

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**May 12, 2021**

**Present:** Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Representative Lino Avellani, DPW Director Will DeWitte, Director of Maintenance Bob Murray, Register of Deeds Lisa Scott, MVC Director of Finance Paula Coates, Executive Coordinator Mellisa Seamans, Ed Comeau (GovernmentOversite.com), Clearview TV, Daymond Steer (Conway Daily Sun), David Babson

Call to Order 9:30 a.m.

**Pledge of Allegiance**

**Approval of Meeting Minutes**

**MOTION:** **“To approve the minutes of April 21, 2021”** by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 3-0.

**MOTION:** **“To approve the minutes of May 5, 2021”** by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 3-0.

The approval of the April 28 meeting minutes is held to the May 19 meeting.

**Media Questions**

Mr. Steer asked for more information about the hiring of CFO George Zoukee and MVC Administrator Dee Brown. Mr. Steer asked if these individuals are free to be interviewed. Comm’r Plache said not at this time but something can be arranged in the near future.

Mr. Steer asked for discussion about the bonds to refinance the nursing home and to restore and archive the Registry of Deeds records. Comm’r Plache noted that NH Municipal Bond Bank set up a special offering so the County could take advantage of the low interest rates. He noted that NHMBB has been fantastic to work it. The MVC refinance interest rate is 0.899% and the records restoration interest rate is 1.4796%. Both commissioners spoke to the importance of completing the Registry project. The County is obligated to keep the archive in order. Register Scott noted that, per the bond terms, 85% of the project must be complete within three years. Comm’r Plache noted that the money saved on the nursing home bond is more than enough to fund the Registry bond interest. Mr. Babson asked for the total interest for the Registry project.

Mr. Babson asked if the plastic on the greenhouse is going to be replaced. Comm’r Plache said that UNH Cooperative Extension will be replacing the plastic. The commissioners approved a memorandum of understanding that will allow them to improve and maintain the greenhouse. The MOU must next be ratified by the Delegation.

In response to a question from Mr. Steer, Comm’r Plache said the commissioners are trying to avoid mixed messages being relayed to the media. Therefore, media inquiries should be directed to Chairman McCarthy.

**Public Comment**

None

**Manifest**

The manifest for May 12, 2021 is \$463,421.87

**Department Head Report – MVC Director of Finance/Acting Administrator Paula Coates**

This is National Nursing Home Week. There are two empty beds at this time.

**MOTION:** “To purchase three Broda chairs at \$2,562.91 per chair and allow MVC to purchase immediately without a formal bid process as the administrator sought three quotes and there is an emergency need to purchase these due to resident needs” by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 2-0

**Bid Opening – HVAC Maintenance and Roof Top Unit**

Comm’r Tessari opened the three bids received and announced the contents of each bid package and bid process.

|                           | Maintenance Agreement                                 | Roof Top Unit Repair |
|---------------------------|---|----------------------|
| Trane – Bedford, NH       | \$33,825 year 1<br>+3% year 2<br>+3% year 3           | \$42,376             |
| Siemens – Scarborough, ME | \$27,896<br>No option for multiple years              | Did not submit       |
| ENE of NH – Bow, NH       | \$15,560 year 1<br>\$15,560 year 2<br>\$16,030 year 3 | \$27,245             |

Dir. Murray will review the bids and prepare a written recommendation.

**Jail Sally Port Doors**

No bids received in response to this request for proposals. Dir. Murray will reach out to the vendors he direct-solicited to find out why they chose not to bid and determine if they will reconsider.

**Bid Opening – Records Restoration Project**

Two bid packages were received and openly reviewed. Works on Paper of Vermont declined to bid on the full project but submitted a proposal of \$295,050. Kofile of Vermont submitted a bid of \$5,977,816. Reg. Scott noted the quote includes miscellaneous items not reviewed in the past. Companies were asked to bid on the “total big picture”. Reg. Scott will review the bids and return to the May 19 with a recommendation.

The meeting recessed from 10:30 a.m. to 11:03 a.m.

**Other Business**

**American Rescue Plan Act**

**MOTION** “To authorize Chairman McCarthy to request the release of the ARPA funds to Carroll County” by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache.

Comm’r Plache noted there is a lot the County can do with the \$9.5 million in funding anticipated. Uses include broadband, water systems, assisting businesses affected, etc.

**Policy Review**

Nepotism Policy – Comm’r Tessari will draft this new policy and send to Coord. Seamans for formatting.

Cell Phone Policy – The Commissioners were provided a copy of the 2015 policy and Coord. Seamans will send a list of all employees who have County-issued cell phones and employees who receive a monthly reimbursement for use of their personal cell phones for County business.

Competitive Bidding Policy – Comm’r Tessari noted that the current policy gives no guidance for bidders who wish to protest the process.

Mask Policy – Dir. Heroux said there is no State order to continue the requirement for masks in the Administration Building. He said there was a Safety Committee meeting May 11 and some concerns were brought forward. Reg. Scott would like Registry customers to continue to wear masks.

**MOTION:** “Lift the Administration Building mask requirement, while allowing the Register and other elected department heads to choose to require masks in the building” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari for discussion.

No vote taken. Dir. Heroux was asked to discuss the proposed lifting of the requirement with department heads who work in the Administration Building. Comm’r Tessari cautioned against “creating zones” in the building. Rep. Avellani said there would be a labor dispute if employees in different departments are treated differently. Dir. Heroux said this is already the practice that employees fall under different policies depending on the department.

**Line-Item Transfers**

No new transfer requests presented today. Discussion ensued about the line-item transfers that will be necessary to account for PrimeCare taking over the medical services at the jail. Rep. Avellani said the next Delegation meeting will be dependent on when the 2<sup>nd</sup> Quarter Financials are complete for their review.

**ARPA (American Rescue Plan Act) Committee**

**MOTION:** “Begin the process of setting up a joint ARPA committee with the Delegation” by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 2-0

Consideration that the committee include three Commissioners, three Representatives, director of public works and director of maintenance. The purpose of the committee is to develop recommendations for use of the ARPA funds by end-June.

**Non-Public Session**

On a motion by Comm’r Tessari, 2<sup>nd</sup> by Comm’r Plache and a 2-0 roll call vote, the commissioners voted to enter into two nonpublic sessions under NH RSA 91-A:3, II (c) at 11:38 a.m.

The meeting reconvened at 2:10 p.m. and a vote passed to seal the minutes.

**Signature of Bond Documents**

The board signed the MVC Refinance and Registry Records Restoration bond documents provided by New Hampshire Municipal Bond Bank.

Minutes approved on \_\_\_\_\_ May 19, 2021 \_\_\_\_\_

Meeting Adjourned 2:16 p.m.

\_\_\_\_\_  
ABSENT  
Terry McCarthy, Chairman

\_\_\_\_\_  
Matthew Plache, Vice-Chairman

\_\_\_\_\_  
Kimberly Tessari, Clerk