

Carroll County Board of Commissioners
Meeting Minutes
April 25 2024

Members Present: Chairman Terry McCarthy, Vice-Chairman Chuck McGee, Clerk Bill Nelson(remote)
Others Present: Executive Coordinator Mellisa Seamans; Avae Traina, Kevin Christenson (Siemens), CFO Bonnie Batchelder-Edson, CCHOC Superintendent Sean Eldridge, County Attorney Keith Blair,
Public Present: Fred Cain, Ed Comeau (governmentoversite.com), Dallas Emery, Kevin Houle, Norman Cloutier of Mt Washington Valley Adult Day Center

Pledge of Allegiance
Call to Order
All votes were taken by roll call.

Public Comment

Mr. Cain: Provided written copy of RSA 91-A section stating he has had no response to his request for information. Troubling the Commissioners did not know hay was going out without being paid for. Asked for audit of the department of public works.
Mr. Houle: Eyesore having plastic wrapped bales of hay on County property
Mr. Cloutier: Thanked the Commissioners and County for allocating funding to the Mt Washington Valley Adult Day Center in the 2024 budget.

Approval of Meeting Minutes

MOTION: To approve meeting minutes of April 18 2024 by Comm'r Nelson, 2nd Comm'r McGee. Passed 3-0 on a roll call vote

Recess for Hale's Location Board of Selectmen meeting.
Reconvene

Manifest Approval

MOTION: To approve the manifest totals as read:

Apr 17 2024	Accounts Payable	757,398.35
Apr 19 2024	Payroll	282,851.01
Apr 24 024	Accounts Payable	393,593.33
Apr 26 2024	Payroll	223,554.87

by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0 on a roll call vote

Primecare Medical Contract – CCHOC Supt Sean Eldridge

Supt. Eldridge presented the 2024-2027 contract for signature. This contract was approved at the November 2, 2023 Commissioners' meeting.

Memorandum of Understanding – Governor Wentworth Regional School District-Supt Eldridge

MOTION: Approve the MOU between Carroll County and Governor Wentworth Regional School District by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0

Contract – State of NH – Housing of Female Inmates – Supt. Eldridge

The contract resolutions were read aloud and adopted.

MOTION: To move the resolutions as read and approve the contract by Comm’r McGee, 2nd Comm’r Nelson. Passed 3-0 on a roll call

Pitney Bowes Agreement – Mountain View Community

MOTION: To approve the postage meter contract as presented and authorize Seth Coyner to sign by Comm’r McGee, 2nd Comm’r Nelson. Passed 3-0 on a roll call vote.

VOCA Grant – County Attorney Keith Blair

MOTION: To approve the VOCA grant application by Comm’r McGee, 2nd Comm’r Nelson. Passed 3-0 on a roll call vote

MOTION: Chairman McCarthy is authorized to sign on behalf of the board by Comm’r McGee, 2nd Comm’r Nelson. Passed 3-0 on a roll call vote.

Municipal Records Committee

Coord. Seamans explained that, under RSA 33-A, the County is required to have a municipal records committee. Staff has spent about three years sorting, scanning and organizing decades’ worth of County records. Department heads were asked to recommend committee members. CFO Batchelder suggests that the department heads take the training and become familiar with the law then can delegate the retention responsibility to their staff. She further noted that the State Municipal Records Board meets every two years so the County committee should not need to meet more than once a year. These meetings will be posted and open to the public. Mr. Emery asked how the public will know non-public minutes have been reviewed and released. Chmn. McCarthy said the votes to release have to be done in public. The retention policy is based on State law but federal grant agencies often have more stringent recordkeeping requirements. The Committee will decide their meeting schedule. Chmn. McCarthy suggests training be mandatory. Comm’r McGee said the importance of following the policy should be stressed at the first meeting.

MOTION: To approve the appointment of the Records Committee:

Commissioners Office	Mellisa Seamans
Finance	Bonnie Batchelder-Edson
Jail	Brian King
Mountain View	April Carpenter
Sheriff/Dispatch	Michael Santuccio
County Attorney	Keith Blair
Register of Deeds	Lisa Scott
Information Technology	Bobbi O’Rourke

by Comm’r McGee, 2nd Comm’r Nelson. Passed 3-0 by roll call.

Mr. Cain suggested the Facilities and the Public Work Departments should be represented on the committee. Chmn. McCarthy agreed.

Annex Project Update – Avae Traina, Brian Rancourt and Kevin Christenson of Siemens

- Comm'r Nelson asked if someone got access to the attic can they crawl through the ceiling in the building. Mr. Christenson responded they would not be able to do that because the ceiling is like a concrete floor with not access in or out.
- Asbestos abatement, parking lot and landscaping is not included in the cost proposal.
- There is no additional contingency built into the project cost. Mr. Rancourt said this is a no change order project and Siemens carries the risk.
- Project funding is about \$133,000 short but further grants are being pursued.

Mr. Emery suggests that the asbestos abatement estimate is low given that the estimate on the old courthouse was \$400,000. Chmn. McCarthy said the courthouse abatement also includes lead paint.

MOTION: **To accept the Siemens proposal of \$8,283,068 and move it to the Delegation for approval** by Comm'r Nelson, 2nd Chmn. McCarthy. Passed 2-1 on a roll call vote with Comm'r McGee opposed.

MOTION: **To authorize the Chairman to send a letter to the Delegation Chair informing him of this vote and requesting a meeting as soon as possible** by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0 on a roll call vote.

Conflict of Interest Policy

MOTION: **To approve the Conflict of Interest Policy** by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0 on a roll call vote.

Procurement Policy

MOTION: **To approve the Procurement Policy** by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0 on a roll call vote.

Each department head needs to use their discretion but the sole sourcing section gives them the ability to use known vendors due to vendor pricing and/or technical abilities. Advertisement and length of request for bid period is project dependent.

Hay Policy and Procedures

MOTION: **To approve the Hay Policy and Procedure** by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0 on a roll call vote.

CFO Batchelder: The hay will be advertised through website, newspaper advertisement. In a normal year Carroll County residents and employees can sign up starting April 1 and non-residents May. Once hay is cut an inventory will be taken and the finance office will fill hay orders. Customers will pay at the finance office and take the receipt to DPW to pick up hay. There will be no storage in the barn, external only. There is a clause on the order form that we are no longer responsible for the hay once it's paid for and labeled with customer name. There are a few elderly customers without means to pick up the hay and have received delivery in the past.

Mr. Emery disagreed with check or money order only. The County should accept cash. Mr. Houle is concerned about discrimination.

Rules of Procedure

Held for review to be considered at a future meeting

Financial Statements and 2023 Audit

MOTION: To accept the 1st quarter financial statements and make available for public release by Comm’r Nelson, 2nd Comm’r McGee. Passed 3-0 on a roll vote.

The 2023 draft audit is expected to be received very soon.

Non-Public Session 11:34 a.m. – 12:33 p.m.

MOTION: To enter into non-public session in accordance with NH RSA 91-A:3, II (a) and (c) by Comm’r McGee, 2nd Comm’r Nelson. Passed 3-0 on a roll call vote

A motion to exit non-public and seal the minutes of all sessions passed 3-0 on a roll call vote.

Other

In response to Mr. Cain’s requests for information, Chmn. McCarthy read a statement provided by counsel, “Any questions or asks for information, since there is pending litigation, we will address all requests through your attorney and the discovery process.”

Adjourned.

Date Approved: _____

Terry McCarthy
Chairman

Chuck McGee
Vice-Chairman

Bill Nelson
Clerk