

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

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Lois Sweeney and Joan Harrington (Ossipee Historical Society), MVC Administrator Deirdra Brown, Treasurer Joe Costello, Register of Deeds Lisa Scott, IT Contractor Jon Rich (Cybertron), HR Director Christopher Heroux, DPW Director Will DeWitte, Executive Coordinator Mellisa Seamans, Ed Comeau (GovernmentOversite.com)

**Call to Order at 9:00 a.m.**

Meeting recessed due to lack of quorum. Reconvened at 9:20 a.m. with Chmn. McCarthy and Comm'r Plache in attendance.

**Pledge of Allegiance**

**Media Questions**

None

**Public Comment**

Mr. Babson asked the status of the 2020 annual report and requested that it be uploaded to the County website. Mr. Babson asked about the Siemens energy upgrade project. He would like to see the energy savings report added to the County website if it has been created.

Ms. Sweeney and Ms. Harrington of Ossipee Historical Society attended to ask if the County has any discretionary funds to assist with the care and maintenance of the historic Ossipee Courthouse. With no fundraisers due to the pandemic they are short the funds needed for insurance and heating fuel. If there are no funds available, Ms. Sweeney needs to know the procedure for giving the building back to the County. [reference: Carroll County deed book 2392, page 0584 3/2/2005] Chmn. McCarthy asked Ms. Sweeney to submit a written request to be considered at a future meeting.

**Approval of Meeting Minutes**

**MOTION:** "To approve the minutes of September 9, 2021" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0.

**Manifest**

The manifest for September 16, 2021 was \$269,637.12  
The payroll manifest for September 24 was \$291,414.38

**Hale's Location**

**MOTION:** "To authorize the treasurer to sign a check to North Conway Water Precinct in the amount of \$80,857" by Comm'r Plache, 2<sup>nd</sup> Chmn. McCarthy.

**Treasurer Report**

Treas. Costello has called Bank of New Hampshire to start the process of securing the 2022 tax anticipation note in the amount of \$17 million. Comm'r Plache inquired about changing the timeline for bank reconciliations to be completed by the 15<sup>th</sup> of the following month and for the expense and revenue report to be provided to the commissioners weekly. Treas. Costello noted short-staffing concern in the finance office. He suggests the situation is much improved as the reports used to be delayed for months and months and are now available monthly.

**Department Head Report – MVC Administrator Deirdra Brown**

Admn. Brown presented a written report (attached for the record).

**Register of Deeds – Request for Proposals (Equipment)**

**MOTION:** “To approve the requests for proposals presented by the register of deeds for large format printer, laser printers, image scanners, label writers, laser printers, receipt printers, network equipment, mini computers, staff computers, monitors and to authorize the register to put out the RFPs for the server based on specs she approves” by Comm’r Plache, 2<sup>nd</sup> Chmn. McCarthy. Passed 2-0

**Bid Opening – Employee Health Insurance**

Allegiant chooses not to bid due to ongoing Sheriff union negotiations. Healthtrust submitted a proposal last Fall and told Dir. Heroux that proposal stands. The one bid received today is from Interlocal trust. Dir. Heroux will review the proposals and return to a future meeting with a recommendation.

**Wage Study**

Dir. Heroux is working to update the 2020 study.

**2022 Holiday Schedule**

**MOTION:** “To adopt the 2022 Holiday Calendar to mirror the State court Holiday Calendar” by Chmn. McCarthy, 2<sup>nd</sup> Comm’r Plache. Passed 2-0

The 2022 schedule for non-union employee paid holidays and County administrative offices will be closed:

January 3	New Year’s Day	January 17	MLK, Jr./Civil Rights Day
February 21	President’s Day	May 30	Memorial Day
July 4	Independence Day	September 5	Labor Day
October 11	Columbus Day	November 11	Veterans Day
November 24	Thanksgiving Day	November 25	Day after Thanksgiving
December 24	Christmas Eve (observed)	December 26	Christmas Day (observed)

+ Employee Birthday

13 paid holidays

**Anti-Nepotism Policy**

**MOTION:** “To adopt the Anti-Nepotism Policy” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0.

**Non Public Session**

**MOTION:** “To enter into non-public session under 91-A:3, II (a)” by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed on a roll call vote 3-0

The board reconvened and voted to seal the minutes of this session.

**Time Clock Utilization Policy**

**MOTION:** “To adopt the Time Clock Utilization Policy” by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 3-0

**Water Department Plow Truck**

In response to a request for proposals, one bid was received and opened this meeting. Comm’r Plache announced the Grappone bid of \$48,212.

**MOTION:** Approve the suggestion of DPW Director DeWitte to approve the quote just opened for the truck to come out of the capital reserve budget the

**commissioners are authorized to expend from and to authorize the treasure to do so expeditiously”** by Comm’r Tessari, 2<sup>nd</sup> Comm’r Plache. Passed 3-0

Dir. DeWitte will explore converting the truck to a flatbed and plans to have the truck undercoated each year. He will get a trade-in price for the current truck.

**Commissioners Comment & Reports**

Comm’r Plache attended the UNH Cooperative Extension Advisory Board meeting. There is interest in having access to the County facilities – cooking classes, meeting space, etc.

Minutes approved on \_\_\_September 30, 2021\_\_\_

---

Terry McCarthy, Chairman

---

Matthew Plache, Vice-Chairman

---

Kimberly Tessari, Clerk