

**Carroll County Board of Commissioners
Meeting Minutes
March 21, 2024**

Members Present: Chairman Terry McCarthy, Vice-Chairman Chuck McGee, Clerk Bill Nelson (arrived at 11:15 a.m.)

Others Present: Executive Coordinator Mellisa Seamans, Facilities Director Bob Murray, CFO Bonnie Batchelder-Edson, CCHOC Superintendent Sean Eldridge; Avae Traina, Brian Rancourt, Kevin Christenson of Siemens

Public Present: Fred Cain, Ed Comeau (governmentoversite.com), Dallas Emery, Kevin Houle, John Burgess

Pledge of Allegiance
Call to Order

Public Comment

Mr. Cain: Asked why the decision to lease the hayfields was done in a non-public session
There needs to be a policy regarding all County vehicles; not only the cars but also the DPW vehicles

Mr. Houle: Asked for more detail on the hay sales. The list received has names omitted. I have no interest in contacting the people who purchased hay. Without the names on the list how do we know the farm manager is not the only one buying hay here?

Recess for Hale’s Location Board of Selectmen meeting.

Approval of Meeting Minutes

MOTION: To approve meeting minutes of March 7 2024 by Comm’r McGee, 2nd Chmn. McCarthy.
Passed 2-0

Manifest Approval

MOTION: To approve the manifest totals as read:

Mar 13 2024	Accounts Payable	266,443.91
Mar 20 2024	Accounts Payable	755,002.03
Mar 15 2024	Payroll	208,769.90
Mar 22 2024	Payroll	266,482.41

by Comm’r McGee, 2nd Chmn. McCarthy. Passed 2-0

NH DRA Form MS-46 – Proposed 2024 Expenditure and Estimated Revenue

MOTION: To approve the MS-46 form by Comm’r McGee, 2nd Chmn. McCarthy. Chmn. McCarthy asked for a roll call vote. Comm’r McGee “aye”, Chmn. McCarthy “aye”

Contract – Jefferson Solutions for 2024-2025 Actuarial Evaluation

MOTION: To approve the Jefferson Solutions contract and authorize the CFO to execute the contract by Comm’r McGee, 2nd Chmn. McCarthy. Passed 2-0

Bid Opening – County Complex Buildings Water Meter Installation

Two bids were received in response to the request for proposals. Both were opened in the meeting and announced:

Federal Piping	Freedom NH	\$40,186	\$45,906 (evening work only)
Backflow Pro	New Boston NH	\$38,454	

The bids will be forwarded to the DPW Director for review.

Congressional Funding Award

Chmn. McCarthy announced the County was awarded \$2 million for the Annex project through Senator Jeanne Shaheen’s office.

Dispatcher Trainer Compensation – Sheriff Domenic Richardi

Comm’r McGee read Sheriff’s Richardi proposal into the record:

Here at the Sheriff’s Office we have been fortunate to have employees step up and train new hires in the Communications center. These employees have taken this task on while performing their daily duties and any other assigned duties. As you may be aware, there has been a lot of turnover and vacancies in the Communication Center.

This then requires a lot of new hires and training. The current training requires about 14 weeks + or — depending on the individual. This is a lot of time that the trainer has to devote attention to the trainee while performing his or her own necessary shift work. There is added stress as they have to ensure they are covering the necessary information and in manner that the trainee understands. This duty is not assigned to everyone or anyone it does require a certain ability and knowledge.

In 2023, we had a number of new hires that began training and were not able to complete it or decided it was not for them. This again causes a lot of stress on the trainer to question their abilities and the time that they feel may have been wasted. We also had three new hires just weeks apart and trying to train them on three different shifts and at times on the same shifts. These three were successful and are now on their own.

I believe there needs to be a compensation for anyone assigned to train the newly hired dispatchers. My proposal would be a stipend of \$20.00 /week paid at the end of the completed training whether successful or not to the assigned trainer. This compensation would not be paid if the trainee or assigned trainer is absent for any full week during the training period. I have conversed with CFO Batchelder with this thought and belief that it can be accomplished within the current budget for 2024. CFO Batchelder agreed.

I appreciate your consideration in supporting this proposal so that we can ensure that we are providing support for those that are willing to take on the necessary extra work. Currently we have one trainee in her third week. There will be a second trainee starting in the next week or two. I would ask for this pay stipend be retroactive to February 26, 2024.

