

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**July 15, 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, HR Director Christopher Heroux,  
**Others Present:** Executive Coordinator Mellisa Seamans, Register of Deeds Lisa Scott, Treasurer Joe Costello, Finance Director Katheryn Armstrong  
**Public Present:** Rep. Ed Comeau (www.governmentoversite.com), Clearview TV (Zoom), Daymond Steer (Conway Daily Sun)

Call to Order  
Pledge of Allegiance

**Additions to the Agenda**

None

**Approval of Minutes**

**MOTION:** "Approve the minutes of July 8, 2020 as corrected" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 3-0.

**Media Questions:** Mr. Steer asked the status of hiring a chief financial officer. Chmn. Bevard said covid-19 has kind of put everything on the back burner. She said she has been a little busy trying to keep everything straight here. She said we have all been looking for help for the finance office and reminded Mr. Steer that she worked really hard to get receptionist hired.

**Public Comment:**

None

**Manifest**

Chmn. Bevard announced the manifest of week ending July 10, 2020 - \$172,329.39

**Supplemental Budget**

Chmn. Bevard said she did not receive any notice from the delegation chairman regarding scheduling a supplemental budget hearing. Coord. Seamans referenced an email sent from the chairman to the three commissioners on July 9 at 2:40 p.m.

Discussion about who is responsible for making sure happenings in a commissioners' meeting are individually relayed to the department heads. Coord. Seamans reported that every Friday she sends the agenda and draft minutes to the commissioners, treasurer, delegation and department heads.

Chmn. Bevard is not in favor of a supplemental budget. Comm'r Babson favors the process for transparency and the law requires that the delegation approve all appropriations. Treas. Costello consulted with the auditor and does not believe supplemental budget necessary.

**MOTION:** "Apply to the County Convention for a supplemental budget based on Covid-related expenses and revenue as of July 15, 2020" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 2-1 with Chmn. Bevard opposed.

### **Department Head Report – Register Lisa Scott**

Register Scott submitted a report (attached). The office has been open to the public since June 29 with staff and visitors continuing to adhere to safety precautions. Reg. Scott plans to include two laptops in her 2021 budget to be prepared should the office again have to close to the public and employees work remotely. Reg. Scott asked the commissioners to consider, given the current excellent bond rates, obtaining a bond to complete the restoration and archival of records program. Chmn. Bevard suggested the archival records committee meet and make a recommendation to the commissioners.

### **Jail Roof - Bid Opening – Director of Maintenance Bob Murray**

The commissioners opened and announced the following bids:

- Maine Made Custom     \$27,000     Jail Roof
- Maine Made Custom     \$9,000     Dog House
- NE Metal Builders     \$12,752     Jail Roof

(Two envelopes were received from NE Metal Builders containing an identical bid)

Dir. Murray will review the bids and prepare a recommendation for the July 22 meeting.

### **Boiler Room Door RFP**

This administration building door is rotting and 40 years old. The project is in the 2020 capital expense budget. Normally, for large projects, Dir. Murray requires a site visit but for this project it is not necessary.

**MOTION:**     “To approve the Boiler Room Door RFP” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0.

### **Auditing**

Treas. Costello read into the record an audit disengagement letter received from Melanson Heath. Comm’r Babson said the letter has caused him to change his position and he is now in favor of hiring a chief financial officer. Coord. Seamans presented a draft request for proposals for auditing services. A revised draft will be brought to the July 22 meeting for review.

### **Finance Office Position**

Dir. Heroux presented two job descriptions for review. Chmn. Bevard said the new hire must be able to do all tasks of the finance office. Comm’r McCarthy noted the new hire must have municipal experience and be able to reorganize the finance office and determine capabilities of staff. This will be on the July 22 agenda for further discussion.

**MOTION:**     “To finalize the chief financial officer job description on July 22, 2020 and to continue with hiring for the position” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 2-1 with Chmn. Bevard opposed.

