

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**January 13, 2021**

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Executive Coordinator Mellisa Seamans, Treasurer Joe Costello, CFO Fergus Cullen, MVC Administrator Howie Chandler (remote), HR Director Christopher Heroux, Ed Comeau (GovernmentOversite.com), Jim Miller (Clearview TV), Daymond Steer (Conway Daily Sun), Rep. Lino Avellani (remote), Rep. Jonathan Smith (remote)

**Called to Order:** 9:40 am

**Pledge of Allegiance**

**Public Comment**

Mr. Comeau presented three requests for public records, per RSA 91-A.

**Media Questions**

Mr. Steer asked if the medication-assisted treatment (MAT) policy will be reviewed in the near future. Chmn. McCarthy agreed that it will.

Mr. Steer asked if the commissioners are aware of any rallies or protests connected to the January 20 Inauguration Day. Chmn. McCarthy declined comment.

Mr. Steer inquired about the penalties due from towns that did not pay their County tax on time.

**Manifest Approval**

The manifest total for January 6 was \$211,578.77 and for December 30, 2020 was \$81,614.64.

**Approval of Meeting Minutes**

**MOTION: "To approve the January 6 meeting minutes"** by Comm'r Tessari, 2<sup>nd</sup>  
Comm'r Plache. Passed 3-0

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

First round of Covid vaccines have been administered with 98% of residents and 60% of staff choosing to receive the vaccine. The second dose is scheduled for January 27. Admn. Chandler said it is of concern that the community positivity rate stands at about 12%. Because of this MVC remains in lockdown status. Because of the positivity rate, Covid testing is required two times per week. Given that MVC has not had a positive staff or resident positive in two months, Admn. Chandler has appealed to Senator Jeanne Shaheen's office in hopes of receiving a waiver to reduce testing to one time per week.

Sixty percent of MVC revenue is from Medicaid. NH Legislature funds Medicaid at second lowest rate in the country, leaving the County to make up the difference of funding the nursing home. Due to Covid, trainings, conferences, travel suspended in 2020. Last year is not a good year to base the 2021 budget on. Admn. Chandler said the value of privatization is a myth. ProShare only comes to County homes. If the County did not have MVC, it would not receive \$1.5 million. Excluding the bond, MVC comes very close to funding its own way. The previous commissioners were very conservative regarding the 2021 budget and requested a level-funded budget and MVC delivered this. Admn. Chandler is willing to talk about and look at the budget, there is no fat in the proposed budget. Revenue is not guaranteed and he chooses not to overinflate revenue projections.

Regarding the sick time policy change, Admn. Chandler supports all regular part-time employees being able to accrue time.

Admn. Chandler asked the board to review and sign the certificate of authority to allow for MVC to sign off on required documents related to reimbursement of covid testing costs.

**Extended Sick Time Leave – HR Director Christopher Heroux**

Dir. Heroux said this benefit, reimbursable by the government, expired on December 31, with employers given the option to extend this benefit to March 31 at the employer's cost. Comm'r Plache asked how many employees have utilized this program. Dir. Heroux would need time to gather this data. Comm'r Tessari expressed concern about the lack of paperwork required related to this benefit. Comm'r Plache asked how many hours are left in the bank. Dir. Heroux said this is being calculated.

**Sick Time Policy Change – HR Director Christopher Heroux**

Currently, the policy is to allow employees that work 20 hours per week or more to accrue time. The request is to change to 16 hours per week. Dir. Heroux was asked to provide an updated draft policy and the fiscal impact of this change prior to the Jan. 20 meeting.

**FSA Extension – HR Director Christopher Heroux**

Chmn. McCarthy asked Dir. Heroux to provide the commissioners with written information regarding this request. The item will be revisited at the January 20 meeting.

**CFO Weekly Report – Fergus Cullen**

CFO Cullen distributed his weekly written report (attached).

CFO Cullen noted there are about 40 lines over budget at year-end. Some are related to the 53<sup>rd</sup> week of payroll not being included in the 2020 budget. His recommendation is to allow bills to continue to come in for two more weeks to charge to the 2020 budget lines and then process line-item transfer requests. Concern expressed about delaying the close of 2020 books awaiting final invoices from vendors.

Regarding 2019 audit draft management letter and the representation letter, the commissioners will hold approval to the January 20 meeting. The commissioners agreed to move forward with scheduling a presentation of the 2019 audit by Melanson Heath in conjunction with the delegation.

