

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
November 4, 2020

Present: Chairman Amanda Bevard, Vice-Chairman Terry McCarthy, Clerk David Babson, Executive Coordinator Mellisa Seamans, Rep. Ed Comeau (www.governmentoversite.com), Daymond Steer (Conway Daily Sun), Rep. Lino Avellani (via Zoom), CFO Fergus Cullen, HR Director Christopher Heroux, MVC Finance Director Paula Coates, MVC Supervisor Stephanie Beckwith

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

Convened: 10:20 a.m.

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 28, 2020 meeting minutes" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Manifest

Chmn. Bevard announced the October 30, 2020 manifest of \$576,334.65

Media Questions

None

Public Comment

None

Budget Presentations

Mountain View Community - Admin. Chandler, Dir. Murray, Dir. Coates, Sup. Beckwith

The board considered the 2021 budget recommendation for all MVC departments and the MVC revenue. A non-public session will be held November 10 to discuss compensation.

Sidewalk Curtain Bid Opening

The commissioners opened and announced the bids:

Image Awnings \$16,200

Concord Awning \$28,200

Just Right Awnings \$13,600

The bids will be given to Dir. Murray for review and recommendation.

CFO Report – Fergus Cullen

CFO Cullen presented his weekly written report (attached).

Audit Update

CFO Cullen read the following update from the auditing firm, Melanson: "Because of the multiple delays in the audit process over the course of many months, including the inability of the County to close its books in a timely manner – it will be a few weeks for us to have sufficient office time to work on completing your 2019 audit. We are scheduled out working on other clients (June 30, 2020 year-ends) for most of November. We will do our best to find time to complete your audit as quickly as possible, but at this time we cannot guarantee a completion time."

HRIS Software – Dir. Heroux

Dir. Heroux has reviewed the HRIS (human resource information system) software available through Checkmate. At this time, he does not see the need to spend the \$15,000 in the 2020 budget allocated for this purpose.

Employee Manual

Dir. Heroux has previously provided the commissioners a copy of the revised employee manual. The board will continue review of the manual and discuss at the December 2 meeting. Coord. Seamans was asked to assist with reviewing meeting minutes to be sure any policies changes made since the manual was first adopted in 2013 have been incorporated in the manual.

Commissioners Comments and Reports

Comm'r Babson asked the status of the Arthur Wood situation and pursuing a small claims suit against him. Coord. Seamans will consult with the county attorney and acquire the appropriate paperwork from the court.

Comm'r Babson read aloud a political advertisement published in the newspaper, accusing the commissioners of backroom deals. He challenged anyone willing to make these accusations to come to a meeting and do so in person.

Comm'r Babson continues to refuse to sign travel reimbursement for county attorney office staff who do not first attempt to use the County car. Chmn. Bevard said she believes that office is not using the County cars due to Covid concerns.

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 (c) (session 1 and 3) and NH RSA 91-A:3, II (a) (session 2). The meeting reconvened following these sessions and the board voted 3-0 to seal the minutes of all sessions.

Minutes approved on Nov 10, 2020

Amanda J. Bevard
Amanda Bevard, Chairman

David L. Babson
David Babson, Clerk

Terry McCarthy
Terry McCarthy, Vice-Chairman

Weekly Report to Commissioners

From: Fergus Cullen, CFO

Date: November 4, 2020 Covering week of 10/28/20 – 11/03/20

<p>A. My Plans and Goals for This Past Week Were: (cut and paste Section C from last week's report)</p>
<ol style="list-style-type: none">1. Advance audit2. Advance reconciliation prep3. Identify our options about refinancing the bond for the nursing home and possibly the Deeds Books project4. Make sure towns get invoiced for their 2020 apportionment
<p>B. Where Those Stand and What I Did This Past Week:</p>
<ol style="list-style-type: none">1. Audit: We believe there is only one item remaining in our court (reconciliations). Per email from Sheryl Burke on Monday: "Because of the multiple delays in the audit process over the course of many months, including the inability of the County to close its books in a timely manner – it will be a few weeks for us to have sufficient office time to work on completing your 2019 audit. We are scheduled out working on other clients (June 30, 2020 year-ends) for most of November. We will do our best to find time to complete your audit as quickly as possible, but at this time we cannot guarantee a completion time."2. Laura Morse has made excellent progress on bank statement reconciliations.3. Bonding: Existing MV bond at 4.25%. Potential to get rates closer to 2%. Consider Deeds Book project as well. Intend to research and present a proposal for consideration.4. Towns were billed for their apportionment last week.5. Monthly budget update: October expenses are in; monthly snapshot available for your review. Intent is to get this to you by your second meeting of a month.6. Checkmate modules: Chris Heroux will be making a recommendation about proceeding.7. Avenu: In touch with our POC for both training and discussion about the PO modules.8. Cross training: Staff prepared several items for the "how to" manual. Ruby Nugent did several of these.9. Read performance audit for 2018. Agree with several findings including centralizing purchasing (except for MV).10. Discussed two grants for jail; seeking approval to move forward
<p>C. My Plans and Goals for This Coming Week Are:</p>
<ol style="list-style-type: none">1. Advance reconciliation process2. Draft bond proposal3. Participate in Dept Chairs call Thurs; discuss some process issues moving forward4. Update budget with Oct revenue figures5. Advance budget presentation intended for delegation