

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
August 5, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Others Present: Treasurer Joe Costello, HR Director Christopher Heroux, Director of Maintenance Bob Murray
Public Present: Rep. Glenn Cordelli, Rep. Ed Comeau (www.governmentoversite.com), Clearview TV (via Zoom), UNH Forester Wendy Scribner (via Zoom), Joe Haas of Gilmanton (via Zoom)
Recording Clerk: Mellisa Seamans

Call to Order
Pledge of Allegiance

Approval of Minutes

MOTION: “Approve the minutes of July 29, 2020 with corrections” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0.

Comm’r Babson added that Hale’s Location obtained its DUNS number and corrected 199 to “1999”.

Comm’r Babson called the former county administrator who confirmed that County billing Hale’s Location \$9,000 for administrative services annually began in 2015.

Media Questions

Rep. Comeau submitted an addendum to the July 27 right-to-know request he submitted.

Public Comment

Rep. Cordelli took issue with Comm’r Babson referring to his statement at the July 29 meeting as a “rant”. Rep. Cordelli provided time stamps of meeting video in which Comm’r Babson supporting the commissioners approving right-to-know responses prior to the documents being sent out. Rep. Cordelli asked what investigation has been done to determine that the payroll system Checkmate should have been replaced two years ago. He questioned what analysis has been done and what investigation has led to the determination the problems are with the system versus human error or anything else.

Mr. Haas would like the weekly agenda linked to the County website calendar.

Manifest

Chmn. Bevard announced the manifest of week ending July 31 is \$349,718.93

Department Head Report – Director of Maintenance Bob Murray

Dir. Murray provided a written report ahead of this meeting (attached).

MVC Elevator Seal Repairs

MOTION: “Forego the bid process and award the repairing of the seals on three separate elevators (to Pine State Elevator) not to exceed \$6,030” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0

Not a good business practice having one company carrying the liability on a product that another company is working on. Pine State won the contract last year and gives the County an opportunity to save \$1,500 if all three are done at once.

MOTION: “Give Director Murray authority to sign the contract” by Chmn. Bevard, 2nd Comm’r McCarthy. Passed 3-0.

Business Office Doors

MOTION: “Lock *permanently* the door between the receptionist and bookkeeper offices. The door from bookkeeper office to hallway will receive a remote door opener” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0

Logging Site MOU

Ms. Scribner joined the meeting via speakerphone to discuss the 11/15/2017 memorandum of understanding between Arthur Wood and Carroll County. She presented some issues:

1. Mr. Wood indicated he would provide, free of charge to the County, a few truckloads of log length firewood. He has delivered one load. Ms. Scribner said this is 10-11 cords on average.
2. Any damage resulting from using the road and operating log trucks would be repaired to original or better condition. Mr. Wood put in a drainage culvert but there remains a lot of work that needs to be done. He left a temporary bridge that needs to be removed. Skid trails need to be smoothed and graded. He left trash, logging slash and unsold pulpwood on the landing that needs to be removed. The landing needs to be graded and stabilized. Fill may be necessary.

Ms. Scribner asked if the commissioners want to have Mr. Wood return to the property to make the repairs or hire someone and bill Mr. Wood. The statute of limitations has run out for any enforcement action so any action would have to be pursued through a civil process. Ms. Scribner will give Mr. Wood until September 30, 2020 to make the necessary repairs. If he fails to do so, the County will have the repairs made and bill Mr. Wood.

Ms. Scribner does not believe an official request from the County was ever sent to Mr. Wood to document the work remaining and the expectation of another load of firewood. Ms. Scribner will draft a letter and forward to Coord. Seamans.

Executive Coordinator – Mellisa Seamans

Coord. Seamans took a moment to recognize with appreciation the phenomenal job the Carroll County dispatchers did during the storm August 4.

The commissioners signed the previously approved easement between County and NH Electric Cooperative for the communication tower.

Coord. Seamans reported the 2017 dispatch grant has been extended to August 31, 2020. The 2018 grant work completion deadline will be July 31, 2021.

The commissioners approved payment of an invoice from Shaheen, Phinney, Bass and Green in the amount of \$382.50.

The commissioners signed the Competitive Bidding Policy approved on July 29, 2020.

The commissioners have no objection to Coord. Seamans working with the department heads to update the capital improvement plan. Recommendations will be brought to the commissioners in a work session to review and decide what will be included in the 2021-2026 plan.

The commissioners have no objection to Coord. Seamans forming a work group of employees to explore current and short term IT needs/wants and prepare recommendations for the commissioners to consider prior to entering into the next IT contract. The current three-year contract with Cybertron expires March 31, 2021. Comm'r Babson said Jon Rich of Cybertron has already approached him about renewing the contract. Coord. Seamans was asked to get clarification about Register Lisa Scott's comment at the July 27 delegation meeting that her department is excluded from the current IT contract.

Coord. Seamans will draft a response to Kevin Laurent regarding his question about the cost of fulfilling his May 6 right-to-know request. Fulfilling his request requires the review, partial or complete redaction, and copying/scanning of approximately 902 pages with an estimated cost of \$462. The commissioners will review and sign the response.

