

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
May 19, 2021

Present: Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Representative Lino Avellani, Representative Mark McConkey, Tim Brown (Boy Scouts), DPW Director Will DeWitte, Director of Maintenance Bob Murray, Register of Deeds Lisa Scott, Director of Human Resources Chris Heroux, Treasurer Joe Costello, Executive Coordinator Mellisa Seamans, Sheriff Domenic Richardi, Ed Comeau (GovernmentOversite.com), Daymond Steer (Conway Daily Sun)

Call to Order 9:30 a.m.

Pledge of Allegiance

Approval of Meeting Minutes

MOTION: "To approve the minutes of May 12, 2021" by Comm'r Tessari, 2nd Comm'r Plache. Passed 2-0.

MOTION: "To approve the minutes of April 28, 2021 as corrected" by Comm'r Tessari, 2nd Comm'r Plache. Passed 2-0.

Media Questions

Mr. Steer asked if the commissioners are aware of the strings attached to the federal ARPA funds. Comm'r Plache has read the interim final rules and did not see any strings but is curious to know what others think and noted there is time for comment on the interim rules. Comm'r Tessari said NH Association of Counties has retained attorneys to review the rules.

Public Comment

None

Manifest

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

Tim Brown – Boy Scouts – Blueberry Field Pest Control

The Scouts are receiving a donated laser system to ward off birds from the blueberry field. The field consists of 864 bushes and covers about two acres. The Scouts are seeking permission to install this equipment in June and to have a pick-your-own offering based on an honor system at the field. Rep. McConkey spoke in support of the Scouts' management of the blueberry field. The current MOU does not allow for pick-your-own so may need updating. Dir. DeWitte voiced no objection to the Scouts' proposal so long as vehicles refrain from driving or parking on the hayfields. The jail superintendent will be asked to weigh in on the idea. The Scouts are also interested in placing a port-a-potty onsite, installing an Iron Ranger kiosk, and expanding the shed to allow for mower storage. This item will be revisited on the May 26 agenda.

Department Head Report – DPW Director Will DeWitte

Dir. DeWitte provided a department head report in writing and ahead of the meeting. Attached for the record.

Request for Proposals – Grease Tank Cleaning

MOTION: "Approve the Grease Tank Pumping RFP" by Comm'r Tessari, 2nd Comm'r Plache. Passed 2-0

Request for Proposals – Water System Improvement Study

MOTION: “Approve the Water System Improvement Study RFP” by Comm’r Tessari, 2nd Comm’r Plache. Passed 2-0

The Board recessed 10:06 a.m. – 11:08 a.m. for a non-meeting with legal counsel

Non-Public Session

On a motion by Comm’r Tessari, 2nd by Comm’r Plache and a 2-0 roll call vote, the commissioners voted to enter into nonpublic session under NH RSA 91-A:3, II (a) at 11:08 a.m. – 12:27 p.m. and then reconvened, passing a motion to seal the minutes of this session

Treasurer’s Report – Joe Costello

Escrow Account

The board signed the Bank of New Hampshire signature form to establish an escrow account to hold the anticipated American Recovery Plan Act funds. The treasurer, deputy treasurer and the chairman will have signing authority. The finance director has viewing access.

County Credit Cards

The finance director provided a list of who holds County credit cards. New cards through Bank of America will be issued to jail superintendent, finance director, MVC finance director, MVC recreation director, MVC purchasing agent, IT contractor, commissioner chairman, and county attorney.

Hale’s Location

Monthly profit and loss statement provided, noting an overage in the elections and audit budget lines. The board signed the tax collector’s warrant. Two building permits were presented for signature. Treas. Costello said the permits have been approved by the Association and construction has already begun.

2020 Audit

Treas. Costello has been told that the audit is on track and email updates are being sent to the finance director and commission chair.

March and April Expense and Revenue Reports/Bank Reconciliations

Treas. Costello reported there is one person trying to do multiple tasks and these reports are behind.

Records Restoration Project Recommendation

MOTION: “To award the bid to Kofile Technologies” by Comm’r Plache, 2nd Comm’r Tessari. Passed 2-0

Reg. Scott has received a draft contract from Kofile.

MOTION: “To allow the Register to consult with counsel regarding the proposed contract” by Comm’r Tessari, 2nd Comm’r Plache. Passed 2-0

HVAC Maintenance/Rooftop Unit Repair Recommendation

Dir. Murray presented a written recommendation, suggesting ENE of New Hampshire be awarded the contract for the maintenance agreement and repair of the rooftop unit.

MOTION: “To award the bid to ENE, subject to contract negotiations and authorize Bob Murray to sign the contract” by Comm’r Plache, 2nd Comm’r Tessari. Passed 2-0

ARPA Funding

The Registry is in the midst of having a records management system put together in response to some major technology insecurities. Reg. Scott believes the ARPA funds may be used towards this new system. She anticipates the total cost of the project to be about \$220,000. Comm’r Plache invited Reg. Scott to prepare a proposal for the committee.

The Delegation Chairman plans to appoint three members to the ARPA committee that will include the board of commissioners, directors of maintenance and public works and CFO.

Website Scope of Work

This item will be held over to the May 26 meeting.

Greenhouse Memorandum of Understanding

This item will be held over to the May 26 meeting. Comm'r Plache will work with the Extension and bring forward a revised MOU.

Administration Building Mask Mandate

Dir. Heroux said Merrimack County has ended mask mandate except nursing home and jail. Sullivan County updated their policy to lift mask mandate at administration building with jail to lift once all inmates have received second vaccination. Comm'r Tessari said the State has listed the mask mandate for State buildings except the court. The County Safety Committee met last week and favors keeping the mandate. Reg. Scott is uncomfortable lifting the mask requirement. Comm'r Tessari maintains her previous concern about the mandate applying differently amongst departments in the administration building. Comm'r Plache is concerned about the County, as a governmental agency, requiring masks when the State mask mandate has been lifted.

Discussion about the autonomy of elected officials in relation to hiring, firing, and policy requirements in the individual departments.

MOTION: "Lift the mandatory mask requirement in the administration building and encourage people if they are sick to stay home or wear mask if they choose. PPE will be made available. This will apply to employees and visitors" by Comm'r Plache, 2nd Comm'r Tessari. Passed 2-0

Sheriff Richardi entered the discussion. He noted that the mask mandate remains in effect at the court until June 7. Inside the sheriff's department, masks are not required except in the dispatch room. Most employees have been vaccinated.

Non Public Session

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

MOTION: "Approve the hiring of Jeffrey Tynes in the County Attorney's Office" by Comm'r Tessari, 2nd Comm'r Plache. Passed 2-0

Minutes approved on 5/26/21

ABSENT

Terry McCarthy, Chairman


Matthew Plache, Vice-Chairman


Kimberly Tessari, Clerk