

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
January 27, 2021 & January 28, 2021

Present: Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Executive Coordinator Mellisa Seamans, Treasurer Joe Costello (remote), CFO Fergus Cullen, HR Director Christopher Heroux, Ed Comeau (GovernmentOversite.com), Jim Miller (Clearview TV-remote), Rep. Lino Avellani (remote), Rep. Jonathan Smith (remote), Director of Maintenance Bob Murray, Sheriff Domenic Richardi, Maureen Callahan (USource/NextEra Energy Services)

Called to Order: 9:10 am
Pledge of Allegiance

Public Comment
None

Media Questions

Manifest Approval
The manifest total for week ending January 12 is \$113,299.96.

Approval of Meeting Minutes
Approval of the January 20 meeting minutes is held until the February 3 meeting.

Emergency Paid Sick Leave Extension – HR Director Chris Heroux
Dir. Heroux noted that this extension is retroactive and covers the period of January 1, 2021 through March 31, 2021.

MOTION: “Extend the Emergency Paid Sick Leave Extension” by Comm’r Plache, 2nd Comm’r Tessari. Passed 3-0

Personal Days Policy – HR Director Chris Heroux

MOTION: “Adopt the revised Personal Days Policy, replacing the August 2012 policy” by Comm’r Plache, 2nd Comm’r Tessari. Passed 3-0
Comm’r Plache read the policy into the record.

Website Hosting and Maintenance Agreement

MOTION: “Approve the CivicCMS contract” by Comm’r Tessari, 2nd Comm’r Plache.
Passed 3-0

CFO Weekly Report – Fergus Cullen

CFO Cullen presented his weekly written report at the meeting. The 2020 audit is underway. Good forward progress is being made on the 2020 bank reconciliations and he credits Administrative Assistant Laura Morse. The goal is to complete by End-February. The bond proposals (MVC refinancing and Registry records archival) were presented at the January 25 Delegation meeting. Suggest inviting bond counsel and financial consultant to the next commissioner’s meeting to gain more information. The commissioners agreed and asked CFO Cullen to arrange MVC Subcommittee meeting next week. When the 2021 proposed budget was finalized by the commissioners it did not include payroll adjustments for the union contract. CFO Cullen is working with

MVC Finance Director to update the budget and send to the subcommittee. The changes will result in an overall increase of about \$130,000. Comm'r Plache requested a copy of the jail grant reports prepared by the finance director. Comm'r Plache asked if the County could ever close the books by January 31. He noted a bill that has been introduced and sponsored by several Carroll County representatives that would require this. Currently there is no date certain for closing the books in the law. The 2019 books were not closed until nearly end-2020. CFO Cullen understands the intent but suggests 45 or 60 days rather than 30. Rep. Avellani asked for confirmation that the commissioners have received the requested additions to the 2020 audit work. CFO Cullen is aware the Delegation wishes to have the auditors examine the 2020 credit card transactions and to confirm the accuracy of the transfer of information from the n-house server to the cloud version of Avenu. Comm'r Plache asked that the commissioners receive a copy of the list of audit items requested from Batchelder for the 2020 audit.

Carroll County Highway Safety Grant FY 21 – Sheriff Domenic Richardi

This grant allows for purchase of mobile data terminals and printers for the sheriff's department cruisers. The cost of the project is \$34,496 with \$19,327 reimbursable through the grant.

MOTION: "To accept the grant in the amount of \$19,327" by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0.

Executive Coordinator Report – Mellisa Seamans

Website Hosting and Maintenance Agreement

MOTION: "Approve the CivicCMS contract" by Comm'r Tessari, 2nd Comm'r Plache. Passed 3-0

Outside Agency Grants

Coord. Seamans is gathering sample policies and applications to address the commissioners' and delegation desire to develop a formal policy for Carroll County.

Coord. Seamans will be mailing copies of the final 2019 financial audit and management letter to all Carroll County boards of selectmen as a supplement to the 2019 annual report and as required by NH RSA 28:3-a.

Coord. Seamans will be mailing copies of the December 31, 2020 expense and revenue comparison to Carroll County boards of selectmen, the Delegation, and NH Secretary of State as required by NH RSA 24:21 must be done by February 15.

Funding Transfer Policy

CFO Cullen requests to be considered the department head to submit line-item transfers to the commissioners. Comm'r Plache noted that the law requires the transfer request be initiated by the individual department heads. Chmn. McCarthy expects that if CFO Cullen notices a budget line is overspent or approaching its limit, he can alert the department head to initiate the transfer. Coord. Seamans was requested to update the draft policy to require an additional signature line for interdepartmental transfers. Rep. Avellani said it would be helpful to the delegation if both department heads sign the form on interdepartmental transfers. The updated draft will be brought forward at the February 3 meeting for approval.

Media Questions

None

Public Input

None

Commissioners Comments and Reports

The commissioners hope to reopen the administration building as soon as possible. Comm'r Plache thanked Coord. Seamans for initiating work on the regional appropriations policy. A grants policy that the delegation is on board with would be a great help.

Non-Public Session

On a motion by Comm'r Tessari, 2nd by Comm'r Plache and a 3-0 roll call vote, the commissioners voted to enter into four nonpublic sessions under NH RSA 91-A:3, II (c). (10:31 a.m.)

The board recessed the non-public session at 5:15 p.m.

The board reconvened at 1:00 p.m. on January 28, 2021 at the same location. All commissioners attended via Zoom. Representative Lino Avellani, Ed Comeau (www.governmentoversite.com), Director of Maintenance Bob Murray, and Maureen Callahan of USource also attended via Zoom.

A motion passed to come out of non-public. A motion passed by roll call vote (3-0) to seal the minutes of sessions 1-5.

Electricity Supply Contract

Ms. Callahan presented January 28 electricity rates (attached). USource was selected as the energy consultant by NH Association of Counties through an RFP process many years ago. USource has been working with Carroll County since 2011. They request bids from credit-worthy energy suppliers. Dir. Murray recommends the commissioners award the contract to USource.

MOTION: "To accept the 28-month rate of .07064 offered by Gexa Energy/NextEra" by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0 on roll call vote.

MOTION: "To allow Comm'r Tessari to sign the contract today on behalf of the commissioners" by Comm'r Plache, 2nd Chmn. McCarthy. Passed 3-0 on roll call vote.

Public Comment

None

Meeting adjourned.

Minutes approved on Feb 3, 2021

Terry McCarthy
Terry McCarthy, Chairman

Matthew Plache
Matthew Plache, Vice-Chairman

Kimberly Tessari
Kimberly Tessari, Clerk