public Present:** Rep. Ed Comeau (www.governmentoversite.com), Joe Hass of Gilmanton (via Zoom), Clearview TV (via Zoom), Daymond Steer (Conway Daily Sun), Rep. Susan Ticehurst of Tamworth (via Zoom), County Lands Committee Chairman Dale Drew and Boy Scout Troop 151 Assistant Scoutmaster (Tamworth) Tim Brown.  
**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 27, 2020" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 3-0. Comm'r Babson gave permission to use his signature stamp.

**Media Questions:** None

**Public Comment**

Mr. Haas asked the commissioners to send out tax bills in accordance with NH RSA 80:4 and referenced emails sent to the commissioners in April and this date.

**Manifest**

Chmn. Bevard announced the manifest of week ending May 29 - \$838,836.45

**Loading Dock Approach Bid Opening**

Comm'r Babson expressed concern about the limited number of responses received to requests for proposals. Dir. Murray said the County website is a good source of advertisement. He noted many contractors are reluctant to bid on government projects and that County tends to do a lot of "tire kicking". Comm'r Babson suggested re-advertising this RFP. Chmn. Bevard noted that the board has been focused on building confidence in the County bid process. Comm'r McCarthy said the bidders who followed the process should not be penalized. Mr. Rich asked if the County has a policy for rebidding projects so it is not an arbitrary decision. The two bids received were opened and announced as follows:

CMI of Belmont, NH    \$56,800  
GW Brooks & Son of Freedom, NH    \$34,918

The bids were given to Dir. Murray for review.

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

The fire road project is complete. Mountain View residents are anticipating using the new outdoor space. Issued jail roof RFP (request for proposals), in advertising phase. One contractor visit, bids due in July.

Consolidated Communications contract in place, awaiting ability to enter buildings to complete work. Fiber optic upgrade RFP ready but holding back on advertising until vendors can enter the buildings. MVC General Linen contract signed. Jail washer and dryer installed. MVC dryer delivered but awaiting installation. Sheriff's office and water plant have both been serviced. The large generators are scheduled for service in August. Jail maintenance position interviews are in process with over 20 applications received. Siemens project on hold due to Covid-19 building restrictions. When restrictions lifted, there remains a humidifier to install at the administration building and repair to the sheriff's department ceiling. Lift gate on laundry truck broke so staff had to push six carts of laundry twice a day to Annex for a week. The truck has been repaired. Pest control contracts signed but work limited to outside only. The commissioners thanked Dir. Murray and his staff for their outstanding work.

**Additional Space Needs**

Discussion ensued about the additional office space needs of the county attorneys' office given two new hires. Comm'r McCarthy said the original intention was to convert part of the administration building known as the vault into office space. However, due to the halon fire suppression system in the vault, the space cannot be used for offices. Dir. Murray provided the commissioners with a quote for a modular two-office building that could be used as temporary office space. Comm'r Babson said the complete cost and space needs should have been part of the discussion when these positions were sought during the 2020 budget process. Chmn. Bevard noted that Comm'r Babson was part of those meetings and it was assumed that the vault renovation was a suitable solution. Chmn. Bevard suggested the possibility of leasing storage space in the vault.

**Blueberry Field Contract**

Mr. Drew and Mr. Brown presented a plan for maintaining the blueberry fields this season. The three-year memorandum of understanding between the Scout troop and County expires this year. Mr. Drew asked that the new three-year agreement be formalized as soon as possible. Mr. Drew noted that the Lands Committee has not met in some time and should do so soon.

**Integrated Delivery Network (IDN7) – North Country Health Consortium – Kristen van Bergen**

Ms. van Bergen presented the June 2020 Carroll County impacts report.

**Treasurer Report – Joe Costello**

Finance Director is managing cash flow tightly at this point. Nearing the need to draw again on the tax anticipation note. Treas. Costello asked the commissioners to authorize his door key to be upgraded, allowing him access to the business office, finance office and executive coordinator/treasurer office.

**MOTION:** “To authorize his door key to be upgraded, allowing him access to the business office, finance office and executive coordinator/treasurer office,” by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 3-0

**Hale's Location**

Treas. Costello obtained a copy of the 2015 Hale's Location reassessment as there was no copy at the Hale's Location office.

**MOTION:** “Approve and sign the Hale's Location MS-232,” by Chmn. Bevard, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0

**MOTION:** “Give the treasurer permission to sign the check to Minuteman Press for \$176.78 for window peel and seal envelopes” by Chmn. Bevard, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0

Treas. Costello explained this was an emergency purchase. When the property tax bills were ready to be mailed out it was discovered there were no envelopes to mail them.

**MOTION:** “Give the treasurer permission to sign the check to Denise Leighton for \$48.98 reimbursement for a computer case and envelopes” by Chmn. Bevard, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0

**MOTION:** “Give the treasurer permission to sign the \$1,000 check for monthly stipend to Denise Leighton” by Chmn. Bevard, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0.

An invoice was presented from Conway School District in the amount of \$30,091 for 2019-2020 tuition for an eighth grader. Comm’r Babson will contact the district about the bill and report back next week.

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

Coord. Seamans discussed changes to the County website and process on producing the annual report.

**MOTION:** “To continue the weekly meeting start time of 9:00 a.m. for the next six months” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0

**MOTION:** “To approve payment to Town of Ossipee in the amount of \$3,030 for first half 2020 property tax” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0

**MOTION:** “To approve payment to Jackson and Lewis in the amount of \$5,481” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0.

#### **Commissioners’ Comments**

Comm’r Babson contacted County counsel about payment of forest land reimbursement funds received on behalf of Hales Location. Counsel will research and get back to him.

Chmn. Bevard and Comm’r McCarthy agreed to have Comm’r Babson further explore the services and cost of an insurance broker to assist with employee medical insurance plan purchases.

The commissioners discussed a decision made in November 2019 to have all salary employees use the time clocks to track their time on campus and agree the process should be implemented.

#### **Public Comment**

Rep. Comeau said that people do not like when public officials are inconsistent such as when Comm’r Babson agrees to spend thousands on a hay baler but not invest in a comprehensive quality annual report. Rep. Comeau gave a “shout out” to his friend Bernard who was badly beaten during a riot in Philadelphia. Rep. Comeau said hiring an insurance broker is a good idea as long as the broker has no familial relationship with any member of the board or other conflict of interest.

Comm’r Babson apologized to Rep. Comeau for misspeaking at a previous meeting, stating that the commissioners do not have to convene a public meeting merely for the purpose of voting to enter a non-public session.

Rep. Ticehurst encouraged the commissioners to continue offering the public access to the meetings remotely. Chmn. Bevard said having to set up several Zoom sessions each week to allow for public and nonpublic sessions is time consuming. Because the delegation did not support any increase in the biennial compensation for the commissioners or acknowledge the work the commissioners do, Chmn. Bevard does not think the commissioners should increase the amount of time they spend at the County complex.

#### **Non-Public Session**

##### *Non-public Session 1 & 2*

**MOTION:** “To enter into non-public session under RSA 91-A:3, II (b) The hiring of any person as a public employee by Chmn. Bevard, 2<sup>nd</sup> Comm’r McCarthy. Passed on roll call vote.

Meeting reconvened and motion passed to seal the minutes of Session II.

The meeting recessed for weekly check signing then adjourned.

Minutes approved on June 17, 2020

Amanda J. Bevard  
Amanda Bevard, Chairman

David L. Babson Jr.  
David Babson, Clerk

Terry M. McCarthy  
Terry McCarthy, Vice-Chairman