

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
October 28, 2020

Present: Chairman Amanda Bevard, Vice-Chairman Terry McCarthy, Clerk David Babson, Treasurer Joe Costello, Executive Coordinator Mellisa Seamans, Rep. Ed Comeau (www.governmentoversite.com), Clearview TV, CCHOC Superintendent Pat Bachelder, Rep. Lino Avellani (via Zoom), Karen Nardella-Banks (Ossipee resident), County Attorney Michaela Andruzzi (via Zoom)

Location: 95 Water Village Road, Carroll County Administration Building, Ossipee, NH

Convened: 9:00am

Adjourned: 3:35pm

The public notice for this meeting was posted on the County website and in the Administration Building Lobby. There was a Zoom option for attendees.

Call to Order
Pledge of Allegiance

Approval of Minutes

MOTION: "To approve the October 21, 2020 meeting minutes" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Manifest

Chmn. Bevard announced the October 23, 2020 manifest of \$576,334.65

Media Questions

None

Public Comment

None

Budget Presentations

Carroll County Jail (100.6100) – Superintendent Pat Bachelder

Supt. Bachelder presented the Jail budget at \$3,393,350, decreased from the 2020 budget of \$3,569,613. He provided a written detail of each line-item. Chmn. Bevard noted that the grants awarded have not gone through the County grant review committee process. She will coordinate a meeting of the committee to review the grants and make a recommendation on acceptance to the board of commissioners. If accepted, the grants will then need Delegation approval.

Commissioners Office (100.4100)

The board reviewed and set the preliminary budget for this account at \$132,232. The Commissioners Office and Finance Office will be separate budgets for 2021. The board also proposes moving the settlement line

(.095) to Special Fees & Services (100.4102). Coord. Seamans will gather all photocopier lease contracts for the possibility of consolidating them into one contract and into one line-item under County Facilities (100.4198).

Special Fees & Services (100.4102)

This budget will be reviewed November 4, awaiting several budget figures (medical insurance, workers' compensation, unemployment tax, dental insurance rates). The board would like to add a line item, "Unfunded Liabilities" to budget for accrued time payouts on the departure of employees who leave County employ. Chmn. Bevard asked Coord. Seamans to contact Melanson to ask if their firm will complete the 2019 Jail audit as requested (\$15,000 budget) by the Delegation. CFO Cullen will be asked the status of allowing view-only Avenu access to the treasurer, coordinator, commissioners and department heads. Treas. Costello reminded the board that Hale's Location will need a 2020 audit.

Finance Office

To be reviewed at November 4 meeting.

Capital Expense

DPW Director Will DeWitte is trying to obtain quote from a firm who can conduct a capacity study of the County water system.

Capital Expenditures

Requests to date include new plow truck (\$52,000), jail sallyport door operator safety upgrade (\$12,000), MVC ceiling lifts \$14,000, and MVC O2 concentrators (\$3,900).

MVC Bus Request for Proposals

Dir. Murray requested the board approve the RFP to seek bids for a new MVC 15-passenger bus as budgeted in 2020.

MOTION: "Approve the RFP to purchase a 25' 190-inch wheel base Ford 450 6.8 gas coach or equivalent" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

MVC Cameras and Card Access

Dir. Murray asked the board to waive the bidding process with this justification, "A&B Locksmith is fully invested in the MVC security prox card access and security camera systems, and has previously won each installation thru the competitive bidding process. To allow another company access to either of these systems 1) compromises security, and 2) compromises existing customer service and loyalty to Carroll County, when you have one system being serviced by two competing vendors. To have this scenario is not in the best interests of Carroll County."

MOTION: "Waive the bid process with the mentioned justification" by Comm'r McCarthy, 2nd Comm'r Babson. Passed 3-0

MVC Nurse Station Carpet Tiles

Dir. Murray asked the commissioners to waive the bid process on this project and provided the following information: "Nurse Station Carpet Tile replacement was part of a larger project (although funded separately via encumbrance-\$15,000) that included replacing some damaged vinyl floors in MVC resident rooms. The intent was to find a vendor that could replace our vinyl floors with a like product. This was originally budgeted for in 2018, and has been encumbered two years in a row due to the inability to find a vendor willing to take on the specialty work that our vinyl floors require. In 2018, an RFP was approved and advertised with no

respondents. In 2019, a direct solicitation approach was tried. Multiple vendors viewed the project, resulting in as many declinations.”

