

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**July 1, 2020**

**Meeting convened:** 9:00 a.m.  
**Members Present:** Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)  
**Present Remotely:** Director of Maintenance Bob Murray  
**Others Present:** Executive Coordinator Mellisa Seamans, Treasurer Joe Costello, Finance Director Katheryn Armstrong  
**Public Present:** Rep. Ed Comeau (www.governmentoversite.com), Susan Ticehurst (Zoom)

Call to Order  
Pledge of Allegiance

**Approval of Minutes**

**MOTION:** "Approve the minutes of June 24, 2020" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 3-0.

**Media Questions:** None

**Public Comment:** None

**Manifest**

Chmn. Bevard announced the manifest of week ending June 24 - \$606,307.24

**Loading Dock Leveler Bid – Director of Maintenance Bob Murray**

Dir. Murray explained that back in April he sent out a request for proposals for the loading dock leveler. He direct-solicited two companies and it was advertised. One bidder visited the site and submitted a late proposal. The loading dock reconstruction bids came in higher than expected, exceeding the encumbered funds for the project. Given that, Dir. Murray wishes to forego the nursing home window washing project this year and apply those funds toward the loading dock leveler.

**MOTION:** "To accept the late bid" by Chmn. Bevard, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0

The one bid received was opened and announced. Coastal Equipment of Portland, Maine submitted a total bid of \$6,845 (\$3,595 leveler, \$750 freight, \$\$2,500).

**MOTION:** "Award the bid to Coastal Equipment, not to exceed \$6,845" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0.

Dir. Armstrong agreed that a line-item transfer is not necessary.

**Competitive Bidding Policy**

Coord. Seamans presented the draft revision of the County Bid/RFP Policy. Brief discussion and agreement to discuss further at the July 8 meeting.

**Department Head Report – Finance Director Katheryn Armstrong**

Regarding the delay of the 2019 audit, Dir. Armstrong read an email from Alyssa Simard of Melanson Heath dated June 30 as attached. Dir. Armstrong said the Commissioners budget (100.4100) will be over-expended

and suggested transferring the budget for the chief financial officer into the 4100 budget. The expenses were under-budgeted due to Dir. Armstrong not having accurate figures regarding the settlement paid to the former administrator. The commissioners expressed agreement with separating the finance department budget from the commissioners' office budget. To date, the County has received \$330,750 in long-term care stabilization funds due to Covid-19 to pay nursing home employees a weekly stipend. The County has received \$125,528.27 in First Responder funding to pay stipends to deputies and corrections staff. Dir. Armstrong referenced NH RSA 21-P:43 to allow the County to accept the Covid-related grant funds. Dir. Armstrong provided the June expenditure and the May revenue report. Regarding a supplemental budget to account for the Covid-19 funds, Dir. Armstrong has created codes to track the expense lines, reimbursable items are charged to budget expense lines and when the reimbursement is received she moves them to the grant lines. Chmn. Bevard said a supplemental budget process is expensive and Dir. Armstrong noted it is also a lot of work. Estimating the total for a supplemental budget will a guess, not knowing exact figure through the end of 2020.

#### **Administration Building Office Space**

This will be placed on the July 8 agenda and the county attorney will be invited to join the meeting to discuss.

#### **Hale's Location**

Comm'r Babson will contact Atty. Bailey again to inquire about the forest land reimbursement and if it can be paid to a school district outside of Carroll County.

Treas. Costello reported the office administrator is waiting to receive a booklet from the State regarding school paperwork that was not done properly in the past.

**MOTION:** "Authorize the treasurer to sign the \$1,000 check to Ms. Leighton for her salary" by Chmn. Bevard, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0

**MOTION:** "Authorize the treasurer to sign the \$2,000 check to Whitney Consulting Group for statistical update" by Chmn. Bevard, 2<sup>nd</sup> Comm'r Babson. Passed 3-0

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

Coord. Seamans is waiting for a letter from the auditor to insert in the annual report in lieu of a final 2019 financial audit and management letter.

**MOTION:** "To have Sheryl Burke write a note explaining that due to the pandemic it has been impossible to complete the 2019 audit in time to go into the annual report" by Comm'r Babson, 2<sup>nd</sup> Chmn. Bevard. Passed 2-1 with Comm'r McCarthy opposed.

Comm'r Babson that a note also be included that when the final audit is received, the commissioners will send out a supplement.

Coord. Seamans gave an overview of the July 2 meeting agenda. Representatives from Avenu will attend the meeting via Zoom. Melanson Heath sent a statement regarding the 2019 audit status in place of attending the meeting. Dir. Armstrong will present latest revenue and expense reports. Register Lisa Scott will attend with revenue report and CCHOC Superintendent Jason Henry has provided an update on boarder revenue. Chmn. Bevard said the delegation should go through the finance director if members have financial questions rather than having department heads attend their meeting. Carroll County Broadband Committee vice-chairman Rick Hiland and member Matthew Plache will attend in-person to give an update.

The monthly department head meeting was moved to July 9 due to the delegation meeting but was moved back to July 2 at the request of Chmn. Bevard so she could attend. Comm'r Babson will be attending.

Coord. Seamans has been unable to locate the current memorandum of understanding between County and the Boy Scouts regarding the blueberry field

HR Generalist Leslie Heaton volunteered to be on the Annex Subcommittee.

**Commissioners' Comments & Reports**

Comm'r Babson reported that Joe Haas of Gilmanton called his daughter-in-law to tell her that Comm'r Babson is a crook, breaking the law and is a lousy commissioner. He said it is uncalled for that Mr. Haas would call his family in Massachusetts and the incident has been reported to the sheriff.

The commissioners agreed that inquiries about the nursing home should be directed to the administrator.

Comm'r Babson asked Chmn. Bevard to enforce the face mask rule to require those in attendance to wear the mask properly and covering the nose. His comment was in response to the treasurer removing his mask when speaking. Chmn. Bevard said the treasurer is more than 6 feet away

**Public Comment**

Rep. Comeau asked that the commissioners find the 2018 final audit and management letter and send it out to all parties who are required to receive it. Chmn. Bevard suggested that Rep. Comeau look for the audit at the local libraries or town offices. Rep. Comeau said it is insulting that after Comm'r Babson and former Comm'r Mark Hounsell voted to fight him in court and spend \$16,000 in taxpayer funds doing so, there was no follow-through to ensure the audit was sent to all parties as required by law.

**Non-Public Sessions**

MOTION: "To enter into non-public sessions as follows

Session I - **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

Session II - **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.

**by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed on roll call vote 3-0.**

The board reconvened and voted 3-0 to seal the minutes of both sessions.

Adjourned.

Minutes approved on July 8, 2020

Amanda J. Bevard  
Amanda Bevard, Chairman

David Babson Jr.  
David Babson, Clerk

Terry McCarthy  
Terry McCarthy, Vice-Chairman