Coord. Seamans has asked the finance director for correspondence between her office and the auditor regarding the 2019 audit. This information was requested in a right-to-know request by Rep. Comeau. Once the correspondence is provided to Coord. Seamans, she will bring to the commissioners for review.

Treasurer Report – Joe Costello

Treas. Costello noted the County has borrowed \$7.5 million against the tax-anticipation line of credit this year.

Hale's Location

The commissioners signed the annual request for reimbursement in lieu of taxes for forest land (Echo Lake/Cathedral Ledge and White Mountain National Forest.

Treas. Costello confirmed that the commissioners are being copied on emails from state agencies and other organizations. He will forward a copy of one received from NH Department of Education to Comm'r Babson.

The Hale's bank account has been switched to Bank of New Hampshire. Treas. Costello presented copies of recent deposits and bank statements.

MOTION: "To authorize the treasurer to sign three checks: \$17,500 to Conway Fire and Rescue; \$1,000 to Denise Leighton; and \$1,500 to Melanson Heath" by Comm'r Babson, 2nd Comm'r Bevard. Passed 3-0.

Commissioners' Comments and Reports

Comm'r McCarthy asked that Dale Drew be added to the August 12 agenda to discuss the 2020 blueberry operation.

Comm'r McCarthy spoke to Scott Eagen of Plodzick and Sanderson who said the firm is working to get help to Carroll County to get the audit materials ready by End-August if needed.

Comm'r Babson suggested the commissioner contact the department heads to determine if there are any anticipated retirements in 2021 and what the estimated cost of payout of accrued benefits will be.

Chmn. Bevard received an email from the finance director indicating she will hopefully have all required 2019 audit documents to the auditor by August 7.

Chmn. Bevard reported GOFERR has turned down the reimbursement request for a \$4,800 expense. Chmn. Bevard expects to bring a line-item transfer request to the August 12 meeting.

Media Questions

Mr. Steer asked for a copy of the NH DOL inspection letter mentioned previously in this meeting. Dir. Heroux clarified that the focus is particularly on fringe benefits paid out when an employee leaves the County employ.

Public Input

Rep. Comeau gave a verbal 91-A request for a copy of the email regarding the 2019 audit information the finance director has uploaded to the auditor's share drive. (Rep. Comeau was provided a copy after the meeting)

Rep. Comeau suggested the auditor be invited to a meeting to discuss the delay of the 2019 audit and where the responsibility lies. He said it is important to make sure both the contractor and the county are following the terms of the contract.

Non-Public Sessions

Non-public Session 1 & 2

MOTION: "To enter into non-public session under NH RSA 91-A:3, II (b) the hiring of any person as a public employee"

Non-public Session 3

MOTION: "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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant" by Comm'r Babson, 2nd Chmn. Bevard. Passed on roll call vote.

Meeting reconvened and motion passed to seal the minutes of session 3.

Chmn. Bevard announced that the board voted to hire two corrections officers – Daphne Sterling and Nathan Wilson.

Meeting adjourned.

Minutes approved on

August 12, 2020

Amanda J. Bevard

Amanda Bevard, Chairman

David K. Babson

David Babson, Clerk

Terry McCarthy

Terry McCarthy, Vice-Chairman

Attachment 1
August 5, 2020

Department Head Report to Commissioners
Bob Murray, Director of Maintenance

Despite inability to conduct certain general preventative maintenance procedures due to Covid-19 restrictions, it has been a busy two months. Some items are starting to be addressed at the nursing home, with strict infection control guidelines being followed. All Siemens installation projects are completed. We are now awaiting startup on these remaining items and humidifiers at the nursing home. Refining HVAC automation is an ongoing project. I will not be signing off to release any further monies on automation until complete.

Some of the highlights of my activity have been as follows:

Issuance of Jail Roof Repair RFP. Bid was awarded, and we are now awaiting arrival of the contractor. When he arrives, I will have him look at the Annex roof and give us a repair estimate.

CCI contract (telephone and internet provider) Upgrades are in the design phase, awaiting installations at Administration Building and MVC.

Fiber Optic Upgrade RFP approved. Issuance on hold until Covid-19 restrictions are lifted.

Approval and issuance of the MVC Loading Dock Approach RFP and Loading Dock Leveler. Awaiting contractors.

MVC dryer has been installed.

DOC Maintenance position filled. Steve Reikofski is working out nicely, training alongside Joe, and is absorbing content as would be expected.

Lost tailpipe on the bus while on a medical trip last week. It has been repaired, and back in service.

Monthly pest control continuing on an "outside only" basis. Looking at scheduling an indoor visit in near future. MVC elevators need seals replaced. In capital budget. Received approval from MVC infection control team to proceed under strict infection control measures.

Would like Commissioner approval to proceed with waived bid process. Reason...In service contract with elevator company. Any service not provided under existing contract would be a breach. This elevator contractor won contract under competitive bid procedure.

