

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**October 14, 2021**

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Treasurer Joe Costello, Executive Coordinator Mellisa Seamans, Register of Deeds Lisa Scott, Director of Maintenance Bob Murray, Director of Public Works Will DeWitte, IT Contractor Jon Rich (Cybertron), Ed Comeau (GovernmentOversite.com)

**Call to Order at 9:04a.m.**

Meeting recessed due to lack of quorum. Reconvened at 9:16 a.m. with Chmn. McCarthy and Comm'r Plache in attendance. Comm'r Tessari joined the meeting at 11:00 a.m.

**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 October 14, 2021" by Comm'r Plache, 2<sup>nd</sup> Comm'r McCarthy. Passed 2-0.

**Manifest**

The manifest for October 8, 2021 was \$154,653.33  
The payroll manifest for October 15 was \$206,227.60

**Hale's Location**

The board reviewed the September profit and loss statement. The board signed the ballot for the NH Association of Assessing Officials.

**Non Public Session**

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

The board reconvened and voted to seal the minutes of the non-public session.

**Department Head Report – Director of Maintenance Bob Murray**

Dir. Murray presented a written report ahead of the meeting, attached for the record.

**Budget Presentations**

Dir. Murray presented his proposed 2022 Administration Building (\$55,604) and County Facilities (\$163,560) budgets.

**Treasurer Report**

The 2022 tax anticipation note is in progress, awaiting the cash flow projection from the Finance Office. The September bank reconciliations and budget versus actual report are expected by End-October.

**Request for Proposals – Register of Deeds Lisa Scott**

**MOTION:** “To do in the in-house purchase of the server as recommended by the Registrar” by Comm’r Plache, 2<sup>nd</sup> Chmn. McCarthy. Passed 2-0  
Reg. Scott will be re-advertising the requests for proposals for receipt printer and computer monitors.

**Non-Public Session**

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

The board reconvened the public meeting and voted to seal the minutes.

**Budget Presentation – Department of Public Works**

Dir. DeWitte presented the proposed 2022 DPW budget of \$275,884.

**Deeds Equipment Account**

**MOTION:** “Authorize the Register of Deeds to spend up to an additional \$20,000 from the Deeds Equipment Account” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

**Line-Item Transfer**

**MOTION:** “Approve line-item transfer 005 in the amount of \$155” 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 (c)” by Comm’r Tessari, 2<sup>nd</sup> Chmn. Plache. Passed on a roll call vote 3-0

The board voted to reconvene and seal the minutes of the non-public session.

Meeting adjourned at 3:15 p.m.

Minutes approved on \_\_\_\_ October 21, 2021\_\_

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

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

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