

**County of Carroll**  
**Commissioner's Meeting**  
Carroll County Administration Building  
**November 5, 2021**

**Present:** Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Treasurer Joe Costello, Executive Coordinator Mellisa Seamans, MVC Administrator Deirdra Brown, Director of Maintenance Bob Murray, Register of Deeds Lisa Scott, Ed Comeau (GovernmentOversite.com)

**Pledge of Allegiance**

**Public Comment**

Mr. Comeau asked the board to be more clear when making and voting on motions.

**Approval of Meeting Minutes**

**MOTION:** "To approve the minutes of October 28, 2021" by Comm'r Tessari, 2<sup>nd</sup> Comm'r McCarthy. Passed 2-0.

**Manifest**

The manifest for October 29, 2021 was \$668,625.88  
The payroll manifest for November 5 is \$288,840.35

**Announcements**

The NH Association of Counties was held this week. The Carroll County team won the County cup through a scavenger hunt/trivia competition. Register of Deeds Lisa Scott won Registrar of the Year, Chairman McCarthy was named the Commissioner of the Year.

**Register of Deeds Equipment**

The new Deeds record management system is set to start a trial run the first week of December. The County received many bids in response to the requests for proposals. Unfortunately, due to the supply chain problems, vendors are unable deliver the equipment before December-end.

Given the supply chain issues, and the need to get the equipment read for December 1, with the note that new (not refurbished equipment) is preferable:

**MOTION:** "Authorize the Register of Deeds to move forward with purchasing the equipment" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

**Hale's Location**

**MOTION:** "Authorize the treasurer to sign check 2608 \$17,900 to Fryeburg Academy for tuition and Check 2607 to Denise Leighton for \$1,050 tax collector stipend" by Comm'r Plache, 2<sup>nd</sup> Comm'r Tessari. Passed 3-0

Comm'r Tessari noted that, in addition to the day-to-day operations of the office Ms. Leighton also reconciles the bank account and provides financial reporting monthly.

A communication district planning committee is being formed to develop bylaws.

**MOTION:** "That Hale's Location join the broadband planning committee and appoint Bill Houk and Ben Klaus to the committee" by Comm'r Plache, 2<sup>nd</sup> Chmn. McCarthy. Passed 3-0

**Non-Public Session (9:33am-11:08am)**

**MOTION:** “To enter into non-public session under 91-A:3, II (b), (c) and (i)” 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 Presentations**

*Mountain View Community*

Cost of supplies increased slightly across all departments. Several budget lines previously consolidated in the County budget have been returned to the MVC budget. Commissioners asked that the personnel be listed for each department to show number of filled and vacant positions. Significant increases in food prices are being seen currently, especially in meat prices. Chmn. McCarthy suggested adding the cost of a new dishwasher to the budget in case cost of repairs outweighs cost of new machine. Floor cleaning machine and steam cleaner could be considered as ARPA-eligible.

**ARPA – Non Profit Requests**

Discussion about requiring a formal application process for non-profit agencies requesting a grant from the County ARPA funding. Decision to advertise the call for applicants in the newspaper and on the County website. Coord. Seamans will provide draft application and advertisement for board approval next meeting.

**ARPA – Public Hearing Planning**

**MOTION:** “To advertise the public hearing as read into the record” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

“The Carroll County Board of Commissioners will hold a public hearing for ARPA Project Review on Thursday, November 18, 2021 at 5:30 p.m. at Carroll County Annex, 10 County Farm Road, Ossipee, NH 03864.

County of Carroll will receive \$9.5 million through the American Rescue Plan Act (ARPA). The hearing will include a presentation of the proposed projects and an opportunity for the public to ask questions and offer comment.

To view the proposed projects ahead of the hearing, go to [www.carrollcountynh.net](http://www.carrollcountynh.net) and select “American Rescue Plan” on the red banner. In addition to the in-person attendance option, the hearing will also be available on the Zoom meeting platform. Log-in information can also be found on the County website.

For more information, contact Executive Coordinator Mellisa Seamans at (603)539-7751 or email [mseamans@carrollcountynh.net](mailto:mseamans@carrollcountynh.net).”

**Other**

Comm’r Tessari noted that the opinion that infrastructure projects do not qualify as allowable uses under the ARPA guidelines is not true. She learned, while at the NHAC conference that Rockingham County plans to construct a Community Corrections building with their ARPA funding.

**Request for Proposals – Registry of Deeds**

**MOTION:** “Approve the RFP for 35 steel flat-file cabinets” by Comm’r Plache, 2<sup>nd</sup> Comm’r Tessari. Passed 3-0

Meeting recessed 12:14pm-12:21pm

**Non-Public Session**

**MOTION:** “To enter into non-public session under 91-A:3, II (c) and (e)” 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.

**Upcoming Dates**

November 11 Offices Closed – Veterans Day

November 18 Thursday 12:00 p.m. Commissioners’ Mtg. [anticipate final vote on proposed budget]

November 18 Thursday 5:30 p.m. Public Hearing on Commissioners’ proposed use of ARPA funding.  
To be held at the Annex.

Week of Nov 25 There will be no Commissioners’ meeting this week. Happy Thanksgiving!

November 29 Monday 10:00 a.m. 2022 Public Budget Hearing & Delegation Meeting  
[inclement weather date – 12/6/21]

Minutes approved on \_\_\_\_\_November 9, 2021\_\_\_\_\_

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Terry McCarthy, Chairman

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Matthew Plache, Vice-Chairman

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Kimberly Tessari, Clerk