CFO Cullen continues research on possibility of refinancing the nursing home bond and the registry records restoration project. He presented preliminary figures on both to the board. The MVC bond can only be redeemed on February 1 or August 1. Comm'r Plache noted that timeliness of audits, reconciliation of books are important obstacles that need to be dealt with immediately and may be potential obstacles to borrowing. He recommends contacting NH Bond Bank for additional guidance.

Rep. Avellani asked if the Delegation can have a copy of the draft management letter.

Comm'r Tessari asked how long it takes to reconcile one months' bank statement. CFO Cullen noted a holdup has been lack of closing figure for 2019. The general fund reconciliation is 12 months behind and Comm'r Plache noted this is an absolute priority and requested the work be done by End-February.

CFO Cullen expects the IT work necessary for Avenu access for department heads, treasurer and commissioners will be complete this week.

CFO Cullen presented the Melanson Heath representation letter and requested commissioners' signature. This item will be held to allow for board review.

### **Treasurer Report – Joe Costello**

Treas. Costello is very concerned about the accounts not being balanced, something he has been “harping” on for three years. He suggests the bank statements go directly to the administrative assistant who is working on the reconciliations. Comm’r Tessari asked length of time it should take to reconcile the monthly bank statement and if the work can be done remotely. Treas. Costello deferred to the finance office. Treas. Costello will contact the bank and ask that the electronic bank statements be sent to the administrative assistant. CFO Cullen said the three priorities were providing accurate and timely information, completion of the 2019 audit and ensuring that bank accounts are being reconciled monthly.

Treas. Costello distributed an email he provided to the previous board of commissioners regarding his concerns about the finance operations.

He is awaiting the cash flow projection and other information from the finance office to move forward with securing the 2021 tax-anticipation note. His goal is to have the TAN in place by February.

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

Coord. Seamans continues to work on the line-item transfer policy and will bring forward for review next meeting. She presented the 2021 CivicCMS agreement for board review to approve next meeting. Comm’r Tessari asked that a notice be sent out to the Delegation, providing the County email address and County cell phone numbers for the new commissioners. Chmn. McCarthy asked that a request be forwarded to Delegation Chmn. Avellani asking that Delegation member requests for information be sent through Chmn. Avellani and far enough in advance of meeting so that County staff has time to prepare and disseminate the information.

### **Commissioners’ Comments & Reports**

**MOTION:** “To rescind the vote of December 30 regarding the tax penalties to towns” by Chmn. McCarthy, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

Treas. Costello will prepare a letter to the towns of Conway, Bartlett, Madison, Freedom and Hart’s Location informing them of the vote. NH RSA 29:11 allows that County tax payments must be received at the County by December 17. NH RSA 80:55 (a), regarding timely mailing, states “transmitted through the United States mail, shall be deemed filed and received by the state or political subdivision on the date shown by the post office cancellation mark stamped upon the envelope or other appropriate wrapper containing it”. In the future, County staff will save the envelopes from town tax payments to confirm postmark date.

Comm’r Plache and Comm’r Tessari thanked County staff and Chmn. McCarthy for helping them get oriented to their new positions.

Comm’r Tessari noted the Delegation had several questions during their January 11 meeting that she and Comm’r Plache were unable to answer. Chmn. McCarthy will prepare a response and share with her fellow commissioners. Chmn. McCarthy apologized for not being in attendance due to a family medical situation. Comm’r Tessari noted that the Delegation requested an IT inventory. Coord. Seamans can distribute this with employee names redacted.

Comm’r Tessari requested a copy of the administrative staff job descriptions.

Treas. Costello also apologized for not attending the Delegation meeting due to a medical situation.

**MOTION:** “To adopt and execute the certificate of authority requested by MVC Administrator Chandler” by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 3-0

### **Media Questions**

Mr. Steer asked for the rationale for forgiving the Town of Bartlett tax penalty since their payment was 11 days late. Chmn. McCarthy said extenuating circumstances led to Bartlett and Town of Conway paying their tax bills late.

**Public Input**

Mr. Comeau requested a copy of the draft management letter and representation letter. The board will review both of the documents and decide on their release at the January 20 meeting.

**Non-Public Session**

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

The board recessed until 9 a.m. on January 14.

The board reconvened at 9 a.m. on January 14 and went into recess for a non-meeting with legal counsel. Following the non-meeting, the board reconvened, reviewed and signed checks, and then adjourned at 11:05am.

Minutes approved on 01/20/2021

Terry McCarthy  
Terry McCarthy, Chairman

Matthew Plache  
Matthew Plache, Vice-Chairman

Kimberly Tessari  
Kimberly Tessari, Clerk