MOTION: To approve the dispatcher trainer compensation proposal by Comm'r McGee, 2nd Chmn. McCarthy. Passed 2-0

NHDOC Alternative Housing for State-Sentenced Females

Supt. Eldridge presents a request to move forward with submitting a proposal in response to this State of NH request for proposals. Carroll County currently has a contract to provide this service. The current daily rate is \$56.25.

MOTION: To allow Superintendent Eldridge to submit a proposal by Comm'r McGee, 2nd Chmn. McCarthy. Passed 2-0

The board recessed 10:25 a.m. to 11:15 a.m. when Comm'r Nelson joined the meeting.

Policy Review and Approval

Conflict of Interest Policy

No action taken. Comm'r McGee noted there is not an appeals process in the draft.

Procurement Policy

MOTION: Approve the Procurement Policy as presented by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0

Travel and Expense Reimbursement Policy

No action taken.

CFO Batchelder-Edson revised the policy to require the County cars be parked at the Administration Building. Dir. Murray objects and requests that one of the County cars be assigned to the nursing home. Doing otherwise would create an unnecessary burden on the nursing home staff. The car is used frequently, sometimes multiple times a day. The vehicle log and keys/gas card can be secured at MVC instead of everything controlled in Finance office.

County Land Lease

MOTION: Approve the County land lease advertisement by Comm'r McGee, 2nd Comm'r Nelson. Passed 3-0

Coord. Seamans explained that advertising for letters of interest rather than creating a request for proposals offers the opportunity for those interested in caring for and harvesting the County's hayfields to bring forward their unique ideas.

Appointment of Trustee of Trust Funds

No action taken

Annex Project Discussion with Siemens

Siemens representatives attended to further discuss the \$9,026,058.72 projected Annex renovation cost. Asbestos abatement (estimated \$126,500) and parking lot are additional costs outside of the Siemens project.

Including the recently announced award of Congressional Funding, the County has \$6,851,882.80 raised to date for this project:

1. 4,000,000 ARPA
2. 2,000,000 Congressional Funding
3. 76,710 USDOE Energy Efficiency earmark
4. 775,172.80 GOFERR Nursing Home Grant

Discussion ensued about possible cost reduction to various components of the project and/or a reduction in scope.

B Murray: Changing all sprinkler heads unnecessary.

Comm'r McGee: Any issues with the roof?

B Murray: I've been hold by contractors the roof is structurally sound; no need for work. Inspected regularly

B Murray: Suggest replacing all windows unnecessary. Modulating hydronic valves – perhaps some trimming to reduce cost

K Christenson: Will look at what all is included in that cost.

B Murray: ERV work?

K Christenson: Includes ductwork throughout the whole facility

B Murray: We need the ventilation. Make sure this was not over-engineered. On general conditions, \$922,000 or 10% of the proposed budget, perhaps the county can provide office space, telephone to reduce cost. Siemens HVAC controls in this building is this replacement or add-on

K Christenson: Additions, new equipment connections; some existing digital we can build off of

B Murray: We are clearly at the point we have to find additional monies. I've made suggestions on where we can cut.

B Batchelder: Can the kitchen be postponed pending additional grants in the future

Comm'r McGee: How can we break this down to specific sections; full cost for just the kitchen, each room, each wing

Chmn. McCarthy: Can we do this in phases while we search for more money

B Batchelder: We need to start putting something in place. We have nine months to have funds committed

B Murray: I need to relocate everything to make room for the work. Request to do the warehouse and loading dock wing first.

Chmn. McCarthy: The office space is the prime need. The Delegation would like the cafeteria and kitchen because it would generate revenue.

Comm'r Nelson: One of the things mentioned at the Annex subcommittee is for us to put up a building for storage then convert it into a daycare. We don't have enough money. What can we put off or eliminate? Think out of the box. How much do we need to cut for the funding?

Chmn. McCarthy: There are two other grants I have looked into totaling \$1.5 million. I was at a county health meeting last week and they're all chomping at the bit to have an office in this building

A Trainae: Contractors are holding prices for 60 days

Siemens was asked to return next week with a cost for each phase with the understanding the project would be done in this order:

1. Warehouse and loading dock wing
2. The offices spaces and second wing
3. Function/meeting spaces and kitchen

Date Approved: _____

Terry McCarthy
Chairman

Chuck McGee
Vice-Chairman

Bill Nelson
Clerk