

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
December 16, 2021

Present: Chairman Terry McCarthy, Clerk Kimberly Tessari, Register of Deeds Lisa Scott, CFO Bonnie Batchelder, Executive Coordinator Mellisa Seamans, HR Director Christopher Heroux; Lynette Carney, Michael Metcalf, Kyle Ruprect of Underwood Engineers, Inc.; Chris Kilmer (ASFCME); Eliza Grant and Kit Hickey of Bluebird Project; Representative Lino Avellani

Absent: Vice-Chairman Matthew Plache (excused)

Pledge of Allegiance

Public Comment

None

Media Questions

None

Approval of Meeting Minutes

MOTION: "To approve the minutes of December 9, 2021" by Comm'r Tessari, 2nd Chmn. McCarthy. Passed 2-0.

Treasurer Report

None

Manifest

Chmn. McCarthy announced the Dec. 8, 2021 accounts payable manifest in the amount of \$138,577.94.

Register of Deeds Lisa Scott

Land Records Management System Contract

The draft 10-year contract was reviewed by Primex and contract attorney. The plan is to have the new records management system up and running January 4.

MOTION: "To authorize the Register of Deeds to sign the contract between Carroll County and AIT, LLC." by Comm'r Tessari, 2nd Chmn. McCarthy. Passed 2-0

ARPA Fund Request

Comm'r Tessari will draft a policy detailing the process for department heads to use when requesting disbursements from ARPA funds – completed project inventory form, vote of approval by Commissioners, project supporting documents, etc. CFO Batchelder is creating a contract for ARPA non-profit grants.

MOTION: "Use ARPA funds in the amount of \$250,000 under category 1.7 public health section, investments or physical plant changes to public facilities that respond to Covid-19 public health emergency for the purpose of computers, monitors, printers, scanners, receipt printers, label printers, servers, and various network components at an estimated cost of \$65,000; and the land records management system with search

hosting, disaster recovery, with Microsoft Office, Adobe, in the amount of \$185,000; for a total of \$250,000 out of the ARPA funds to the Registry to increase cybersecurity and to promote secure remote workplace which will allow the Registry to remain going at all times with no interruption in recording for the general public and very limited risk of the transmission of Covid during that time” by Comm’r Tessari, 2nd Chmn. McCarthy. Passed 2-0

Conway Housing Project - Eliza Grant, Kit Hickey

Ms. Grant and Ms. Hickey provided an overview of their proposed project in Conway to convert a historic property into seven housing units. They request that the County receive the Community Development Block Grant (CDBG) on their behalf.

MOTION: “To hold a public hearing to discuss the restoration of a public property in Conway and CDBG grant on January 13 with inclement weather date of January 20 at 2:00pm” by Comm’r Tessari, 2nd Chmn. McCarthy. Passed 2-0.

Hales Location

MOTION: “To authorize the treasurer to sign a check to Red Door Title, LLC for \$148 and a check to NH Electric Cooperative for \$366” by Comm’r Tessari, 2nd Chmn. McCarthy. Passed 2-0.

Other Business

Checkmate Contract

MOTION: “Sign the license and services one-year agreement dated December 3 between Carroll County and Civic Plus for the County website and to authorize the Chair to sign” by Comm’r Tessari, 2nd Chmn. McCarthy. Passed 2-0

Coord. Seamans will prepare the ARPA project inventory form as the board is considering using ARPA funds to upgrade the website.

Mountain View Community Collective Bargaining Agreement

MOTION: “To approve the agreement between Carroll County and ASFCME Local 3685 for the period of April 1, 2022 through March 31, 2023” by Comm’r Tessari, 2nd Chmn. McCarthy. Passed 2-0

Cost items in the contract are included in the proposed 2022 County budget that is pending Delegation approval.

Water System Improvement Study (Draft) – Underwood Engineers

Representatives from Underwood Engineers presented the draft water system study with a slide presentation and draft report. Recommendations:

Sources

- Study to evaluate long term safe yield of each source
- New source, if needed
- Improvements – Well level transducers, minor repairs and upgrades

Storage

- Concrete repairs to storage tank

- Clean and repair fire pond

Metering Buildings

- Interior building repairs – walls, ceiling, heater
- Replace meters
- Upgrade control system
- Add chlorine analyzer

Distribution System

- Replace main on Old Route 28
- Replace system hydrants
- Replace meters in village; install meters at County Complex
- Radio read system for reading meters

Preliminary cost estimate is \$3.51 million and includes development of a new source, if warranted.

Underwood will pursue the Asset Management Grant (up to \$100,000), the Strategic Planning Grant (up to \$50,000) and the State Revolving Fund to offset the cost.

Employee Recognition

County-level awards were presented to CCHOC Corporal Alan McPherson and Registry of Deeds employee Jeff Anderson. A luncheon followed in the conference room.

Finance Department Report – CFO Bonnie Batchelder

October and November budget to actual reports provided. A controller and an administrative assistant have been hired and will be starting December 27. Checkmate 2022 contract under review. Based on not to exceed rate, there is a shortfall in the 2022 medical insurance proposed budget of \$240,000. Other quotes are being sought. Suggested that the human resources department be combined with the finance department with CFO having oversight.

Non-Public Session

MOTION: “To enter into non-public session under 91-A:3, II (a)” by Comm’r Tessari, 2nd Chmn. McCarthy. Passed on a roll call vote 2-0

The board reconvened the public meeting and voted to seal the minutes.

Minutes approved on _____ January 13, 2022 _____

Terry McCarthy, Chairman

Absent
Matthew Plache, Vice-Chairman

Kimberly Tessari, Clerk