

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
September 23, 2020

Meeting convened: 9:00 a.m.
Members Present: Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)
Others Present: Treasurer Joe Costello, County Attorney Michaela Andruzzi, Director of Maintenance Bob Murray, HR Director Christopher Heroux
Public Present: Rep. Ed Comeau (www.governmentoversite.com), Clearview TV (via Zoom), Daymond Steer (Conway Daily Sun), Dale Drew, Tim Brown
Recording Clerk: Executive Coordinator Mellisa Seamans

Call to Order
Pledge of Allegiance

Media Questions

Mr. Steer asked for comment about the letter addressed to the commissioners from Hilary Henry, wife of former CCHOC Superintendent Jason Henry. Chmn. Bevard said she has not read the letter and suggested Mrs. Henry attend a commissioners' meeting if she had a matter to discuss with the board.

Mr. Steer asked for comment about the Transfer Investigation Committee meeting held September 21. Chmn. Bevard said she was not notified the meeting was happening.

Discussion about possible need for engineering study to determine capacity of the County water system. White Horse Recovery has been granted a special exception from Ossipee Zoning Board of Adjustment on their proposed 28-bed recovery center on the former Kalled Law Office property.

Public Comment

None

Department Head Report – County Attorney Michaela Andruzzi

Staff has been preparing for the first grand jury since February. Eight months' worth of grand juries will be held in one month. The office had two interns assisting in the office over the summer. The domestic violence unit has been busier than anticipated by 25%. Case intake has not slowed during the pandemic. Investigator has been extremely helpful. Office space remains a major concern. But current office space does not allow for proper social distancing, the employees are still working in teams, switching between working in-office and working remotely.

Covid Precautions

MOTION: "Require that any employee or member of the public entering the administration building and complete screening form including temperature and wear a face mask in general areas" by Comm'r Babson, 2nd Chmn. Bevard. Passed 3-0. Coord. Seamans will update the signs and screening forms.

Checkmate Agreement

The board received a draft proposed 3-year Checkmate agreement. Dir. Cullen will review and return to the commissioners with a recommendation.

Maintenance - Other

Chmn. Bevard thanked the maintenance and public works employees for their assistance with moving offices in the administration building Sept. 18. Chmn. Bevard suggested that Coord. Seamans and Dir. Murray work together to create a list to send to all department heads regarding the correct procedure for hanging/removing things from office walls.

Dir. Murray will call the architect to find out progress on draft Annex plans.

The old boilers from the jail and administration building are being stored with the intent to separate the copper from them before scrapping.

Administration Building Window

MOTION: "To approve the bid from Granite State Glass not to exceed \$4,070.22 for window replacement" by Comm'r McCarthy, 2nd Chmn. Bevard. Passed 3-0

Boiler Room Door

MOTION: "Award work on the boiler room door to A & B Locksmith and Security of Gilford not to exceed \$5,017.30" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Executive Coordinator report – Mellisa Seamans

The commissioners will review the submitted capital improvement plan worksheets at their October 7 meeting. The delegation is meeting on October 19 to include review of the 3rd quarter financials. Chmn. Bevard asked that the commissioners have the reports in advance, by October 12. Department heads begin presenting their proposed 2021 budgets at the October 7 commissioners' meeting.

Hale's Location

MOTION: "To authorize the treasurer to sign checks for Hale's Location from #2552 to #2555 and the check draw on Northway Bank to close that account" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Comm'r Babson will contact Carbonite regarding the cloud backup service for Hale's Location. If they will not take a check for payment, Chmn. Bevard suggested the County pay the bill with a credit card and begin searching for a new vendor that will take check payments.

Comm'r Babson said Hale's Location has been billed for the several years they have not paid the stipend to County for administrative services. Treas. Costello reminded the board that there is no funding in the 2020 Hale's Location budget to pay bills from past years.

Commissioners Comments and Reports

Comm'r Babson spoke to the need to enforce the travel policy as it relates to reimbursing individuals for use of their own cars when County-owned vehicles are available.

Non-Public Session

Non-public Session 1

MOTION: To enter into non-public session under RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of

such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted

Non-public Session 2 & 3

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
by Comm'r Babson, 2nd Chmn. Bevard. Passed on roll call vote.

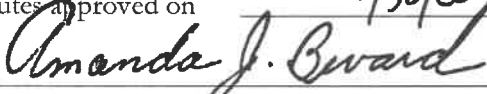
A motion passed 2-0 to seal the minutes of this session.

Other

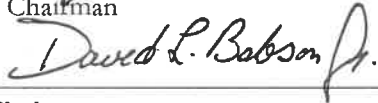
MOTION: "To program the commissioners' keys to open the following offices in the administration building: executive coordinator, payroll coordinator, bookkeeper, CFO, finance director, and the commissioners' office" by Chmn. Bevard, 2nd Comm'r Babson. Passed 3-0

Minutes approved on

9/30/20



Amanda Bevard, Chairman



David Babson, Clerk



Terry McCarthy, Vice-Chairman