

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
August 19, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Present Remotely: Representative Glenn Cordelli, Daymond Steer (Conway Daily Sun), Clearview TV
Others Present: Treasurer Joe Costello, CCHOC Superintendent Jason Henry, CCHOC Assistant Superintendent Pat Bachelder, Hale's Location Tax Collector Denise Leighton, Sheriff Domenic Richardi
Public Present: Rep. Ed Comeau (www.governmentoversite.com)
Recording Clerk: Mellisa Seamans

Call to Order
Pledge of Allegiance

Approval of Minutes

This item passed over to allow time for further review.

Media Questions

Mr. Steer asked if the commissioners would address concerns of Tamworth and Ossipee selectmen regarding the 2019 County audit. Comm'r Babson said he is concerned about the audit. Chmn. Bevard said the auditors are scheduled to be at County in early September.

Public Comment

Rep. Cordelli said Comm'r Babson supported spending \$16,000 in County funds to fight a lawsuit by Rep. Comeau last year regarding lateness of audits. Rep. Cordelli is concerned about comments in recent meetings regarding mistakes by Bank of New Hampshire, NH Retirement System and NH Department of Labor investigations, unapproved line item transfers, ongoing issues with audits and finance system software upgrades. He asked what confidence the towns can have in the tax rate setting process this year. Chmn. Bevard said he should submit his questions in writing.

Manifest Approval for Week Ending August 14, 2020 = \$114,231.41

Line Item Transfer Request

MOTION: "To approve line-item transfer request 2020-05 from 100.4120.017 to 100.4120.097 in the amount of \$1,561.86" by Comm'r McCarthy, 2nd Comm'r Babson for discussion. Passed 3-0.

Register Scott explained this transfer will allow her to purchase two laptop computers and three monitors. This will equip her department with three remote workstations to be used by staff in the event they need to work remotely as they have done during this years' Covid period.

Department Head Report – Sheriff Domenic Richardi

Sheriff Richardi has a new hire in dispatch starting at end of month. He has lost a dispatcher to Conway Police Department, creating a vacancy. The salary and decreased commute time are factors in the employee leaving. Sheriff Richardi has put a hold on installing mobile data terminals in the cruisers. The cost of the units has increased greatly since the 2020 budget passed. He plans to reapply for the matching grant in 2021. Phase II of

the communications grant has received an extension. The current project was delayed slightly due to difficulty obtaining manufactured parts to set the tower. Work to date includes that the new tower near the county courthouse (Thompson Hill) has been set with some equipment on it. The old tower is being used until the new is complete. Once complete, the old tower will be moved to Oak Hill in the Eidelweiss District of Madison. New radio equipment has been installed at Tuftonboro Fire Station to cure a transmission dark spot. Dodge will be taking orders for cruisers starting in September with delivery Spring 2021. He still plans to order two as budgeted in 2020. Town of Albany has asked for a few extra patrols at Lower Falls due to increased traffic, drinking, rudeness. The chief deputy position has not been filled. He has ideas for this position in the 2021 budget. The Town of Albany sent a letter to the sheriff's department in support of their work in that town. Chmn. Bevard commended his staff for their extra efforts during the Covid pandemic.

Right-to-Know Requests

Coord. Seamans informed the board of outstanding right-to-know requests and reminded the public that all requests are kept in a binder in the business office for public review. The outstanding requests are awaiting information from the finance office. Additionally, one request seeks a list of folders and documents in the business office share drive. Comm'r McCarthy said she would also be interested in what is contained on the share drive and who has access. The commissioners also received a right-to-know request to their email and will forward to Coord. Seamans for processing. Chmn. Bevard reminded the board that the finance office has been directed to focus primarily on the 2019 audit at this time.

Correspondence

The board received an email with follow-up letter from Tamworth Board of Selectmen regarding their concerns about the County audit, tax rate setting, and possible financial mismanagement. Comm'r Babson and Coord. Seamans will prepare a response to their letter and bring to the August 26 meeting. Chmn. Bevard noted that, though it does not make it right, the timing of the 2019 audit is not unusual compared to past years.

