

**County of Carroll
Carroll County Delegation
September 17, 2018 9:00 a.m.
95 Water Village Road, Ossipee**

Representatives Present:

Chairman Mark McConkey
Tom Bucu
Glenn Cordelli
Jerry Knirk
Bill Nelson

Vice-Chair Lino Avellani
Gene Chandler
Karel Crawford
William Marsh
Stephen Schmidt

Clerk Ed Butler
Ed Comeau
Edith DesMarais
Frank McCarthy
Karen Umberger

Commissioners Present: Amanda Bevard, David Babson, Mark Hounsell

Meeting called to order at 9:00 a.m.

Pledge of Allegiance

MOTION: “To adjourn the August 27, 2018 meeting” by Rep. Avellani, 2nd Rep. Comeau.
Passed unanimous.

MOTION: “To amend the May 21, 2018 meeting minutes to correct the county attorney’s salary from \$75,229 as written to \$77,932 as voted” by Rep. Avellani, 2nd Rep. Cordelli. Passed unanimous.

The meeting then went into a public hearing regarding a supplemental appropriation (9:10am-9:50am) followed by deliberation and voting. The minutes of that hearing are prepared separately.

Performance Audit Contract

Copies of the request for proposals were sent to seven firms. One firm, Matrix Consulting, responded with a proposal. The work will be completed within 120 days of execution of the contract. Rep. Cordelli will forward a copy of the contract to the commissioners for approval.

MOTION: “Award the contract with Matrix Consulting to do the performance audit for the not to exceed total of \$24,750” by Rep. Cordelli, 2nd Rep. McCarthy. Passed unanimous on a roll call vote of 13-0.

Approval of Minutes

MOTION: “To approve the July 2, 2018 meeting minutes with a correction to add ‘withdrawn’ to the administrative assistant salary motion” by Rep. Avellani, 2nd Rep. Schmidt. Passed on voice vote.

MOTION: “To approve the August 27, 2018 meeting minutes” by Rep. Avellani, 2nd Rep. Cordelli. Passed on voice vote.

Registry of Deeds Equipment Fund Request

MOTION: “Pending approval by the commissioners, approve the register of deeds request to spend \$11,689.90 from the registry equipment account for the purchase of shelving,” by Rep. Chandler, 2nd Rep. McConkey. Passed unanimous on voice vote.

County Attorney Staffing Update

Attorney Steve Briden explained the full-time office manager has resigned. A full-time paralegal and full-time legal assistant position are being created to replace the current full-time office manager and part-time legal aid positions. No action taken. Informational purposes only.

Siemens Energy Contract

Siemens' representatives presented a project summary. The total cost, to be funded with a tax-exempt lease purchase over 17 years is \$3.4 million. Some capital improvements include a new HVAC system in the administration building, new lighting, new boilers in the administration building and jail. Bob Murray said a study was completed and the report is available regarding asbestos in the old nursing home. The two remaining wings and laundry area have asbestos/lead issues in the tiles and caulking. The dining room and kitchen are post-1980 and do not have these issues. The county's legal counsel is reviewing the contract. The contract will have an escape clause. Rep. Avellani asked administrator to consult with NH Department of Revenue about using the lease purchase agreement process versus bonding for this 17-year project.

MOTION: "To support the commissioners developing a lease purchase agreement with Siemens for the purpose of improving the energy systems throughout the County complex and to bring the contract and financing plan to the delegation for approval" by Rep. Avellani, 2nd Rep. McConkey. Passed on roll call 12-1 with Rep. Bucu opposed and Reps. Chandler and Umber absent from the vote.

MOTION: "To give the executive committee the authority to approve the contract" by Rep. Avellani, 2nd Rep. Knirk. Passed on a voice vote 11-2 with Reps. Bucu and Nelson opposed and Reps. Chandler and Umberger absent from the vote.

Second Quarter Budget Review (12:45pm)

Electric Costs – Will go out to bid in 2019. Currently in a two-year contract.

Elected Officials' Salaries – Beginning in 2019, elected officials will be paid 1/12th of their annual salary at the last pay period of each month. Mr. Robichaud said an exhaustive review was done on the "lag" in elected officials receiving their full salary. A combined \$8,500 is owed to current officials.

Encumbered Funds – Discussion ensued about whether enough funds were encumbered from 2017 to pay final 2017 bills in the first quarter 2018. One item in the performance audit will be explanation/recommendation for the encumbrance process.

Sheriff Department Overtime – Rep. Butler requested Mr. Robichaud provide clarification on this line item.

CCHOC Vehicles – The facility has five vehicles: two cars to transport inmates, one to transport meals from the nursing home, and two 2018 leased Ford Explorers. After Mr. Robichaud declined to answer Chm. McConkey's question about a jail employee using a leased vehicle to commute to work, Commissioner Babson explained. "We have a car over at the jail that the superintendent drives back and forth to work because he's law enforcement. He needs to get calls. He needs to go out. At the time we hired him we didn't have the money in the budget and we helped him out by giving him a company vehicle to use with his law enforcement to get back and forth to work so no one else would hire him away. We were paying not the going rate for a good superintendent." Rep. Avellani suggested administration review IRS Publication 5138 regarding personal use of government property.

White Horse Addiction Center – Mr. Robichaud will forward the organization's monthly report to the delegation.

Revenue – Mr. Robichaud estimates the DPW income will be \$5,000 less than budgeted and the registry of deeds \$60,000 less. He agreed to provide his analysis of the registry income to Chm. McConkey.

Other Business

Chm. McConkey spoke to the inconsistency of business office staff posting delegation meetings and minutes to the County website. Mr. Robichaud said he will encourage the commissioners to allow website access to the delegation coordinator. County IT contractor Jon Rich said he is willing to work with the coordinator to set this up.

Rep. Cordelli met with community college representatives regarding training of RNs and LPNs. He suggested the nursing mix be looked at for the 2019 county budget season given the shortage of LPNs.

Rep. McCarthy read NH RSA 672:6 and 672:8 into the record.

Public Comment

Steve Brown spoke against the expenditure of county tax dollars used to fund a vehicle for the jail superintendent. He also noted lack of certainty in any monetary amounts presented on any topic in this five-plus hour meeting.

Convention

MOTION: “To move into Convention” by Rep. Avellani, 2nd Rep. Marsh. Passed unanimous on voice vote.

MOTION: “To ratify all previously made motions” by Rep. Avellani, 2nd Rep. Cordelli. Passed unanimous on voice vote

Line Item Transfer Request

MOTION: “To approve line item transfer #11” by Rep. Schmidt, 2nd Rep. Butler. Passed unanimous on voice vote.

Adjournment

MOTION: “To adjourn” by Rep. Avellani, 2nd Rep. Comeau. Passed unanimous on voice vote.

Minutes approved on _____

Representative Ed Butler, Clerk