

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**August 26, 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  
**Public Present:** Rep. Ed Comeau (www.governmentoversite.com), Clearview TV (via Zoom); Daymond Steer (Conway Daily Sun)  
**Recording Clerk:** Mellisa Seamans

Call to Order  
Pledge of Allegiance

**Approval of Minutes**

**MOTION:** "Approve the minutes of August 12 and August 19, 2020" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0.

**Media Questions**

Mr. Steer asked the status of the audit. Chmn. Bevard said the auditor has set aside several days in September for Carroll County.

**Public Comment**

None

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

**Boiler Room Door – Administration Building**

**MOTION:** "Extend the due date of the boiler room door quote and Mr. Murray notify the other people we direct solicited that it has been extended" by Comm'r Babson, 2<sup>nd</sup> Chmn. McCarthy. The deadline for bids is now September 9.

**Bid Opening – Audit Services**

Batchelder Associates of Keene submitted the only bid. Comm'r Babson announced the bid amount - \$40,050 (2020), \$42,050 (2021) and \$44,200 (2022). Coord. Seamans had direct-solicited eight firms with one responding with a bid and another responding that their firm no longer does these types of audits. Coord. Seamans will provide copies of the proposal and the Melanson Heath contract to the commissioners, treasurer, and finance director. This item will be further discussed at the September 2 meeting.

**Department Head Report – CCDOC Superintendent Jason Henry**

Supt. Henry presented his report in writing (Attachment #2)

**MOTION:** "To appoint Pat Batchelder to the New Hampshire Association of Counties Certification Board" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 3-0

Supt. Henry asked for the commissioners' blessing to sign off on the medication assisted treatment (MAT) policy and provided a draft of the policy as he presented previously. A law to take effect in July 2021 amends NH RSA 30-B:4, V to add "including screening for and provision of medication assisted treatment for

substance use disorders if medically appropriate and regardless if the prisoner was receiving medicated assisted treatment prior to incarceration Medication assisted treatment means treatment approved by the Food and Drug Administration for treatment of substance use disorders including but not limited to including, but not limited to, naltrexone, buprenorphine, methadone, or other compounds.”

**MOTION:** “To support the Carroll County policy for medication-assisted treatment” by Comm’r Babson. Motion failed for lack of a second. Comm’r McCarthy asked for more time to review the draft.

Supt. Henry reiterated that the county attorney has no authority over the jail, despite the assertion of the county attorney through documentation provided to the commissioners. Supt. Henry said he has brought issues surrounding this several times to the commissioners, even in non-public sessions, and suggested the board consult legal counsel to get an opinion on the matter.

Comm’r Babson presented Supt. Henry with a framed poster on which several County employees had signed and wished him well in his new position as Rockingham County Jail Superintendent.

#### Line-Item Transfers

**MOTION:** “To approve line-item transfer 2020-02 as amended” by Comm’r Babson, 2<sup>nd</sup> by Comm’r McCarthy. Passed 3-0

**MOTION:** “To approve line-item transfer 2020-05” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0

**MOTION:** “To approve line-item transfer 2020-06” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0

#### Annex Roof Repair

**MOTION:** “Accept the bid from New England Metal Builders not to exceed \$10,213 to fix all the leaks at the Annex. Because they are already here, the original bid was respectable and low, and they are doing an excellent job of coming on time and doing the work at the jail” by Chmn. Bevard, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0.

#### Correspondence

Chmn. Bevard read into the record a letter from Town of Ossipee regarding county audit and county finances. Comm’r Babson had a conversation with NH DRA Director of Municipal Services and was assured that a completed audit is not required to have the County tax rate set but other documents must be submitted prior to the tax rate setting. Chmn. Bevard said the problem is not with the finances, the money, which is all accounted for. The problem is lack of adequate staffing. The board reviewed a letter Comm’r Babson wrote in response to the previous letter send from Tamworth Board of Selectmen. Chmn. Bevard said it needs to be clear that despite the delegation and others stating the pandemic was going to cause a financial crisis, it has not. Because the finance office has had to do so much extra work covid-related tracking and reporting, other work has fallen behind. Coord. Seamans offered to draft a letter for approval next week. Chmn. Bevard stated several facts that should be made clear 1) The audit is not complete; 2) The audit will be complete; and 3) The audit has nothing to do with setting the tax rate. Comm’r McCarthy suggested sending a portion of the email from NH DRA confirming #3.

#### Hale’s Location

Treas. Costello brought back the NH DRA forms signed last week but were missing the signature of the superintendent and chairman of the school board. The board contends they are the unincorporated place’s selectmen but not school board or superintendent.

Comm'r Babson will contact the inline backup subscription Carbonite about methods other than credit cards they accept for payment.

Regarding the \$27,000 that the finance office states Hale's Location owes Carroll County for non-payment of the \$9,000 charge for County-provided administrative services. Treas. Costello noted Hale's never paid because the County never sent an invoice for payment. No action taken.

A legal bill for Comm'r Babson's inquiry about the \$610.58 received from NH Department of Education was forwarded to Hale's Location.

### Treasurer's Report

Treas. Costello reported that two lease to own sheriff's department vehicles have been paid in full. He will forward the titles to the finance office with a copy to the sheriff's department.

