

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
December 16, 2020

Present: Vice-Chairman Terry McCarthy, Clerk David Babson, Executive Coordinator Mellisa Seamans, Treasurer Joe Costello, MVC Administrator Howie Chandler, Director of Maintenance Bob Murray, Ed Comeau (GovernmentOversite.com), Delegation Chairman Rep. Avellani, HR Director Christopher Heroux

Vice-Chairman McCarthy chaired the meeting.

Called to Order: 9:10am

Public Comment

None

Media Questions

None

Approval of Meeting Minutes

“To approve the December 9, 2020 meeting minutes” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 2-0

Bid Opening- Meal Delivery Carts

Three bids were received, opened and announced in response to the advertised request for proposals.

Supplies on the Fly \$30,847.44

Douglas Equipment \$29,406.32

Kittredge Equipment and Supplies \$28,688.00 (with add-ons \$31,256)

The budgeted amount for this capital expenditure is \$31,000. The bids will be provided to MVC Dining Services Director Chris Delisle for review and recommendation.

Fiber Optic Upgrade

Dir. Murray provided his written recommendation ahead of today’s meeting. The three bids have all been determined as qualifying bids and reviewed by Dir. Murray and IT contractor Jon Rich. Dir. Murray recommends awarding the contract to TriWire of Auburn, Mass. at \$12,587.56. The budget for this capital expense is \$6,000. Dir. Murray requests transferring leftover funds from savings on other capital projects to fund this contract. All the conduit is in place. The company will have to run lines in the ceiling of the Annex then outside to two conduits, one to the jail and the other to the nursing home. If there is any water in the conduits, Dir. Murray would like to have the project at least started and possibly completed before the water freezes.

MVC Phone System

Residents use the County phone system and are charged a monthly fee. The current system is nearing capacity. Dir. Murray would like to add an expansion module to allow for more residents to access the system. The cost of the expansion with labor and materials is \$5,545. The system is unique, and he does not want multiple vendors in the phone system. He recommends the current vendor, TeleTechniques be awarded a no-bid contract to do the expansion. Every phone line that plugs into the system must have its own connection. About 75% of new admissions have been opting to connect to the phone system. This is a project not specifically asked for in the 2020 budget. There is savings from other projects in the capital budget. He is not asking for a new appropriation. Rep. Avellani was asked his opinion and offered that the addition of the project would be

reviewed and voted by the Executive Committee. This would add a module and one expansion card, equaling 16 connections.

MOTION: “Give Dir. Murray the authority to purchase a new telephone expansion module in a no bid situation to TeleTechniques at a price not to exceed \$5,545 because it is a security issue, and we have one person that has been doing our telephone work and we are reaching plug-in capacity” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 2-0

Department Head Report – HR Director Christopher Heroux

Dir. Heroux asked the board to consider adopting the employee manual and personnel policies as two separate documents. This allows for the policies to be updated individually as needed without having to revise the entire employee manual. Comm’r Babson expressed concern that new employees would not have the complete package upon hire. This item will be revisited on the December 22 agenda.

Dir. Heroux has received the 2021 not to exceed rate for group health insurance from NH Interlocal Trust of 3.82%. The board has until February 2021 to decide whether to sign the agreement.

NH Association of Counties Appointments

The commissioners have been asked to appoint five members to the NHAC Executive Committee before January 8. This item will be placed on the January 6, 2021 agenda.

Line-Item Transfers

MOTION: “Approve line-item transfer request 2020-21 for \$6,587.56” by Comm’r Babson, 2nd Comm’r McCarthy. Passed 2-0

CFO Weekly Report – Fergus Cullen

CFO Cullen presented his weekly written report at the meeting (attached). Comm’r Babson thanked CFO Cullen for working to consolidate the Amazon accounts and move toward billing to reduce credit card use. Treas. Costello noted the nursing home bond paperwork has not been located and suggested it needs to be found to understand what penalties might be incurred if the bond is renegotiated. Comm’r Babson suggested calling former commissioner Chip Albee who was instrumental in securing the bond.

