

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
October 7, 2021

Present: Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Treasurer Joe Costello, Executive Coordinator Mellisa Seamans, CCHOC Superintendent Sean Eldridge, Register Lisa Scott, HR Director Christopher Heroux, Representative Jonathan Smith, Ed Comeau (GovernmentOversite.com)

Absent (Excused): Clerk Kimberly Tessari

Call to Order at 9:07 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

Public Comment

Rep. Smith thanked the board for hiring the auditor to be the contracted CFO, a move he called "brilliant".

Approval of Meeting Minutes

MOTION: "To approve the minutes of September 30, 2021" by Comm'r Plache, 2nd Comm'r McCarthy. Passed 2-0.

Manifest

The manifest for September 30, 2021 was \$100,883.04

The payroll manifest for October 8 was \$270,063.84

Chief Financial Officer

Chmn. McCarthy announced that the commissioners have contracted with Bonnie Batchelder of Batchelder Associates, PC to serve as Carroll County CFO. Comm'r Plache noted that the County's financial issues date back more than a decade and that this will make a big difference. The latest audit pointed out exactly where the issues are and Ms. Batchelder was hired to correct these issues.

Substance Abuse Grant

MOTION: "To accept the grant money and execute the certificate of authority so the sheriff can accept the proceeds throughout the year and file the requisite forms" by Comm'r Plache, 2nd Chmn. McCarthy.

Registry of Deeds

Reg. Scott presented the End-September revenue reports. The commissioners opened 13 bids received in response to the 11 requests for proposals put out for purchasing IT hardware. Reg. Scott was given the bids to review and the authority to make the purchase decisions without further approval of the Board. All bids were scanned and are available for public review.

Reg. Scott asked for guidance on the 2022 salary lines as she prepares her budget. Another unknown is if the commissioners will allow use of ARPA funds for the records management system or if she should include in her 2022 budget.

Twin Rivers Service Contract

MOTION: “To approve the Twin Rivers Service contract” by Comm’r Plache, 2nd Chmn. McCarthy. Passed 2-0

Hales Location

MOTION: “To authorize the treasurer to sign the check payable to Denise Leighton for her monthly stipend” by Comm’r Plache, 2nd Chmn. McCarthy. Passed 2-0.

Treasurer Report

Treas. Costello noted the August 31 budget versus actual reports are in order. Comm’r Plache would like to see the month-end reports released sooner than the end of the following month.

2022 Budget Presentations

4101 Treasurer

Treas. Costello presented a proposed budget of \$10,949.

4103 Human Resources

Dir. Heroux presented a proposed budget of \$196,126.88. Comm’r Plache asked about the education and conference line and encouraged Dir. Heroux to seek out the training opportunities. There is funding in the line for the NHAC and Primex conferences as well as professional certification costs for Dir. Heroux and the HR Generalist.

Department Head Report – CCHOC Superintendent Sean Eldridge

Supt. Eldridge presented his department head report in writing. (Attached) About half of the staff are fully vaccinated. Inmates are offered the vaccine on intake but most do not accept.

Non Public Session

MOTION: “To enter into non-public session under 91-A:3, II (a) and (c)” by Comm’r Plache, 2nd Chmn. McCarthy. Passed on a roll call vote 2-0

The board reconvened and passed a motion to seal the non-public meeting minutes.

Non Public Session

MOTION: “To enter into non-public session under 91-A:3, II (c)” by Comm’r Plache, 2nd Chmn. McCarthy. Passed on a roll call vote 2-0

The board reconvened and passed a motion to seal the non-public meeting minutes.

Adjourned at 12:28 p.m.

Minutes approved on _____ 10/14/21 _____

Terry McCarthy, Chairman

Matthew Plache, Vice-Chairman

_____ ABSENT _____
Kimberly Tessari, Clerk