

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
July 22, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Present Remotely: MVC Administrator Howie Chandler,
Others Present: Treasurer Joe Costello, Finance Director Kathy Armstrong, CCHOC Superintendent Jason Henry, HR Director Christopher Heroux
Public Present: Rep. Ed Comeau (www.governmentoversite.com), Clearview TV (via Zoom), Rep. Susan Ticehurst (via Zoom), Rep. Glenn Cordelli (via Zoom), Terry Mednick (of Hale's Location, 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 July 15, 2020" by Comm'r McCarthy, 2nd Comm'r Babson. Passed 3-0.

Media Questions

None

Public Comment

Rep. Cordelli asked for the commissioners' plan given that the current auditor will not be working with the County in future years. Rep. Cordelli asked about bank account reconciliations. Chmn. Bevard said there is a reconciliation book in the office if he wants to look at it.

Jail Roof Repair

MOTION: "Award the contract to New England Metal Buildings not to exceed \$12,752" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Wage and Compensation Comparison – HR Director Christopher Heroux

Dir. Heroux presented Carroll County wage data from the most recent NH Department of Labor report. Comm'r McCarthy asked for a listing of all County positions with corresponding wages to compare to the State data.

Chief Financial Officer Position – HR Director Christopher Heroux

Dir. Heroux presented a job description and advertisement for the CFO position.

MOTION: "To advertise that pay is commensurate with experience and years of service" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Annex Subcommittee

Discussion about who has “seats” on the Avenu system. Both Comm’r Babson and Comm’r McCarthy expressed disbelief that the nursing home finance director has “read only” access to the finance software but not the ability to post. Dir. Armstrong hopes the accounts payable training for herself and the bookkeeper will occur in August. She is waiting for word from the IT contractor that the computer upgrade work is complete for the nine other people who have seats. Once that is confirmed, Dir. Armstrong will teach them how to look up budgets and print reports. Avenu will then provide remote training on the purchase order module. The commissioners agreed that anyone interested should be able to sit in on the remote trainings.

Dir. Armstrong said she keeps an eye on the general fund every day but reconciling is difficult with three accounts funneling into this one account.

Auditing Request for Proposals

MOTION: “Direct solicit auditing companies” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0.

MOTION: “Accept the Auditing RFP with amendments as discussed” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0

Competitive Bidding Policy

The board reviewed a second draft of the updated policy and the new cover sheet. The policy will be reviewed next on July 29.

Right-To-Know Policy

Discussion about the policy and the board maintaining the right to review all materials being sent out in response to right to know requests. A final copy of the policy will be brought to the July 29 meeting for approval.

Commissioners’ Comments & Reports

Comm’r Babson said the board was not informed of the pick-your-own blueberries event at the County complex on July 18 and wondered if it was successful. Comm’r Babson questioned an invoice because the normal discount was not applied. Treas. Costello said he relies on the department heads’ approval of invoices. Comm’r Babson suggested County DPW staff could do routine vehicle repairs such as changing tires.

Carroll County Jail & HOC – Superintendent Jason Henry

Supt. Henry read into the record his letter of resignation effective August 31. He has accepted the position of Rockingham County Jail Superintendent. He urged the commissioners to advertise as soon as possible and offered assistance with the transition. The commissioners thanked him for his service in Carroll County and wished him well in his new position. Comm’r Babson also asked that he complete an exit interview.

Inmate with costly medication needs has been sentenced and transferred to state prison.

Pre-trial inmate currently being housed at Strafford due to medical needs Carroll County cannot accommodate due to no overnight nursing staff to administer medications. CCHOC staff on duty with the inmate while he is hospitalized.