

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**June 9, 2021**

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, CCHOC Superintendent Sean Eldridge, Register of Deeds Lisa Scott, Treasurer Joe Costello, Sheriff Domenic Richardi, Director of Maintenance Bob Murray, Executive Coordinator Mellisa Seamans, HR Director Chris Heroux, HR Generalist Michelle Rogers, Ed Comeau (GovernmentOversite.com), Jim Miller (Clearview TV)

Call to Order 9:10 a.m.

**Pledge of Allegiance**

Chmn. McCarthy announced that future meetings will begin promptly at 9:00 a.m.

**Media Questions**

None

**Public Comment**

None

**Manifest**

The manifest for June 2, 2021 is \$170,904.86

**Approval of Meeting Minutes**

Approval of June 2 meeting minutes held to June 9 meeting.

**Blueberry Field Laser Installation**

Chmn. McCarthy said the laser system is being installed today at 5:00 p.m. She received assurance that the lasers are not damaging to people unless a person looks directly at the laser for 30 seconds. This is unlikely as the laser is constantly moving.

The board is awaiting an estimate for construction of a new equipment storage shed.

**Department Head report – CCHOC Superintendent Sean Eldridge**

PrimeCare transition is going very well, including security-related changes and medication-assisted treatment (MAT). Awarded the bid for new security cameras through the PREA grant last week, hopeful work will begin first week of July. Programs director and case manager in place and slowly restarting programming delayed due to Covid. Three inmates set to start TRUST program, AA services, visitations being restarted. Video visitation in the works but not yet installed. Comm'r Plache noted the jail is very clean and the superintendent and staff have done a wonderful job during the pandemic. Mask mandate still in place, following Primex recommendations in line with CDC. Inmates have been assisting with grounds maintenance. Census is 51 inmates today. Four open corrections officer positions. Supt. Eldridge will forward a copy of the finalized MAT Policy to the commissioners. Chmn. McCarthy reiterated that she was not against the MAT program, she wanted to be sure those responsible were the right ones to make the decisions. She now believes, with PrimeCare, the program is being properly implemented. Mr. Comeau asked about the complaint policy at the jail. Supt. Eldridge said the policy is in the inmate handbook.

On a motion by Comm'r Plache, 2<sup>nd</sup> by Comm'r McCarthy and a 2-0 roll call vote, the commissioners voted to enter into nonpublic session under NH RSA 91-A:3, II (g). Comm'r Tessari excused herself from this session.

The board reconvened following the session and voted 2-0 to seal the minutes of the session.

### **Introduction - HR Generalist Michelle Rogers**

Dir. Chris Heroux introduced Ms. Rogers to the board.

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

Treas. Costello presented the April 30 financials in an Excel format. He noted this format is easier to read and understand. Discussion about the Avenu financial system not being used to its full potential and staff having to do extra work to prepare the preferred Excel format. Rep. Avellani requested a copy be sent to the Delegation. Rep. Avellani suggested reopening discussions about changing financial software programs.

The commissioners reiterated their previous decision that the deputy treasurer shall be compensated for work performed in 2021. Treas. Costello has submitted the signed invoice to the finance office.

### **Hale's Location**

The board received a copy of the 2020 Hale's Location audit. Treas. Costello presented deposits for review.

A new construction building permit, approved by Hale's Location Association, was presented to review and signature. Construction has already begun. Comm'r Tessari concerned that Hale's Location business is being handled in a meeting not specifically noticed. Discussion resulted in board agreeing to have "Hale's Location" on each weekly commissioners' meeting agenda.

**MOTION:**     **"To approve the building permit and authorize Chairman to sign"** by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

### **White Lake State Park Police Detail Agreement – Sheriff Domenic Richardi**

First option goes to Tamworth Police Department. If that department is unable to provide coverage, the sheriff's department will cover.

**MOTION:**     **"Approve the White Lake detail agreement and authorize the Chair to authorize the Sheriff to execute the agreement"** by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

Sheriff Richardi said new deputy is starting tomorrow. There remains a deputy and a dispatcher position open.

### **Linen Service Agreement – Director of Maintenance Bob Murray**

Service contract at \$32,000 per year. The contract last went out to bid at least four years ago. Dir. Murray has been able to work with General Linen to maintain the same pricing and terms.

**MOTION:**     **"Approve the extension of the General Linen agreement and to authorize Dir. Murray to sign"** by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

**\*\*meeting recessed for the board to attend non-meeting with legal counsel\*\*** (10:25 am – 11:32 a.m.)

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

#### *Municipal Records Committee*

Coord. Seamans presented a preliminary order issued by Carroll County Superior Court January 21, 2014 (Comeau v Carroll County 212-2014-CV-00008) ... "on a preliminary basis pending final hearing as follows: The County of Carroll shall not destroy, remove or otherwise dispose of any County Commissioners' meeting minutes or any other records which may reasonably be construed as subject to RSA chapter 91-A". The case was adjudicated in 2015. Coord. Seamans asked the board to clarify if, because the case is over, the preliminary

order is considered moot. The board agreed that with the case being settled, so is the preliminary order. Future disposition of County records will be done in accordance with NH RSA 33-A “Disposition of Municipal Records” and County policy.

*Nepotism Policy*

Coord. Seamans will incorporate the draft language provided by Comm’r Tessari into the County policy format and present to the board next week for signature.

*Competitive Bidding Policy*

The board agreed on addition to the policy explaining vendor protest process. Coord. Seamans will prepare an updated policy for review and signature.

*Public Records Request Policy (Right-to-Know Policy)*

Chmn. McCarthy would like to review the policy with the board to make sure the policy is being followed.

**Records Repair and Restoration Contract – Register Lisa Scott**

The Kofile contract is being reviewed by legal counsel. Reg. Scott will forward to Comm’r Plache for further review. The board agreed that once his review is complete, Reg. Scott can send to Kofile for signature.

**Media Questions**

Mr. Comeau suggests that the board recess rather than adjourn if planning to attend another meeting within 72 hours. Mr. Comeau cautioned the board about supply chain policy. This is important when departments purchase technology on their own rather than through the IT department. Regarding hiring of new law enforcement employees, Mr. Comeau thinks that the hiring should be reviewed by the commissioners. Comm’r Tessari said there is an entity responsible for maintaining and checking on the Laurie List but the list is not open for public review. There have been legislative attempts to change this law. Comm’r Plache said elected officials have the authority to hire employees so long as they stay within budget. The commissioners do not have authority to approve those hires, even though once hired they become County employees.

**Public Comment**

None

**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 session under NH RSA 91-A:3, II (c) and (a). The board reconvened following the three sessions and voted 3-0 to seal the minutes.

The board recessed to attend the ARPA Committee meeting.

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

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

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

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