

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
August 12, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Others Present: Treasurer Joe Costello, Maintenance Director Bob Murray, CCHOC Superintendent Jason Henry, CCHOC Maintenance Director Joe Boyd (retiring), CCHOC Maintenance Director Steve Reiofski, Finance Director Katheryn Armstrong
Public Present: Rep. Ed Comeau (www.governmentoversite.com)
Recording Clerk: Mellisa Seamans

Call to Order
Pledge of Allegiance

Approval of Minutes

MOTION: "Approve the minutes of August 5, 2020" by Comm'r McCarthy, 2nd Comm'r Babson. Passed 3-0.

MOTION: "Approve the minutes of August 3, 2020" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0.

Media Questions

None

Public Comment

None

Manifest Approval for Week Ending August 7, 2020 = \$138,251.90

Line Item Transfer Request

MOTION: "To approve line-item transfer request 2020-03 in the amount of \$800" by Comm'r McCarthy, 2nd Comm'r Babson for discussion. Passed 2-1 with Comm'r Babson opposed. Comm'r Babson expressed concern that reimbursing staff for use of their personal cell phones for work purposes could set a precedent.

MOU Non-Compliance Letter

MOTION: "Approve the letter to Arthur Wood" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0.

Coord. Seamans will send the letter to Mr. Wood via certified mail.

Jail Maintenance Introduction

Dir. Murray and Supt. Henry introduced Steve Reiofski. He has been training to take the position of CCHOC Maintenance Director as Joe Boyd retires.

Annual Report Dedication

It was announced that the 2019 Annual Report is dedicated to retiring CCHOC Maintenance Director Joe Boyd. Mr. Boyd was presented with a framed copy of the dedication page, read into the record by Supt. Henry. The commissioners congratulated Mr. Boyd and wished him well in his retirement.

Treasurer Report – Joe Costello

Treas. Costello said another \$1 million has been drawn on the 2020 tax anticipation line of credit, bringing the total to about \$8 million. Treas. Costello questioned the need for the draw with the additional covid-relief funding that has come in. He asked if all 2019 audit documents have been sent to the auditor as promised would be done August 7. Chmn. Bevard said she did not have time prior to the meeting start to ask the finance director. Treas. Costello urged the commissioners to expedite the 2021 budget preparation process

Hale's Location

Treas. Costello said the Hale's Location Property Owner's Association wants the \$48,000 payment in lieu of forest land to be applied to offset the Hale's Location tax rate. Comm'r McCarthy gave credit to the treasurer and the Hale's Location tax collector Denise Leighton for NH DRA recognizing their work in filing documents correctly and on time. Chmn. Bevard asked that the NH DRA representative be asked to provide this recognition in writing. Treas. Costello will be working with Ms. Leighton on the 2021 proposed budget to include stipends for the selectmen and treasurer as well as mileage.

Executive Coordinator Report – Mellisa Seamans

The monthly department head meeting will be held August 13. Chmn. Bevard will attend.

Coord Seamans presented information she compiled by surveying the other counties about their employee medical insurance plans and use of brokers. The board would like more information about self-funded plans and use of broker services. Coord. Seamans will contact those counties that use a broker to learn how the brokers assisted them. The discussion will continue at the August 19 meeting.

County Attorney Michaela Andruzzi provided a memo to the board titled "The Authority of the County Attorney as Chief Law Enforcement Official for the County."

The department heads will be asked to poll their employees about possible future uses of the old nursing home (Annex) and if the employees would benefit from an onsite childcare center. Comm'r Babson said the Annex subcommittee should be open to considering all possible uses.

The annual report has been sent to the printer and proof is ready for approval.

2019 Audit Status

The commissioners reviewed an email received from its auditing firm Melanson regarding the status of the 2019 audit. (Attached for the record). Dir. Armstrong joined the meeting to discuss the email. Comm'r Babson expressed concern that lack of an audit will delay setting of the County tax rate. Chmn. Bevard said the audit has no impact on the tax rate setting. Dir. Armstrong said she has been going through 2019 and correcting posting errors, noting that the more fingers in the pies, the more mistakes that get made. This is the first year Melanson has "blind-sided" her by asking for items never asked for in prior years. She is awaiting guidance from Melanson on the question of reconciling the fund balance to the prior year audited. Dir. Armstrong is working with Checkmate to "fix a huge one that no one saw coming." She said the implementation of the Checkmate payroll system should have been done more carefully but was "shoved down everyone's throat". Dir. Armstrong said she is fighting against a tide that is coming at her and is just one person. Chmn. Bevard suggested the cash reconciliations could be done by someone else to take this burden off her. Dir. Armstrong said the bank makes a lot of mistakes, something she said she has mentioned multiple times. She will forward email correspondence she has had with the bank regarding errors to the treasurer. Chmn. Bevard said the county needs to clone Dir. Armstrong two or three times to get the work done.

Dir. Armstrong said she received a call from NH Retirement System (NHRS). There are 15 employees from 2015 that have no wages reported because the person who did the filing deleted those people out. She will have to get into the old payroll system and run reports to verify. She said the County took money out of people's paychecks and did not send it in to NHRS. Dir. Armstrong said NHRS should have some culpability in this. Chmn. Bevard said she should put this on hold and focus only on the audit.

Dir. Armstrong said the timekeeping system Kronos is implementing a new user interface she will have to attend training for. Chmn. Bevard said to let Kronos and Checkmate know that she was against them from the beginning.

Treas. Costello again reiterated the need for reconciling the accounts on a monthly basis. He offered again to come into the office and balance the accounts.

Public Comment

Rep. Comeau reminded the board they have control over the County water system and how it might be impacted by White Horse Addiction Center's proposed substance abuse recovery center being added to the system.

Non-Public Session

Non-public Session 1

MOTION: "To enter into non-public session under RSA 91-A:3, II(b) The hiring of any person as a public employee" by Comm'r Babson, 2nd Chmn. McCarthy. Passed on roll call vote.

Meeting reconvened and motion passed 3-0 to seal the minutes.

Chmn. Bevard announced the commissioners will meet again on August 13, 2020 at 2 p.m.

Other

The commissioners agreed to pay Mt. Washington Valley Supports Recovery half of their 2020 appropriation (\$2,500). The board approved an employee's vacation request.

Minutes approved on

August 26, 2020

Amanda Bevard

Amanda Bevard, Chairman

David L. Babson Jr.

David Babson, Clerk

Terry McCarthy

Terry McCarthy, Vice-Chairman