Annex Update

Dir. Murray met with the architect and contractor who are volunteering their time to draft plans and will have a preliminary report, a budgeting estimate as agreed by the committee (office space out front and a daycare center) to the commissioners mid-November.

County Attorney – Office Renovations

The commissioners agreed to allow a bathroom in the county attorney’s office to be converted to a kitchenette. The commissioners agreed to allow a maintenance storage closet in the administration building to be converted into an office space for the investigator.

Line-Item Transfers

MOTION: “To approve line-item transfer 2020-10 to move \$2,000 from line 100.4100.017 education/conferences to line 100.9370.075 meeting expense” by Comm’r McCarthy, 2nd Comm’r Bevard. Passed 2-1 with Comm’r Babson opposed. Comm’r Babson signed in protest noting that he voted no because the Convention overspent their meeting expense line prior to asking for a line-item transfer.

MOTION: “To approve line-item transfer 2020-12 to move \$1,800 from line 100.4110.017 education and conferences to line 100.4150.070 travel (\$900), 100.4150.030 phone consults (\$500), and 100.4150.032 transports (\$400)” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0

MOTION: “To approve line-item transfer 2020-14 to move \$1,300 from line 100.4110.017 education/conferences to line 100.4150.070 travel” by Comm’r McCarthy, 2nd Comm’r Bevard. Passed 3-0.

MOTION: “To approve line-item transfer 2020-15 to move \$374.42 from line 100.4140.073 vehicle expenses to line 100.4140.029 other fees and services” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0

Atty. Andruzzi also presented line item transfers that would move funds from unexpended salaries to other line items. Chmn. Bevard said past practice is that funds are only transferred out of the salary lines as a last resort. Comm’r Babson questioned the legality of moving funds from salary lines. Atty. Andruzzi will work with the finance office to determine if there is a more appropriate line to transfer from and present transfer requests 2020-11 and 2020-13 at a later date.

CFO Report – Fergus Cullen

CFO Cullen provided a written weekly report (Attached).

Hale’s Location

November 4 the commissioners, in their capacity of Hale’s Location Board of Selectmen will hold a selectmen’s meeting. They plan to review the proposed 2021 Hale’s Location budget.

Budget Hearing – November 17 – 6:00pm

The commissioners will hold a public hearing to take comment on their draft proposed 2021 budget. The hearing will be advertised and a Zoom option will be available. The proposed draft budget will be available on the website. Chmn. Bevard also asked that an all-staff announcement of the hearing also be sent. On rep. Comeau's suggestion, a notice will also be sent to boards of selectmen in the County. Rep. Comeau suggested using social media and public access television to make the budget hearing more accessible.

Commissioners Comments and Reports

Comm'r Babson reported that he attended the dedication of the rebuilt Ossipee River Dam in Berry Bay.

Comm'r Babson completed the executive questionnaire necessary for the 2019 audit and returned it to the finance director.

Comm'r Babson suggested the commissioners look into contracting with a grant writer. Chmn. Bevard will discussed with the consultant who writes grants for the jail.

End 68 Hours of Hunger presented a request for 2021 appropriation. The board took no action.

Non-Public Sessions

On a motion by Comm'r Babson, 2nd by Chmn. Bevard and a 3-0 roll call vote, the commissioners voted to enter into nonpublic under NH RSA 91-A:3, II (b) (session 1), NH RSA 91-A:3, II (a) (session 4) and NH RSA 91-A:3, II(c) (session 2 and 3).

The meeting reconvened and the board voted 3-0 to seal the minutes of sessions 2,3, and 4. Chmn. Bevard announced that during the first session, the board voted to hire three corrections officers.

IT Contract – Cybertron – 2021-2026

MOTION: "To give the IT five-year contract to Cybertron of Belmont, NH at a cost not to exceed \$103,000 annually plus \$6,000 (prorated) for the Registry" by Comm'r Babson, 2nd Comm'r Bevard. Passed 3-0.

The reasons stated for not going out to bid include that Cybertron has provided excellent service for 18 years, is well connected to the system, Jon Rich is available whenever needed and he is willing to keep the same price for five years. The new contract will take effect April 1, 2021.

Other

MOTION: "To pay the Shaheen Phinney legal invoice in the amount of \$2,042.50" by Comm'r Babson, 2nd Chmn. Bevard. Passed 3-0

Minutes approved on Nov 10, 2020

Amanda J. Bevard
Amanda Bevard, Chairman

David S. Babson
David Babson, Clerk

Terry McCarthy
Terry McCarthy, Vice-Chairman