

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
May 5, 2021

Present: Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Treasurer Joe Costello, Representative Lino Avellani, DPW Director Will DeWitte, CCHOC Superintendent Sean Eldridge, Director of Maintenance Bob Murray, Executive Coordinator Mellisa Seamans, Ed Comeau (GovernmentOversite.com)

Call to Order 9:28 a.m.

Pledge of Allegiance

Approval of Meeting Minutes

MOTION: "To approve the minutes of April 29" by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0.

The approval of the April 21 and April 29 meeting minutes is held to the May 12 meeting.

Media Questions

Mr. Comeau requested the Board review the County Right to Know policy to make sure they are adhering to it. He currently has two outstanding requests.

Public Comment

None

Manifest

The manifest for April 28, 2021 is \$109,608.65.

Department Head Report – Register of Deeds Lisa Scott

The 2020 annual report has been submitted. The land records management system is going well with a new vendor. Extreme increases in docket counts this year, up 58%. At this point in 2020, 16% of expense line item was spent; this year 22%. Reg. Scott expressed concern the expense line will not cover the increase in dockets if the trend continues. Reg. Scott provided revenue reports. The County should know the final rate for the MVC refinance and Registry Restoration bonds by the end of the day.

Bid Opening – Deed Book Binders

The board opened and announced bids received from two vendors:

Cott Systems	100 binders x \$72.90 each = \$7,290
	150 binders x \$72.20 each = \$7,220
KoFile	100 binders x \$75 each + \$500 shipping = \$8,000
	150 binders x \$73 each + \$655 shipping = \$11,605

Register Scott took the bids for review and returned later in the meeting with a recommendation to purchase 150 binders from Cott Systems at \$10,830.

MOTION: "To accept the Cott Systems' bid of \$10,830 for 150 binders and to authorize the Register of Deeds to sign" by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0.

Memorandum of Understanding – UNH Cooperative Extension – Greenhouse on County Property

Comm'r Plache read the MOU into the record. Dir. DeWitte joined the meeting and has no objection to the MOU.

MOTION: “To approve the MOU and authorize Chmn. McCarthy to sign” by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0

Comm'r Plache noted that NH RSA 28:8-d requires the County Convention ratify this MOU.

Other Business

Emily Vulgamore of Granite State Rural Water Association is working to develop a Source Protection Plan committee and will send the list of members to the commissioners.

Underwood Engineers drafted a request for proposals for the water system study at no cost to County. The commissioners will consider the RFP at the May 19 meeting.

The Boy Scouts have completed a substantial amount of blueberry pruning.

The March bank reconciliation reports will be available May 12.

Dir. Murray received approval from the board to have Eastern Propane do needed repairs on the supply line of the propane tank. The cost is not expected to exceed \$3,850.

Mountain View Community has received its new bus today.

Chmn. McCarthy asked Dir. Murray to draft a request for proposals for an architect to create plans for the Annex. Dir. Murray suggested the committee should meet to formalize a vision for the future use of the building.

Chmn. McCarthy noted that this is Corrections Appreciation Week and thanked the staff for the wonderful job they have done, especially during Covid.

Line-Item Transfers

MOTION: “To approve line-item transfer 2021-03 from account 4103.009 (salary) to 4103.005 (overtime) in the amount of \$168.76” by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0

MOTION: “To approve line-item transfer 2021-02 from account 4105.007 (CFO salary) to 4105.068 (office supplies) in the amount of \$128” by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0

This expense was approved by former CFO to reimburse a finance office staff member's cell phone expense while she was working from home. Comm'r Plache asked if there is a policy regarding County cell phones issued to employees. Chmn. McCarthy suggested the commissioners receive a list of all employees that have County phones and if they need the phones. She noted it is less expensive for the County to issue County-owned cell phones than to pay \$43/month reimbursement for employee use of their personal phones. Comm'r Tessari noted that cell phones can be subject to 91-A requests and it is more difficult to take possession of a personal cell phone.

Commissioners Comments and Reports

Dale Drew of Boy Scouts would like to set a meeting with the commissioners for a laser device to deter birds from the blueberry patch. Mr. Drew will purchase the device and donate to the Boy Scouts.

Non-Public Session

On a motion by Comm’r Tessari, 2nd by Comm’r Plache and a 3-0 roll call vote, the commissioners voted to enter into two nonpublic sessions under NH RSA 91-A:3, II (a) and (b) at 10:53 a.m. The meeting reconvened at 11:40 a.m. and a vote passed to seal the minutes of both sessions.

Chmn. McCarthy announced the following new hires: Jim Stoddard as CCHOC Programs Director; George Zoukee as Chief Financial Officer; and Deidre Brown as Mountain View Community Nursing Home Administrator.

Request for Proposals

The board reviewed an RFP presented by Supt. Eldridge for installation of security cameras as funded by the PREA grant.

MOTION: “To approve the RFP” by Comm’r Plache, 2nd Comm’r Tessari. Passed 3-0.

Non-Public Sessions

MOTION: “To enter into non-public session under RSA 91-A:3, II(c)” by Comm’r Tessari, 2nd Comm’r Plache. Passed 3-0 (11:57 a.m.)

The board recessed while in non-public for lunch then returned to continue the session.

The board reconvened at 3:33 p.m. and voted to seal the minutes of this session.

Right-to-Know Requests

Mr. Comeau was provided a written response to two 91-A requests.

Meeting adjourned at 3:37 p.m.

Minutes approved on _____

Terry McCarthy, Chairman

Matthew Plache, Vice-Chairman

Kimberly Tessari, Clerk