Treas. Costello read a statement into the record. (Attachment #2) Chmn. Bevard acknowledged his statement. No action taken.

### Executive Coordinator Report – Mellisa Seamans

Coord. Seamans continues to work on gathering information about insurance brokers. The annual report has been printed and is ready for pickup.

### Non-Public Session

#### Non-public Session 1

**MOTION:** To enter into non-public session under RSA 91-A:3, II(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life" by Comm'r Babson, 2<sup>nd</sup> Chmn. McCarthy. Passed on roll call vote.

#### Non-public Session 2

**RSA 91-A:3, II(b) the hiring of any person as a public employee by Comm'r Babson, 2<sup>nd</sup> Chmn. McCarthy. Passed on roll call vote.**

A motion passed 3-0 to seal the minutes of both sessions.

Minutes approved on Sept 2, 2020

Amanda J. Bevard  
Amanda Bevard, Chairman

David L. Babson Jr.  
David Babson, Clerk

Terry McCarthy  
Terry McCarthy, Vice-Chairman

## County Report to Commissioners 8-26-2020

Once again I sit here in front of the Commissioners with basically no financial information to report. Perhaps one may think the Treasurer would request current financial information from the fiscal office. However I would like to remind the Commissioners that only within the past few weeks I have had the ability to enter the financial office, without trying to go through a couple of locked doors. Notwithstanding that issue, I do feel like I am treated like a minor child instead of an elected official. The comments out of the office are unnecessary and the office could use some appropriate office behavior protocol training. I believe this is a subject the Commissioners have received complaints on previously.

To the main issue at hand, as you know, there have been many audits dating back to 2014 and up to and including the report by Scott Eagen and most recently from the County's current auditor about items that need to be completed by the fiscal office. If needed, I can outline these specifically. It has been a long time issue to get these things completed in a reasonable amount of time, yet there is no specific plan to change the County's method of operations to improve the situation. This is deeply disturbing to me as an elected County official. I have discussed this matter with a number of people in the county and have had conversations with some of the major people at DRA. I am sure that the Commissioners are all aware of these matters. I am told by a number of local and state officials that the responsibility rests with the Commissioners. I have tried a number of times to help with correcting the issues. There was a person at a recent Commissioners meeting who was willing and able to step in and assist the fiscal department, yet they were dismissed. I do hope the Commissioners realize this was a fantastic opportunity to get the fiscal department headed in the right direction. I do understand that a CFO may be in the near works and it is expected that this new position will get the fiscal department issues resolved. I do hope that is the case. Given the past experience of bringing someone in to the fiscal office has been less than fruitful.

In the mean time as your elected official, I am not able to provide any information with regards to the any fiscal matters of the County. It is difficult signing checks each week without knowing exactly the financial condition of the County. Please understand I do believe the County is in a good financial position and I do not want to send any message that it is otherwise. My message is that the County can no longer operate under these same procedures. This is what I have been trying to get across for the past 2 years. It is long past the time that the Commissioners take decisive action instead of being held hostage.

I do fail to understand the appearance of non actions of the Commissioners office on this major issue plaguing the county. And while this is my final plea by way of having no financial information to report on. It is up to the Commissioners to rectify the problem.

Once the issues are dealt with by the Commissioners and I receive a written response to this memo. I will expect going forward a weekly report out of the fiscal office detailing the total revenues spent to date vs budget along with expenses to date vs budget, any uses of the TAN and why along with a balances. At the same time, the balances as of the date in the County's deposit accounts including sweeps and repurchase accounts. Finally a recap of all accounts in the fiscal office being balanced on a monthly basis.

With all due respect

  
J.L. Costello, Carroll County Treasurer



**CARROLL COUNTY**  
**DEPARTMENT OF CORRECTIONS**  
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Jason M. Henry  
Superintendent

Cherie Iannuzzi  
Administrative Assistant

Patrick Bachelder  
Deputy Superintendent

August 26, 2020

## Monthly Commissioners Report

### Staffing:

- Five openings
- NH Association of Counties Academy has graduation this Friday and we have two graduating
- We have one nurse on light duty and hopes to return to full duty soon
- New hires: Nancy Gallagher as Programs Director and Sean Eledridge as Deputy Superintendent

### Informational:

- Wrapping up the Second Change Grant and Federal Audit
- The roofers have been here the past two weeks working
- Com-Tec has been on site starting our big integration/and update project. This is the intergration of the doors, fix intercoms and camera system.
- Will hear on the PREA grant by the end of September

### COVID:

- No positive inmates or staff
- Still doing screening for all staff and new intakes
- Still in lockdown mode (no visitors or volunteers)
- Have plenty of PPE

### July Stats:

- Male intakes 133
- Femal intakes 45
- Total of intakes 178
- Released 133
- ADP 54
- 65 inmates at the end of July
- 4 Rockingham female boarders \$8,452.5
- 2 NHSP females \$3,481.00
- 4 Strafford \$2,610.00

### Budget:

- Expended 47% do not anticipate going over bottom line the jail will have unexpended funds in sevrsl lines due to COVID
- Revenue through July \$146,201.20