

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
November 10, 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 Administrator Howie Chandler, Register Lisa Scott, Sheriff Domenic Richardi, IT Contractor Jon Rich (Cybertron), Maintenance Director Bob Murray

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

Convened: 9:00 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 November 6, 2020 manifest of \$54,322.17

Media Questions

Mr. Steer asked to meet with Chmn. Bevard and CFO Cullen regarding the 2021 proposed budget ahead of the November 17 public hearing.

Public Comment

None

Budget Presentations

Sheriff Department & Dispatch Center - Sheriff Richardi

Sheriff Richardi presented his proposed \$1,689,205 Sheriff's Department budget and \$817,851 Dispatch Center budget. Comm'r Babson suggests towns that rely on the sheriff's department services in lieu of having their own full-time police department pay additional County fees to offset the cost of these services. The proposed 2021 budget requests reducing a secretarial position to half-time and adding a full-time deputy. The cost of the position will be partially offset by a grant, if awarded. Sheriff Richardi will be reapplying for the grant to equip the cruisers with mobile data terminals.

Information Technology - Jon Rich

Mr. Rich presented his requested budget of \$353,385. The commissioners opted to move the requested new server for the sheriff's department to the Capital Expenditure budget. CFO Cullen will contact Avenu to make

sure all funds necessary to implement the new modules are in the 2021 budget. The cost of the payroll software and services Checkmate (\$89,000) will be moved from Special Fees and Services to the IT budget.

Convention – Coord. Seamans

This budget was presented at \$7,307. The budget is reduced because the Coordinator salary is now in the Commissioners' budget. Meeting expense is increased because more members have been able to attend due to availability of Zoom.

The board also set the budgets for Finance (\$411,395) and Grants (\$1,253,394).

Grant Review

Chmn. Bevard will be coordinating a meeting of the grant review committee to review and make recommendation on the acceptance of two jail grants.

Line-Item Transfers

MOTION: “Approve line-item request 2020-16 to transfer \$172 from registry of deeds education line to the telephone line” by Chmn. Bevard, 2nd Comm’r McCarthy. Passed 3-0.

Due to uptick in covid cases across the state, the registry of deeds is returning to staff alternating working remotely and working in-office.

MOTION: “Approve line item transfer request 2020-17 to transfer \$7,500 from Dispatch Salary (100.4142.009) to Dispatch Overtime (100.4142.005)” by Chmn. Bevard, 2nd Chmn. McCarthy. Passed 3-0

Budget Draft Review

Chmn. Bevard will contact NH Department of Health and Human Services regarding Integrated Delivery Network (IDN) funding for 2021.

Chmn. Bevard requests clarification on what legal fees are charged to Special Fees & Services versus the individual departments' legal lines.

Dir. Heroux continues to work on obtaining employee medical insurance quotes.

Chmn. Bevard asked that the department salary details include the positions but not the employee names.

Chmn. Bevard asked if Checkmate has the ability to generate reports to assist with the budgeting process.

Chmn. Bevard noted she is “tremendously” impressed by the budgets put forth by the department heads.

MOTION: “Accept the draft amount of \$35,195,733 as presented as an accumulation of the budgets of all departments” by Chmn. Bevard, 2nd Comm’r McCarthy. Passed 2-1 with Comm’r Babson opposed.

CFO Report – Fergus Cullen

CFO Cullen presented his weekly written report (attached).

He reported the finance director brought to light that there are 53 payrolls in 2020 and this may not have been adequately budgeted for.

Dining Carts

Admin. Chandler asked the board to consider waiving the bid process for the purchase of dining carts included in the 2020 capital expenditure budget. This discussion is continued to the November 18 meeting.

Bid Award – MVC Weather Curtain

“Award MVC walkway weather panel to Just Right Awnings and Signs of Dover, NH for a price not to exceed \$13,600 and that we have some sort of warranty on the installation other than the fabric and plastic and that Bob (Dir. Murray) may sign the contract” by Comm’r Babson, 2nd Chmn. Bevard. Passed 3-0.

Municipal Records Committee/Record Retention Policy

Coord. Seamans will work on updating the Record Retention Policy and the formation of a municipal records committee in accordance with NH RSA 33-A. Rep. Comeau asked if a member of the public could be included in this process. Rep. Comeau reminded the board that non-public meeting minutes pertaining to issues that have been adjudicated should be released to the public. Chmn. Bevard reminded the board that at one point the County was prohibited from destroying any County records. Coord. Seamans will inquire with the court to see if this order has been lifted.

Non-Public Session

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 (a). Joining the session were Admin. Chandler, MVC Finance Director Paula Coates, Dir. Murray and CFO Cullen. The board reconvened following the session and voted 3-0 to seal the minutes.

Commissioners Comments and Reports

Comm’r Babson noted that his challenge to the Winnepesaukee Republicans to provide proof of their allegations of wrongdoing by the current board of commissioners remains unanswered.

Comm’r Babson will attempt to obtain an estimate for restoration of the logging easement not restored by Arthur Wood as agreed.

Media Questions

Rep. Comeau voiced a right-to-know request – a mentioned document signed by the finance director verifying that the balances matched when the finance records were moved from the County server to the cloud.

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 2) and NH RSA 91-A:3, II (a) (session 3).

The meeting reconvened following these sessions and the board voted 3-0 to seal the minutes of all sessions.

Minutes approved on Nov 18, 2020

Amanda J. Bevard

Amanda Bevard, Chairman

David L. Babson

David Babson, Clerk

Terry M. Carthy

Terry McCarthy, Vice-Chairman