The board received a letter from NH Department of Transportation regarding the Route 28/Route 171 intersection roundabout. The project is complete and NH DOT requests "written acknowledgement that the water main relocations associated with the utility agreement dated March 20, 2019 has been completed and accepted for operation and maintenance". A reply is requested by September 24. Coord. Seamans will forward to County DPW Director Will DeWitte.

Executive Coordinator Report – Mellisa Seamans

Coord. Seamans continues to work on gathering information for the board regarding insurance brokers when shopping for employee medical insurance plans.

Coord. Seamans reported on the department head meeting held August 13. Updating the capital improvement plan, distribution of policy handbooks to all departments, surveying for interest in a childcare center in the Annex, and an IT work group were topics of discussion.

Comm'r Babson will observe the CFO interviews being conducted by the hiring panel August 20.

Coord. Seamans asked the board to find their copy of the blueberry lease and forward to her as there is no copy in the business office.

Comm'r McCarthy asked for a list of the documents and due dates NH Department of Revenue requires annually. Coord. Seamans has requested permission from the finance director to have "view-only" access to the NH DRA portal.

MOTION: “To sign and send the letter regarding portal viewing to NH Department of Revenue” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0. This letter requests view-only access to the NH DRA portal for the executive coordinator, the treasurer, and the commissioners.

Treasurer Report – Joe Costello

Treas. Costello said the county appears to be managing its cash appropriately.

Hale’s Location

Correspondence

1. NH DES Notice of Subsurface Permit (no action required)
2. Secretary of Interior, reference 2020 PILOT payment \$3,532 (no action required)

Checks

Three checks were presented for approval:

2273	\$16.00	Carroll County Registry of Deeds
2274	\$8,950.00	Fryeburg Academy
2275	\$175,000.00	Bank of New Hampshire (transfer to close Northway Bank account)

MOTION: “To authorize the treasurer to sign checks 2273-2275” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0

Deposits

All first half 2020 property taxes have been paid.

For Signature

Ms. Leighton presented the NH DRA form MS-25 and MS-DOE-25 to be signed, due September 1.

Other

Ms. Leighton has been unable to attend trainings due to Covid-related cancellations but has received helpful support from NH DRA and NH Tax Collector’s Association.

The subscription for computer backup needs to be renewed but the online subscription can only be paid via credit card. Comm’r Babson will call the vendor and let Ms. Leighton know the outcome of that call.

The County finance director has presented that the County budget anticipated \$9,000 per year from Hale’s Location in 2011, 2012 and 2013 but Hale’s Location did not pay this \$27,000. Treas. Costello noted the County probably did not present an invoice to Hale’s to pay in those years.

Commissioners Comments & Reports

Comm’r Babson expressed

Comm’r Babson reported on the UNH Cooperative Extension Advisory Board meeting. He said the Extension has done an amazing job continuing their work during Covid. He said Rep. Tom Buco did a really nice job encouraging the board to squeeze their 2021 budget given the year 2020 and the Covid impact.

Media Questions

Rep. Comeau asked how the federal grant audit will be done.

Public Comment

Rep. Cordelli asked if there is a checklist that includes county-owned IT equipment be returned when employees leave County employ. Supt. Henry answered that there is a checklist. Rep. Cordelli asked if the department purchased IT equipment is included in the overall IT inventory.

CCHOC Superintendent Announcement

The board announced the hiring of Patrick Bachelder to the superintendent position, effective September 1, and read a welcoming statement.

Non-Public Session

Non-public Session 1

MOTION: “To enter into non-public session 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. 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” and

Non-public Session 2

“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 to seal the minutes.

Minutes approved on

August 26, 2020

Amanda J. Bevard

Amanda Bevard, Chairman

David L. Babson Jr.

David Babson, Clerk

Terry McCarthy

Terry McCarthy, Vice-Chairman