

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**June 24, 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 Howard Chandler,  
**Others Present:** Executive Coordinator Mellisa Seamans, Treasurer Joe Costello, County Attorney Michaela Andruzzi, Finance Director Katheryn Armstrong  
**Public Present:** Rep. Ed Comeau (www.governmentoversite.com), Joe Hass of Gilmanton (Zoom), Susan Ticehurst (Zoom), Rep. Glenn Cordelli, Mark McConkey, Wendy Richardson,

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.

Call to Order  
Pledge of Allegiance

A motion passed to seal minutes of all sessions.

**Approval of Minutes**

**MOTION:** "Approve the minutes of June 17, 2020" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0. Comm'r Babson gave permission to use his signature stamp.

**Media Questions:** None

**Public Comment**

Mr. Haas asked what organization conducted the right-to-know training that Comm'r McCarthy attended. She responded it was organized by NH Attorney General's Office. Mr. Haas. Referenced the NH Constitution, Articles 8 and 38, and is "very upset" that the commissioners do not state the specific subsection under which they are entering non-public sessions.

**Manifest**

Chmn. Bevard announced the manifest of week ending June 17 - \$60,564.

**Presentation – Agricultural Learning Center – Rep. Glenn Cordelli**

Rep. Cordelli presented his idea of creating "Mountain View Agricultural Academy" as a future use of the former nursing home (Annex). Mr. McConkey offered supportive comments during the presentation. Chmn. Bevard suggested Rep. Cordelli attend a County Lands Committee meeting as that group has worked on a similar idea in the past and in the interest of not duplicating efforts. Rep. Cordelli provided a copy of the presentation for the record.

**Department Head Report – MVC Administrator Howie Chandler**

Admin. Chandler provided a report ahead of the meeting that is included as an attachment to these minutes. For three months, new admissions have been halted. Adin. Chandler expects the first new admission to occur

next week. The board commended Admin. Chandler and his staff for their continued wonderful work during the pandemic.

### **Treasurer Report – Joe Costello**

Treas. Costello asked about the Avenu finance software update progress and the formation of a related subcommittee. Chmn. Bevard said covid-19 has caused delay in the project.

### **Hale’s Location**

Treas. Costello presented a balance sheet and budget versus actual report. He said the commissioners will receive these reports monthly from Hale’s and noted he would like to see similar monthly reports from the County finance office. Coord. Seamans confirmed that the commissioners voted to encumber \$21,500 on December 18,2019 to fund the revaluation contract.

### **Commissioners’ Comments & Reports**

Comm’r Babson: Comm’r Babson asked for an update on the Avenu software upgrade. Ms. Armstrong said once the IT contractor has completed necessary steps, the project can proceed.

Comm’r McCarthy: Brought forward a concern that there is no soundproofing in the floor one of the offices in the county attorney’s office. Brought forward discussion about NH RSA 28:3a that notes the audit has to be completed within 120 days of the close of the fiscal year and that the audit, management letter and management response must be printed in the annual report or sent out as a supplement when the audit is complete. Chmn. Bevard suggested that a page be inserted in the annual report indicating the 2019 audit is delayed due to the Covid emergency. Ms. Armstrong provided a status of the 2019 audit. She sent the requested items to the auditor last week to begin the audit process. Ms. Armstrong said she was delayed getting the requested information to the auditor due to the extra work she has been doing related to Covid. Ms. Armstrong will get a statement from the auditor regarding the delay to be printed in the 2019 annual report. Rep. Comeau said the statement should show proof that Covid caused the delay and that the county is not just using it as an excuse. Chmn. Bevard asked Ms. Armstrong to consider a recommendation as NH Association of Counties explores restructuring their dues structure. Chmn. Bevard said the commissioners need to do something to get the audit complete in time for the annual report publication. She asked if the county needs a new schedule, a new auditing firm, a new format, etc. to which Ms. Armstrong replied the County needs to “hire another one of me”.

Chmn Bevard: Announcement that Mellisa Seamans has been hired to the full-time Executive Coordinator position.

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

Regarding the reopening the administration building to the public July 1, the doors will be unlocked, masks are required and temperature taking/screening is optional but encouraged. Contractors will be required to wear masks and complete the screening procedure.

The commissioners reviewed a line item transfer request. The request was set aside after the county attorney explained it was unnecessary due to the funds in question being grant funds.

The commissioners agreed that all purchases needed for their office and staff will be forwarded to Seth Coyner (Accts Payable/Purchasing) for processing.

Coord. Seamans presented a draft competitive bidding policy. The board will review and consider at the July 1 meeting.

**Non-Public Sessions (1-3)**

**MOTION:** "To enter into non-public session under RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee; and 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, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0.

The meeting reconvened and a unanimous vote was taken to seal the minutes of all sessions.

Minutes approved on

*July 1, 2020*

*Amanda J. Bevard*  
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Amanda Bevard, Chairman

*David W. Babson*  
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David Babson, Clerk

*Terry McCarthy*  
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Terry McCarthy, Vice-Chairman

