

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
June 23, 2021

Present: Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Register of Deeds Lisa Scott, MVC Administrator Deidra Brown, Treasurer Joe Costello, Executive Coordinator Mellisa Seamans, Director of Maintenance Bob Murray, Jon Rich (IT Contractor-Cybertron), Maureen Callahan and Steve Birndorf of USource Energy, Crystal Sawyer (Carroll County Adult Education), Ed Comeau (GovernmentOversite.com), Jim Miller (Clearview TV), Daymond Steer (Conway Daily Sun)

Call to Order 9:00 a.m.

Pledge of Allegiance

Media Questions

Chmn. McCarthy said George Zoukee will not be accepting the position of CFO due, in part, to inability to secure housing and the position will be re-advertised. Mr. Steer asked for a copy of the job description.

Mr. Steer asked if the commissioners might consider changing their weekly meeting day and time. The commissioners will discuss.

Mr. Steer asked about the American Recovery Plan funding anticipated by the County. Chmn. McCarthy said the County should receive the first half of funding, \$4,750,097 in the next few days. Comm'r Plache said there are not many Carroll County areas unserved or underserved broadband areas.

Public Comment

Mr. Comeau asked for a copy of the Carroll County House of Corrections Inmate Handbook that existed in November 2019.

Manifest

The manifest for June 16, 2021 is \$102,398.52

Approval of Meeting Minutes

MOTION: "To approve the June 16 meeting minutes" by Comm'r Plache, 2nd Chmn. McCarthy. Passed 2-0

Bid Recommendation – Grease Tank Pumping

MOTION: "To approve the agreement with J & S Development Corp in the amount of \$1,300" by Comm'r Plache, 2nd Chmn. McCarthy. Passed 2-0

Sponsor-A-Highway Program

MOTION: "To approve the NH DOT Sponsor a Highway agreements and authorize Bob Murray to sign" by Comm'r Plache, 2nd Chmn. McCarthy. Passed 2-0

Chmn. McCarthy publicly acknowledged and thanked Al Poulin, Kathy Poulin, Al Michie and Roland Staples for their commitment to the program.

Department Head Report – Sheriff Domenic Richardi

Pending hire for vacant deputy position. A full-time dispatcher position is open. Waiting for four cruisers, two are “penciled” in for July but may be delayed due to problems with chip source availability. Working on proposed design for expansion of the dispatch space. The equipment is difficult to clean and maintain due to difficulty accessing.

Comm’r Plache noted that none of the departments in the administration building have enough space. Sheriff Richardi supports renovation of the Annex.

Hale’s Location

MOTION: “To approve building permit #213” by Comm’r Plache, Chmn. McCarthy. Passed 2-0

The commissioners are invited to attend the July 19 Hale’s Location Association meeting at 9 a.m. Chmn. McCarthy has asked the Association to provide a list of questions to the commissioners prior to the meeting.

MOTION: “To sign the NH DRA form MS60-W Audit Waiver Request” by Comm’r Plache, 2nd Chmn. McCarthy. Passed 2-0

Discussions continue with Conway School District. Because there is no signed contract between the selectmen and the school district, the tuition cost for one student is increased from the anticipated \$30,000 to \$45,000. Chmn. McCarthy is waiting for a return call from Superintendent Kevin Richard. She has been unable to locate a current signed contract.

Land Records Management System RFP

MOTION: “To approve the Land Records Management System RFP” by Comm’r Plache, 2nd Chmn. McCarthy. Passed 2-0

Reg. Scott is preparing a proposal to attempt to secure ARPA funds to start this in-house service and purchase needed equipment to do so.

Registry Equipment

Preliminary discussion about waiving the bid process when the decision is made to purchase equipment (workstations, printers, servers, scanners) for the Registry of Deeds. Mr. Rich said he can get the best pricing without putting the equipment purchase out to bid.

Mr. Comeau asked about supply chain security policy and Comm’r Tessari’s suggestion that a separate computer could be used to accept email records requests. Mr. Rich said email is scanned twice before user can open it. He is comfortable with threat protection already in place. Mr. Comeau said there is no policy preventing departments from purchasing IT hardware without going through the IT director. Comm’r Tessari clarified that right to know requests are allowed through email and it was her understanding that a request was rejected due to it being sent from an email address hosted on an overseas server. Mr. Rich said the email security automatically blocks those originating from outside England, Canada or the United States. He can manually override this for specific emails. He suggested rather than a separate computer, a separate email address for records requests could be created outside of carrollcountynh.net.

Treasurer Report

The June 30 expense and revenue report will not be available until the end of July. The auditor will be onsite next week to continue the 2020 audit.

Nepotism Policy

The draft policy will be forwarded to the HR Director to finalize and present for approval.

Medical Insurance RFP

Comm'r Plache supports the employee medical insurance going out to request for proposals. Rep. Avellani spoke in favor as well. Coord. Seamans will work with the HR Director on this.

Time-Off Request Form

Chmn. McCarthy said there is no policy regarding salaried employees taking time off. She would like to institute the time-off request form for department heads and salaried employees.

The board recessed 10:14 – 10:30 a.m.

Solar Energy Discussion – Maureen Callahan, Steve Birndorf (USource)

Installation of solar field would pay for itself after seven or eight years. NH HB 315 is expected to be signed into law by the Governor to increase the cap from 1MW to 5 MW for municipal use. Request for expression of interest to developers that have an interest in building this in this region. USource would review these at no charge and discuss next steps with the commissioners. Estimated area of proposed solar area is 8-10 acres.

Carroll County Adult Education – Director Crystal Sawyer

Ms. Sawyer spoke to the increase in services provided in response to the pandemic. Requesting consideration of funding request. Program currently serving 115 students.

Non-Public Session

On a motion by Comm'r Tessari, 2nd 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 (a), (b), (c). The board reconvened following the three sessions and voted 2-0 to seal the minutes with Comm'r Tessari absent for this vote.

The meeting recessed to allow the commissioners to attend the ARPA Committee meeting at 3 p.m.

Minutes approved on _____

Terry McCarthy, Chairman

Matthew Plache, Vice-Chairman

Kimberly Tessari, Clerk