

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**September 2, 2020**

**Meeting convened:** 9:00 a.m.  
**Members Present:** Amanda Bevard (Chair), Terry McCarthy (Vice-Chair), David Babson (Clerk)  
**Others Present:** Treasurer Joe Costello, MVC Administrator Howie Chandler (via Zoom)  
**Public Present:** Rep. Ed Comeau (www.governmentoversite.com), Clearview TV (via Zoom), Daymond Steer (Conway Daily Sun)  
**Recording Clerk:** Mellisa Seamans

Call to Order  
Pledge of Allegiance

**Approval of Minutes**

**MOTION:** "Approve the minutes of August 26, 2020" by Comm'r Babson, 2<sup>nd</sup> Comm'r McCarthy. Passed 3-0.

**Media Questions**

None

**Public Comment**

Rep. Comeau noted the County website is much improved. Rep. Comeau asked about the status of his right-to-know request. Coord. Seamans said she is still waiting for information she does not have access to.

**Manifest Approval for Week Ending August 28, 2020 = \$517,734.97**

**2<sup>nd</sup> Quarter Budget Review**

The board reviewed the June 30, 2020 expenditure and revenue guidelines distributed on August 28. Rep. Cordelli questioned a May transfer from administrative salaries to settlements. He said the transfer was likely unnecessary and possibly illegal since there was no transfer approved by the executive committee. The finance director will be asked to attend the Sept. 9 meeting for questions about the commissioners' budget.

**Department Head Report – MVC Administrator Howie Chandler**

Admin. Chandler provided a written report ahead of the meeting (see attached). Admin. Chandler, staff and NH Association of Counties are urging the governor to continue the long-term care stipends that expired end of July. Twenty residents requested absentee ballots that were provided and returned to Ossipee Town Clerk. The board thanked Admin. Chandler for his tremendous work during the pandemic and asked that he convey the board's appreciation to MVC staff.

**Josh Robinson, President – Checkmate HCM**

Checkmate is the County payroll service contractor with a three-year contract that expires on October 8, 2020. Comm'r Babson said it appears that Checkmate has had issues from day one. Mr. Robinson said on a weekly basis 95-97% of work completed is correct and the remaining, related to the interface between Checkmate and the County's general ledger, requires correction. He is not aware of any ongoing, lingering issues his company has allowed to persist. Chmn. Bevard said the fact the finance director cannot import reports directly into her finance system is unacceptable. The manner in which data can be imported into Conduent (Avenu) is a limitation of Conduent (Avenu). This is not an ideal method to import into the general ledger. A few weeks

ago, remapping on the Checkmate end had to be done to account for all of the budget allocation changes made at County in March, i.e., all medical insurance lines moved to the Special Fees budget from the individual department budget.

Chmn. Bevard said that Checkmate was sold as a much smoother process from employee card swipe to payroll processing and integration into the general ledger. But it appears the finance director spends a lot of time working with Checkmate to fix issues. Mr. Robinson said the one thing that remains “clunkier” than he would like is the way the Checkmate system interfaces with the County’s finance software. Dir. Armstrong noted the bank coding errors when processing paychecks has caused her hours and hours of research. Rep. Avellani said for a year and a half Checkmate could have been doing “sweeps” to facilitate the process for more efficient payroll processing rather than focusing on extensive amount of general ledger work. Mr. Robinson said in retrospect this service should have been included in the original agreement. The addition could be an addendum for the new contract and would create the ability to clear the live checks in one step rather than the finance office having to do about 200 manual clearings per pay period.

Employees have the option to have paychecks direct deposited or receive a “live check”. Chmn. Bevard asked for more information about payment options including “pay card”.

Mr. Robinson said Checkmate wants to continue work with the County but if the County does not want to continue with their services he would need to know as soon as possible. If the contract is renewed, he is willing going forward to meet with the commissioners once per quarter.

Rep. Avellani expressed hope that the new finance officer will participate in development of the new contract. Rep. Cordelli asked what the payroll coordinator position is responsible for and what is included in the \$20,000 price increase for Checkmate in the 2020 County budget. Mr. Robinson explained the additional funding is for the Human Resources Information System (HRIS) that Checkmate offers.