Comm’r Babson has requested to purchase his County cell phone as has been allowed to others in the past. The matter will be brought to the December 22 meeting.

Executive Coordinator – Mellisa Seamans

Approximately 84 Zoom meetings have been hosted since March and Coord. Seamans thanked the Board for providing this service to the County citizens, staff, and fellow officials.

The commissioners received contracts related to the PREA and JMHC jail grants. Under advisement to be considered for approval and signature at the December 22 meeting.

Three policies were presented for review of the board. The policies will be again considered at the December 22 meeting.

Grant Review Policy

Comm’r Babson noted his opposition to the executive committee reviewing and approving acceptance of grants as they did on December 14. The original purpose of the executive committee was to review and approve line-item transfers only.

Mr. Comeau said the purpose of the committee is to prepare a report to advise the commissioners and delegation of the grant details but the committee has no authority to approve the grant.

Record Retention Policy

This is a revision of the 2015 policy, taking into consideration changes in statute.

Public Records Access Policy

This updates and renames the 2015 Right-to-Know policy. Coord. Seamans explained the revised policy confirms the lawful process, ensures timelines are followed and introduces a request for information tracking form.

The board will hold approval of the policies until the December 22 meeting.

The next commissioners' meeting will be Tuesday, December 22 as the offices are closed December 23-25 for the Christmas holiday.

Hale's Location

MOTION: "To authorize the treasurer to sign checks numbered 2571 through 2575" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 2-0.

Treas. Costello said the tax collector at Hale's Location is doing a fantastic job. He has not submitted mileage for any travel on behalf of Hale's Location to date but will in 2021.

The commissioners received a letter from counsel clarifying that students from unincorporated places must attend a school within the county in order for the tuition to be covered through taxation.

MOTION: "Send the letter to Mr. Belisle" by Comm'r Babson, 2nd Comm'r McCarthy. Passed 2-0

Hale's Location will be billed for the legal services rendered to address this matter.

While in the office, Comm'r Babson noticed Christmas cards from several different County departments. He objects to the County paying for Christmas cards for political elected officials to promote their office. He does not know if the cards were paid for by the individuals sending them out or if they expect the taxpayers to pay for this.

Comm'r McCarthy received a thank you card from a nursing home resident for Christmas decorations she provided.

Commissioners Comments and Reports

Comm'r Babson said the commissioners should review and approve all responses to Right-to-Know requests. Specifically, he questioned the status of two responses to request for information received from Rep. Glenn Cordelli. Coord. Seamans reported she responded to both requests and forwarded a copy of her responses to the commissioners on December 10. Comm'r Babson noted he did review one of the responses and Coord. Seamans did an excellent job.

Comm'r Babson reminded Comm'r McCarthy that the new board of commissioners will need to appoint a commissioner to the UNH Cooperative Extension Advisory Board. He is also the representative to the Tamworth Recycling Committee.

Tax Anticipation Note (TAN)

Treas. Costello said the preliminary rate is 1.09% for the non-taxable portion and 1.4% for the taxable portion. He said the finance director is working on the cash flow projection. The bank is also looking for the 2019 audit. In the 2020 budget there is \$80,000 for TAN interest but he expects only \$44,000 will be spent.

Non-Public Session

On a motion by Comm'r Babson, 2nd by Comm'r McCarthy and a 2-0 roll call vote, the commissioners voted to enter into nonpublic sessions under NH RSA 91-A:3, II (a) and (c). The board reconvened and voted to seal the minutes.

The board recessed to review and sign checks.

Minutes approved on Dec 22, 2020

Amanda J. Bevard
Amanda Bevard, Chairman

David L. Babson
David Babson, Clerk

Terry McCarthy
Terry McCarthy, Vice-Chairman