

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**December 22, 2020**

**Present:** Chairman Amanda Bevard, Vice-Chairman Terry McCarthy, Clerk David Babson (via Zoom), Executive Coordinator Mellisa Seamans, Treasurer Joe Costello, MVC Administrator Howie Chandler, Director of Maintenance Bob Murray, MVC Dining Services Director Chris Delisle, Ed Comeau (GovernmentOversite.com), Delegation Chairman Rep. Avellani (via Zoom), Rep. Glenn Cordelli (via Zoom), Rep. Jonathan Smith (via Zoom), HR Director Christopher Heroux

All votes taken were done by roll call.

**Called to Order:** 9:10am

**Public Comment**

None

**Media Questions**

None

**Manifest Approval**

The manifest for week ending December 18, 2020 is \$154,117.96.

**Approval of Meeting Minutes**

**MOTION:** "To approve the December 16, 2020 meeting minutes as amended" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 2-0. Comm'r Babson asked to add on page three that he has no objection to individuals paying for Christmas cards.

**Fiber Optic Upgrade Bid Award**

**MOTION:** "Award the fiber optic construction contract to TriWire Engineering of Auburn, Mass. not to exceed \$12,587.56 and authorize Dir. Murray to sign the contract" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0.

**Annex**

Comm'r McCarthy asked Dir. Murray to schedule a meeting of the Annex subcommittee. There is \$25,000 proposed in the 2021 budget for architect to draw up plans. He has provided, to date and free of charge, conceptual drawings.

**CFO Weekly Report – Fergus Cullen**

CFO Cullen presented his weekly written report. All towns have paid their County tax bills that were due December 17 except Bartlett and Hart's Location. Comm'r Babson said, and Treas. Costello agreed, that the County should charge the 10% late fee allowable by law. (NH RSA 29:11)

A handout outlining the potential savings if the nursing home bond is renegotiated was distributed. Treas. Costello cautioned there may be penalties associated with refinancing. It was noted that, as of this date, the amortization schedule is in the finance office but the original bond documents have not been located. Treas. Costello suggested it is worth considering refinancing the nursing home bond and bonding the registry of deeds archival restoration project together. Chmn. Bevard agreed it is worth looking into.

CFO Cullen said the draft 2019 financial audit has been received. It will be reviewed further by finance, the commissioners and the treasurer prior to release to the Delegation.

**Department Head Report – Sheriff Domenic Richardi**

**MOTION:** “To sign the federal seizure account balance report for 2019” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0

Sheriff Richardi reported that the State bids are in for cruisers. He may be able to order the cruisers that are funded in the budget prior to year-end. Covid vaccination plans are in process. Sheriff Richardi is including dispatch employees as essential. There is one open position in the dispatch center.

The need for service of court papers has decreased due to electronic filings. Once Covid restrictions are listed and landlord-tenant issues arise, the courts and department will likely see an increase in evictions.

Phase II of the communications grant is complete and reimbursements are being readied in hopes of receiving the funds in first quarter 2021. Phase III has begun. Construction of the new tower in Ossipee, additions on the Tuftonboro tower and installation of the tower at Oak Hill in Madison have already resulted in a marked improvement in emergency communications throughout the region.

**2020 Encumbrances**

The register of deeds requests to encumber \$250 to archive additional documents under the current contract.

**MOTION:** “Accept encumbrance request 2020-01” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0

**MOTION:** “Rescind the motion we made on October 7 to encumber \$85,000 for the MVC bus” by Chmn. Bevard, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0

The director of maintenance requests to encumber \$131,306 in the MVC Capital Expenditure fund for vinyl flooring (\$15,000), bus and decals (\$68,622), ceiling lifts (\$12,000), oxygen concentrators (\$3,000), walkway panels (\$13,600), door access and cameras (\$11,484), and nurse station carpet tiles (\$7,000).

**MOTION:** “Accept encumbrance request 2020-02” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0

The sheriff requests to encumber \$58,000 for purchase of new cruisers. He hopes to have a purchase agreement in place by year-end.

**MOTION:** “Accept encumbrance request 2020-03” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0.

The director of maintenance requests to encumber \$10,675 in the Admin Capital Expenditures budget for the window replacement in the executive coordinator’s office (\$4,400) and boiler room door replacement (\$6,275). Both bids have been awarded but the projects are not expected to be complete until January 2021.

**MOTION:** “Accept encumbrance request 2020-04” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0

The director of maintenance requests to encumber \$4,000 in the County Facilities budget. The commissioners request more information about any quotes received or contracts proposed for this expenditure.

