

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
November 18, 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), CFO Fergus Cullen, HR Director Christopher Heroux, Register Lisa Scott, Sheriff Domenic Richardi, County Attorney Michaela Andruzzi, DPW Director Will DeWitte, CCHOC Supt. Pat Bachelder, Commissioner-Elect Kim Tessari, MVC Administrator Howie Chandler, MVC Food Service Director Chris Delisle

Present Remotely: Rep. Lino Avellani, MVC Finance Director Paula Coates, MVC Administrator Howie Chandler, Clearview TV

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

Manifest

Chmn. Bevard announced the November 13, 2020 manifest of \$602,234.06

Approval of Minutes

MOTION: "To approve the November 10, 2020 meeting minutes" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0

Media Questions

Mr. Steer asked is the evening public hearing November 17 was worth doing. He suggested a one-page summary overview of the budget could have been included to help the public understand the budget. Comm'r Babson said he was disappointed in the attendance. He suggested that next time it could also be advertised in community newsletters and local television and radio stations.

Rep. Comeau suggested the board change the weekly manifest format to include total budget, manifest amount and amount spent year to date.

Rep. Comeau suggested that the Avenu software representatives attend a meeting to give an update on the upgrade and the addition of "seats" to allow others to view the data.

Ms. Banks said she was unaware of the public budget hearing. She said fault lies with the public for not paying attention to what their government is doing. She is upset learning that the County budget has included about half a million dollars for White Horse Recovery over the past few years.

CFO Weekly Report – Fergus Cullen

CFO Cullen presented a written weekly report (attached). Comm'r Babson asked by the October revenue has not been posted yet. CFO Cullen answered that the departments have all sent in their revenue information but the finance department journal entries are not complete.

Highway Safety Grant – Sheriff Domenic Richardi

Sheriff Richardi presented a grant application for mobile data terminals. He applied for the same grant in 2020 and was awarded but the amount was insufficient to complete the installation of all terminals. He is reapplying for the correct funding. Chmn. Bevard said the grant review committee review and approval is not required prior to applying for the grant. The committee does review the grant, if awarded, and makes a recommendation to the commissioners and delegation whether or not to accept the grant funding.

MVC Dining Carts

Admin. Chandler and Dir. Delisle asked the board to waive the bid process and allow purchase of new dining carts. The capital expense budget for this purchase is \$31,000. The board voted 3-0 to have a request for proposal advertised for this purchase.

Executive Coordinator Report – Mellisa Seamans

District court process requires that all small claims must be filed electronically. Coord. Seamans asked for authorization from the board to establish log-in credentials to begin the claims process regarding the Arthur Wood memorandum of understanding.

MOTION: “Give permission to Ms. Seamans to start the small claims process online” by Comm'r Babson, 2nd Comm'r McCarthy. Passed 3-0.

Coord. Seamans presented the Batchelder Associates letter of engagement for the 2020 financial audit for signature. The board signed the document.

Rep. Comeau asked when the Delegation can request additional areas to be audited. Chmn. Bevard said this is an open-ended process.

Coord. Seamans presented two Primex credits and asked if the board would like to request refunds or apply the credits to the 2021 invoices. The unemployment compensation credit is \$7,967.46 and the workers' compensation credit is \$62,799.72. CFO Cullen will bring a recommendation to the next meeting.

Coord. Seamans presented the previously approved 2021-2026 Cybertron IT contract for signature. The board signed the document.

2021 Budget Review

MOTION: “To use a flat rate per hour increase and not a percentage increase for non-union raises in 2021” by Comm'r Babson, 2nd Chmn. Bevard. Passed 3-0

MOTION: “Give 60-cents per hour pay increase in 2021 to all non-union employees” by Comm'r McCarthy, 2nd Comm'r Babson. Passed 3-0

MOTION: “To make the 2021 salary increases effective April 1 if approved by the Delegation” by Comm'r McCarthy, 2nd Comm'r Babson. Passed 3-0

The commissioners reviewed the draft 2021 expense budget line-by-line. All budgets containing salary lines will be sent to finance to update with the 2021 non-union pay raise.

- MOTION:** “To accept the sheriff’s budget of \$1,689,205” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0
- MOTION:** “To change lines 100.4193.082 (DPW Equipment Repairs) and 100.4193.081 (DPW Maintenance Repairs) to \$7,750 each” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0
- MOTION:** “To reduce line 100.4193.065 (DPW Diesel Fuel) to \$2,500” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0
- MOTION:** “To reduce line 100.4193.062 (DPW Gasoline) to \$4,000” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0.
- MOTION:** “To accept line 300.5190 (MVC Physicians and Pharmacy) at \$103,500” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0
- MOTION:** “To accept line 300.5190 (Physical Therapy) at \$166,551” Passed 3-0.
- MOTION:** “To accept line 300.5193 (Special Services) at \$273,093” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0
- MOTION:** “To propose \$80,000 for 100.9180.153 (RSVP)” Passed 3-0
- MOTION:** “To not recommend the \$8,000 requested by End 68 Hours of Hunger” Passed 3-0
- MOTION:** “To not recommend the \$30,000 requested by Starting Point” Passed 3-0
- MOTION:** “To recommend a total of \$405,000 for 100.9180 Regional Appropriations” by Chmn. Bevard, 2nd Comm’r McCarthy. Passed 3-0
- MOTION:** “To approve the UNH Cooperative Extension request of \$288,786” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 3-0
- MOTION:** “To approve the Information Technology budget of \$428,495” by Comm’r McCarthy, 2nd Comm’r Babson. Passed 3-0
- MOTION:** “To approve the 200 Grant Funds budget of \$1,253,394” by Comm’r Babson, 2nd Chmn. Bevard. Passed 3-0
- MOTION:** “To approve the Convention budget of \$7,307” Passed 3-0

Discussion about a policy revision to address County cell phones when an employee leaves. The IT contractor will be asked about the value of used cell phones.

Discussion about creating an accrued time payout trust or reserve fund. Coord. Seamans will contact NH DRA about the process.

Admin. Chandler would like to see 300.5190 Physical Therapy combined with 300.5193 Special Services. CFO Cullen will investigate if this is possible.

Admin. Chandler would like to move 300.5193.029 Criminal Records to the Human Resources budget.

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).

The board reconvened and did not seal the minutes.

NEXT MEETING MONDAY, NOVEMBER 23, 2020

Minutes approved on November 23, 2020

Amanda J. Bevard
Amanda Bevard, Chairman

David S. Babson 11/18/2020²³
David Babson, Clerk

Terry M. McCarthy 11/23/20
Terry McCarthy, Vice-Chairman