

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**June 30, 2021**

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Treasurer Joe Costello, Executive Coordinator Mellisa Seamans, Human resources Director Chris Heroux, DPW Director Will DeWitte, Director of Maintenance Bob Murray, Ed Comeau (GovernmentOversite.com), Tom Eastman (Conway Daily Sun)

Call to Order 9:00 a.m.

**Pledge of Allegiance**

**Approval of Meeting Minutes**

**MOTION:** "To approve the June 23 meeting minutes" by Comm'r Plache, 2<sup>nd</sup> Chmn. McCarthy. Passed 2-0

**Media Questions**

Mr. Eastman asked for update on CFO search. Chmn. McCarthy said there is no update but the position will be advertised this week.

**Public Comment**

None

**Manifest**

The payroll manifest for June 25, 2021 is \$207,678.35

The accounts payable manifest for June 23, 2021 is \$587,025.56

**Department Head Report – Human Resources Director Chris Heroux**

Nepotism Policy in progress. Working on RFP for employee health insurance. Two correction officer openings, numerous LNA and med tech positions open, one dispatcher, finance office vacancy. Sign on bonus offered for overnight LNAs and those positions are filled. New benefit year starts tomorrow. Announced that FSA (flex spending account) participants are able to rollover 100% of unused funds into the 2021-2022 plan year that started July 1.

**Bid Recommendation – Water System Improvement Study – DPW Director Will DeWitte**

Confident in ability of all three firms that submitted bid. All met the scope of the request for proposals. Dir. DeWitte recommends Underwood Engineering. Time schedule is start in July-August with study completion in November. Comm'r Plache would like to see the report sooner to make recommendations for use of ARPA funds. Comm'r Tessari said the public may not like the fact the company that assisted with the RFP creation. However, Underwood Engineers is the lowest bidder and their assistance is not prohibited in the bid policy.

**MOTION:** 'Award the bid to Underwood Engineers" by Comm'r Plache, 2<sup>nd</sup> Chmn. Tessari. Passed 3-0

**Blueberry Field Storage Shed**

The Boy Scouts have submitted a materials quote and proposed design for construction of a new storage shed in the blueberry field. The Scouts request the County pay for the materials and the Scouts will construct the

shed. Coord. Seamans will forward the estimate/plan to Dir. DeWitte and Director of Maintenance Bob Murray for review and recommendation.

**Hale's Location**

Treas. Costello noted the Conway School District contract, page 2, item #3, states that the contract automatically renews. He is opposed to paying the additional \$15,000 the Location has been billed for one student due to lack of valid contract. Discussion ensued and resulted in the commissioners asking that Superintendent Kevin Richard be invited to next week's meeting.

**Treasurer Report**

The auditor told Chmn. McCarthy that a draft 2020 audit should be available shortly. Chmn. McCarthy expects the auditor will recommend the County acquire new accounting software.

**Blueberry Field Storage Shed**

The Boy Scouts sent a materials quote and plan for construction of an equipment storage shed in the blueberry field. Coord. Seamans will forward to the Maintenance and DPW Directors for their review.

**Media Questions**

None

**Public Comment**

Mr. Comeau said he sent the commissioners an email about the FBI security supply chain policy and asked that they consider adopting the same.

Mr. Comeau takes issue with a firm drafting the request for proposals for the commissioners and then bidding on/being awarded the project.

**Non-Public Session**

On a motion by Comm'r Tessari, 2<sup>nd</sup> 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 and voted 3-0 to seal the minutes of sessions 1, 2, 4, and 5.

Chmn. McCarthy announced that the board voted to approve the hiring of two corrections officers.

Meeting adjourned at 1:28 p.m.

Minutes approved on \_\_\_\_\_July 7, 2021\_\_\_\_\_

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Terry McCarthy, Chairman

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Matthew Plache, Vice-Chairman

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Kimberly Tessari, Clerk