### **New Hampshire Association of Counties Appointment**

**MOTION:**     “Appoint Chris Heroux to the NHAC Executive Committee” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0

### **Medical Insurance Consultant**

Comm’r Babson has communicated with a consultant who is preparing a proposal for the board’s review.

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

Treas. Costello said he has little to report due to lack of access to information which makes it difficult to comply with his statutory responsibilities under NH RSA 29:1. He continues to request a monthly expense report, revenue report and balance sheet. Reconciliation of accounts timely remains an outstanding issue. Chmn. Bevard asked Ms. Seamans to send reminders to the department heads when they are mentioned in the meeting minutes or are affected by a board decision.

### **Avenu Finance Software**

The commissioners reviewed the Avenu license assignment and training information. Discussion about purchasing additional licenses to allow access for the public, the commissioners, the treasurer and the administrative assistant. The board will discuss this with Dir. Armstrong.

### **Right-to-Know Policy**

Coord. Seamans updated the 2015 policy to incorporate all RSA 91-A law changes. The board will review the draft and discuss at July 22 meeting.

### **Hale's Location**

The commissioners signed NH DRA Form MS-535. Treas. Costello will deliver to Hale's Location. Treas. Costello requested that the commissioners authorize payment of the \$48,000 appropriated in the 2020 budget to reimburse Hale's for payments in lieu of taxes.

**MOTION:** "To authorize payment to Hale's as soon as an exact figure is determined" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 2-1 with Chmn. Bevard opposed.

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

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

**MOTION:** "Give permission to the Chair to sign the Executive Coordinator job description" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0

Coord. Seamans will work with Comm'r Babson to finalize the annual report and send for printing.

### **Exempt Employees**

Dir. Heroux was asked how many hours does a salaried employee have to work in a week to receive their weekly salary. He explained the number of hours worked is irrelevant though salary employees can be required to use sick time, earned time, etc. The board does have the ability to develop rules about when an employee needs to be at work.

### **Media Questions**

Rep. Comeau asked for the contract between Plodzick and Sanderson and County and any reports that were generated based on their work. Rep. Comeau asked if the County books are being reconciled on a monthly basis. If the audit is not going to be done in the 120 days required by law, Rep. Comeau asked what will happen. He said Comm'r Babson and former Comm'r Mark Hounsell should have to pay him and the taxpayers back for legal costs incurred when they fought his efforts to demand audits are completed according to law.

### **Supplemental Budget**

Chmn. Bevard reiterated her position that she is not in favor of a supplemental budget to account for Covid-related expenses and revenue. Treas. Costello does not see the need for a supplemental budget. Comm'r Babson asked the consequence of not having a supplemental budget. Dir. Armstrong made a case for providing a projection based on anticipated revenue and expense. The commissioners opted instead to use the revenue and

expense as of July 15 for the supplemental budget. The delegation has the option to amend the amounts when approving the supplemental budget after the public hearing.

**MOTION:** “Apply to the Convention for a supplemental budget based on Covid-related expenses and revenue as of July 15” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 2-1 with Chmn. Bevard opposed. *(Following the meeting, Dir. Armstrong provided the as of July 15 Covid-19 income and expenses. Attached for the record)*

Chmn. Bevard asked that the posting for the budget hearing include that the supplemental budget will have no impact on the tax rate.

**Public Input/Media Questions**

None

**Non-Public Sessions (12:56pm)**

**MOTION:** “To enter into nonpublic sessions 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” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy. Passed on roll call 3-0.

Meeting reconvened and a motion passed 3-0 to seal the minutes of both sessions.

Meeting adjourned at 1:38 p.m.

Minutes approved on July 22, 2020

Amanda J. Bevard  
Amanda Bevard, Chairman

David H. Babson Jr.  
David Babson, Clerk

Terry McCarthy  
Terry McCarthy, Vice-Chairman