**MOTION:** “Table encumbrance request 2020-05 for document shredding until December 30, 2020” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy. Passed 3-0

The county attorney requests to encumber \$269.82 for criminal case expense.

**MOTION:** “Accept encumbrance request 2020-06” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson.  
Passed 3-0

CFO Cullen explained it would be in the best interest of the County to set up the Civil Commitment as a reserve fund. The county attorney is requesting to encumber the funds to give time to consider setting up a reserve as a contingency fund.

**MOTION:** “Accept encumbrance request 2020-07” by Comm’r McCarthy, 2<sup>nd</sup> Chmn. Bevard. Failed 3-0 because there is \$20,000 in this 2021 budget request.

**MOTION:** “Accept encumbrance request 2020-08” by Comm’r Babson, 2<sup>nd</sup> Comm’r McCarthy.  
Passed 3-0

#### **Capital Reserve Fund – Water Tower**

Treas. Costello brought forward the need to create and fund this capital reserve account prior to December 31. He will discuss this with the finance director. Coord. Seamans was asked to work on setting up a public hearing to allow changing the name/purpose of the capital reserve fund.

#### **Tax-Anticipation Note**

Treas. Costello has received the list of items necessary to secure the 2021 tax-anticipation note. He forwarded this to Coord. Seamans and was told that the finance office received a copy in October. His goal is to have the necessary documents and cash flow projection to the bank following the December 30 commissioners’ meeting.

#### **Executive Coordinator Report – Mellisa Seamans**

Coord. Seamans brought forward three agreements needing signature for the PREA and Justice in Mental Health grants. Both grant awards have been accepted by the commissioners and executive committee.

**MOTION:** “Accept the three contracts for services dealing with the grants for the house of corrections” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0

Held over from the December 16 meeting, the board considered the Record Retention Policy, Grant Review Policy and the Public Access to County Records Policy.

**MOTION:** “Accept the new Records Retention Policy, replacing the June 2015 policy” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0

**MOTION:** “Accept the new Public Access to County Records Policy, replacing the 2015 Right to Know Policy” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson (under protest). Passed 3-0

Comm’r Babson requests that the state representatives consider amending the law to allow the County to recoup actual expenses incurred when responding to requests for records. Chmn. Bevard stated it should be enough to direct requestors to where the information can be found, i.e., meeting minutes are on the County website.

Comm’r Babson said there is a large box of documents that were gathered in response to a right-to-know request. The County was not compensated for production of these documents and the requestor never retrieved them.

**MOTION:** “Accept the Grant Review Policy” by Comm’r McCarthy, 2<sup>nd</sup> Comm’r Babson. Passed 3-0

Coord Seamans presented a revised Health and Retirements Policy as draft by Dir. Heroux. The policy is being revisited to address benefits that are available to elected officials. Coord. Seamans is surveying other counties. This policy will be revisited on December 30.

**Avenu Seats**

**MOTION:** "To assign Avenu access to the commissioners and to the treasurer" by Chmn. Bevard, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0.

Comm'r McCarthy will follow-up on this and getting the other "seats" activated with IT contractor Jon Rich. Chmn. Bevard said it would be good to finally have this done.

**2021 Holiday Calendar**

This item held to the December 30 meeting.

**Employee Reference Guide and Personnel Policies – HR Director Chris Heroux**

The policy section contains the same policies as adopted previously, understanding that all are in need of individual review by the commissioners. Dir. Heroux will distribute the Guide to all employees. The guide and the policies will be given as a packet to new employees. As the policies are updated, new versions will be distributed to all employees and available on the County website.

**MOTION:** "Approve the Employee Reference Guide along with the supplemental personnel policies" by Comm'r McCarthy, 2<sup>nd</sup> Comm'r Babson. Passed 3-0

**County Cell Phones**

Discussion about elected officials being able to purchase their County cell phones when they leave office. Comm'r Babson wishes to purchase his phone for \$25 as was allowed to previous commissioners. Chmn. Bevard asked the treasurer and finance to bring a recommendation on this to the board.

**Media Questions**

Mr. Comeau said two years ago came in and scanned does not know why box is sitting in the office. As before, you can return it to the archives.

**Public Comment**

None

**Non-Public Session**

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

The board recessed to review and sign checks.

Minutes approved on Dec 30, 2020

Amanda J. Bevard  
Amanda Bevard, Chairman

David L. Babson  
David Babson, Clerk

Terry McCarthy  
Terry McCarthy, Vice-Chairman