Chmn. Bevard said she is impressed how Checkmate has handled the extra coding work due to Covid-related stipends and other impacts.

\*\*\*The board took a five-minute break\*\*\*

#### **Audit Services 2021**

The commissioners have received one proposal from Batchelder Associates for completing the 2020 financial audit. Treas. Costello agreed to assist with reference checking. The bidder will be invited to attend the Sept. 16 meeting. In the meantime, Chmn. Bevard would like to have input from the finance director, treasurer, commissioners and references for the Sept. 9 non-public meeting.

#### **Employee Medical Insurance**

The commissioners were provided with printed materials about the services an insurance broker can offer. This item will continue on the agenda.

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

The 2019 annual report was delivered by Minuteman Press. Copies have been distributed as required by NH RSA 30:2 and to County officials and department heads. The budgeted amount for this project was \$300 and the invoice totals \$340.22. The commissioners will prepare a line-item transfer request for \$40.22. Coord. Seamans presented the board with a drat request for proposals to solicit bids for 2020 annual report production.

Dale Drew has asked to be placed on the Sept. 16 agenda to discuss the memorandum of understanding between the County and the Tamworth Boy Scout troop regarding the County blueberry field. Drew is also expected to report on the success of the 2020 blueberry season.

Coord. Seamans presented a draft letter and application to be sent out to non-profit organizations that currently receive funding in the Carroll County budget. Suggested edits will be made and brought forward for review Sept. 9.

Coord. Seamans provided a status report on several outstanding right-to-know requests. Comm'r Babson has, and Comm'r McCarthy will, review a stack of 500 email pages and approve for release to one requestor. Comm'r Babson said there is a staff cost to responding to these requests and the County should be able to recoup some of the cost the requestor. Chmn. Bevard questioned if all County employee work is considered public information and what actually constitutes a governmental record.

The line-item transfer request forms have been updated to require finance department review prior to the requests being brought to the commissioners for approval. The new forms have been distributed to department heads.

Coord. Seamans reported that the individual responsible for damaging a fire hydrant in the area of 40 Old Granite Road has been ordered by the court to pay restitution in the amount of \$2,621.82. To date, he has made three monthly payments of \$200 each.

### **Hale's Location**

The board has been invited to attend the Hale's Location Association Annual Meeting October 17 at 1 p.m.

**MOTION:** "To authorize the treasurer to sign the check for the Hale's Location administrator's August salary of \$1,000" by Chmn. Bevard, 2<sup>nd</sup> Comm'r McCarthy.  
Passed 3-0

Treas. Costello asked for a written determination from the attorney regarding payment in lieu of taxes to school districts prior to Hale's Location paying the legal bill.

### **Other**

Comm'r Babson questioned the treasurer's statements previously that County bank accounts are not being balanced. Treas. Costello clarified that the individual departments are reconciling their accounts but the payroll account and the main County accounts are not being reconciled monthly by the finance office. Treas. Costello said he came to the office recently for the purpose of assisting with balancing the checkbook but he was given figures from August 2019 and not the current year. The administrative assistant has begun work on balancing the bank statements for 2020.

Comm'r Babson questioned why legal fees related to settlements are charged to the County legal fees budget rather than the settlements line. Chmn. Bevard suggested he ask the finance director.

The board asked Coord. Seamans to create a vehicle inventory log spreadsheet for completion by all department and to include both on and off-road vehicles.

### **Non-Public Session**

*Non-public Session 1*

**MOTION:** To enter into non-public session under RSA 91-A:3, II(b) the hiring of any person as a public employee by Comm'r Babson, 2<sup>nd</sup> Chmn. Bevard.  
Passed on roll call vote.

A motion passed 3-0 to seal the minutes of this session.

Minutes approved on \_\_\_\_\_

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Amanda Bevard, Chairman

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David Babson, Clerk

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Terry McCarthy, Vice-Chairman

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