

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
December 1, 2022

Present: Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari (joined via Zoom for a portion of the meeting), Facilities Director Bob Murray, CCHOC Superintendent Sean Eldridge, MVC Administrator Dee Brown, Executive Coordinator Mellisa Seamans, Ed Comeau (www.governmentoversite.com)

Pledge of Allegiance

Media Questions

None

Public Comment

Patricia Cain of Wolfeboro read a statement into the record regarding elimination of the assistant director of nursing position at Mountain View Community.

Approval of Meeting Minutes

MOTION: "To approve the November 10, 2022 meeting minutes" by Comm'r Plache, 2nd Chmn. McCarthy. Passed 2-0

MOTION: "To approve the November 17, 2022 meeting minutes" by Comm'r Plache, 2nd Chmn. McCarthy. Passed 2-0

MOTION: "To approve the November 21, 2022 meeting minutes" by Comm'r Plache, 2nd Chmn. McCarthy. Passed 3-0

Manifest Approval

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|------------------|-------------|----------------|
| Accounts Payable | Nov 2 2022 | \$407,330.27 |
| Payroll | Nov 4 2022 | \$273,267.80 |
| Accounts Payable | Nov 9 2022 | \$1,047,023.43 |
| Payroll | Nov 11 2022 | \$208,364.43 |
| Accounts Payable | Nov 16 2022 | \$156,727.61 |
| Payroll | Nov 18 2022 | \$246,692.59 |
| Accounts Payable | Nov 23 2022 | \$913,589.72 |
| Payroll | Nov 25 2022 | \$268,934.83 |

RFP – Upgrade to CCHOC Security System

MOTION: "Authorize Dir. Murray and Supt. Eldridge to issue the request for proposals" by Comm'r Plache, 2nd Chmn. McCarthy. Passed 2-0

Water Department Truck

Truck ordered in September 2021 has been delivered and is having the plow and sander installed. Once it is ready, Dir. DeWitte will take the old truck to the dealership to determine any trade-in value.

MOTION: **“Purchase the truck, plow and sander for \$50,384 and to authorize Dir. DeWitte to sign related documents”** by Comm’r Plache, 2nd Chmn. McCarthy. Passed 2-0

RFP – Pharmacy Services

Admin. Brown requested approval to issue a request for proposals for nursing home pharmacy services. The current contract has been in place since 2018. She will work with Coord. Seamans to draft the RFP for approval on December 8.

Other Business

- Supt. Eldridge noted there are 8 open correction officer positions.
- The County has been awarded \$50,000 strategic planning grant related to the water system study
- Staffing at nursing home continues to be an issue. Resident census at 93; being cautious with new admissions due to critical staffing.

Hales Location

MOTION: **“To approve the Hale’s Location property tax warrant”** by Comm’r Plache, 2nd Chmn. McCarthy. Passed 2-0

Comm’r Tessari joined the meeting via Zoom.

MOTION: **“To authorize the treasurer to sign a check payable in the amount of \$4,750 to Town of Bartlett for November 8, 2022 election services”** by Comm’r Plache, 2nd Comm’r Tessari. Passed 3-0

GASB 75 – Actuarial Valuation

MOTION: **“To contract with Jefferson Solutions for the actuarial valuation not to exceed \$4,650 and authorize the CFO to sign the agreement”** by Comm’r Plache, 2nd Comm’r Tessari. Passed 3-0

Update Bank Account Signatures

MOTION: **“To notify TD Bank of changes in authorized signatures”** by Comm’r Plache, 2nd Comm’r Tessari. Passed 3-0

Courthouse Property Taxes

Coord. Seamans brought forward a concern about a \$5,070 bill received from Town of Ossipee. Carroll County has received a property tax bill from Town of Ossipee for the full year 2022. The County took ownership of the Courthouse from the Ossipee Historical Society on October 3, 2022. The County was not aware that the Town was undergoing a review of all properties in town claiming charitable exemption.

The Town’s assessor completed that review and, in a letter dated October 17, 2022, indicated to the Ossipee selectmen that the Courthouse exemption should be removed because the Historical Society was not using the building for its intended charitable purposes. The Selectmen signed the letter and it was sent to NH Board of Tax and Land Appeals and the exemption was removed, causing a full 2022 tax billing to be owed. Payment is due December 28. Coord. Seamans will contact the Historical Society and pursue the abatement process for the Commissioners’ consideration at the Dec. 8 meeting.

Non-Public Session

MOTION: "To enter into non-public session under NH RSA 91-A:3, II (a) and (c)" by Comm'r Plache 2nd Chmn. McCarthy. Passed 2-0 on roll call vote. The board reconvened and voted 2-0 to seal the minutes.

Minutes approved on ____December 15 2022____

Terry McCarthy, Chairman

Matthew Plache, Vice-Chairman

Kimberly Tessari, Clerk