

**County of Carroll  
Carroll County Delegation  
February 11, 2019 . 10:00 a.m.  
95 Water Village Road, Ossipee**

**Representatives Present:**

Chairman Edith DesMarais  
Tom Buco  
Ed Comeau  
Jerry Knirk  
Bill Nelson

Vice-Chair Susan Ticehurst  
Ed Butler  
Karel Crawford  
John MacDonald

Clerk Lino Avellani  
Anita Burroughs  
Glenn Cordelli  
William Marsh

**Representatives Absent:**

Harrison Kanzler, Steve Woodcock

**Commissioners Present:**

Amanda Bevard, Terry McCarthy, David Babson

**Others Present and Participating:**

County Administrator Ken Robichaud, County Treasurer Joe Costello, CCHOC Superintendent Jason Henry, MVC Administrator Howie Chandler, MVC Maintenance Bob Murray, Sheryl Stephens Burke of Melanson Heath.

**ACTIONS TAKEN**

**MOTION:** "To approve the minutes of December 27" Passed unanimous voice vote.

**MOTION:** "To move that the Carroll County Convention 1) approve the capital lease cost items reflected in the proposed Siemens performance energy contract and the Bank of New Hampshire financing proposal at 2.69% and 2) authorize the commissioners to enter into all necessary transactions associated with such items. The proposed transactions require principal and interest of \$3,443,264 and \$903877.81 respectively, for a cost total of \$4,347,141.81 repaid over a period of 17 years", by Rep. Avellani, 2<sup>nd</sup> Rep. Marsh. Passed on a 9-3 roll call vote with Reps. Buco, Comeau and Nelson opposed, and Rep. Butler absent for the vote.

**MOTION:** "If the auditor is aware of material delay or other significant issues in the 2018 audit they will communicate with delegation and chair of board of commissioners" by Rep. Marsh, 2<sup>nd</sup> Rep. Butler. Passed-unanimous voice vote

**MOTION:** "To table approval of the delegation handbook until the next meeting" by Rep. Avellani, 2<sup>nd</sup> Rep. Cordelli. Passed-unanimous.

**MOTION:** "To table approval of the delegation coordinator contract until the next meeting" by Rep. Avellani, 2<sup>nd</sup> Rep. Crawford. Passed-unanimous

**Melanson Heath Auditing Discussion**

Ms. Burke reviewed an auditing overview packet presented for the record. That included the responsibilities of the auditors and of management, communication, and audit timeline. The audit is not a direct testing of laws and regulations but tests policies, procedures and amounts. The audit should not start until the books are closed for the prior year to avoid many adjustments and a long management letter. The 2017 books were not closed until July-August 2018. Ms. Armstrong reported that this year the books should be closed by end of February. Ms. Burke noted that Melanson Heath works with six counties and there is currently only one that is ready for audit within 90 days. The auditor is not in charge of how the registry surcharge account is tracked but can advise on all options. Ms. Burke agreed that the firm can do extra credit card transaction testing this year and sample a few months' bank statements to determine when they were reconciled. Ms. Burke said the finance staff is on "the light side" compared to other counties. There is a need for cross-training and a backup at the junior accountant level to assist Ms. Armstrong.

### **Route 28 Water Line Project**

Mr. Robichaud explained the project cost will be \$9,500 for certified plans and \$10,500 for the water line relocation work. This will be discussed further at the subcommittee level and then brought forward for vote of full delegation.

### **Siemens Contract**

Rep. Bucu expressed several concerns with the contract including that as work progresses Siemens can halt the work and the County will bear the additional expense if asbestos found, insufficient circuits or plumbing, etc. Commissioner Bevard said the commissioners are monitoring the project through regular progress reports.

### **Nursing Home Collective Bargaining Agreement**

The MVC agreement has cost items totaling \$77,872. This amount is included in the proposed 2019 budget for subcommittee review and recommendation. Rep. Cordelli asked for a listing of all changes compared to the last agreement.

### **Subcommittee Updates**

Reps. Ticehurst, Butler, Knirk, Bucu, Marsh each gave an overview of the progress their subcommittees have made to date. Rep. Butler noted MVC residents are staying in-home longer and when admitted to MVC healthcare needs are greater and stays shorter. Rep. Knirk suggested his committee work this summer to delve into jail revenue versus expense, boarder agreements, daily cost of inmate stay and programs, etc. Supt. Henry noted that Strafford County pays Carroll County \$30/day to house each of their inmates. Atty. Andruzzi noted the funding for a second victim/witness advocate is a dire need and is not contingent on grant funding though she will apply to try and recoup some of the cost. Lengthy discussion about recruitment, retention and salary of deputy attorneys. Reps. Burroughs and Crawford expressed the need for further study to explore this issue. Rep. Marsh noted the Multi II subcommittee has requested more information about the ACS finance software and its future use at County.

### **Delegation Handbook**

Members were asked to forward any comments and suggestions to Chair DesMarais. Suggested to remove delegation contact list containing non-public cell phone numbers from the handbook. Rep. Ticehurst suggested the handbook is a guide and does not need to be officially adopted. Rep. Cordelli submitted two suggestions related to Hale's Location budgeting and forensic audits.

### **Delegation Coordinator Contract**

Suggested the contract be valid for one-year and to include rate of pay, tax and fees responsibility. Comments and suggestions to Chair DesMarais.

### **Other Business**

Rep. Knirk discussed a regional effort to expand broadband access and information he gleaned from an Albany meeting on the topic. Offered to coordinate a presentation to the delegation to discuss the needs, possible public/private partnerships and multi-municipality cooperatives. Rep. Knirk referenced NHI Senate Bill 170 in the 2018 session that allows towns to issue bonds for expansion of broadband infrastructure and 2019 proposed Senate Bill 103 that would allow municipalities to engage in multi-town bonding projects.

Chair DesMarais asked for a vote to establish a Finance Committee but it was noted that the chair has authority to appoint committees without delegation approval.

**Public Comment**

None

Convention adjourned at 12:58 p.m.

Prior to the full meeting, the Executive Committee convened at 9:30 a.m. for the purpose of considering line-item transfers. This meeting was duly posted on the County website and on the lobby board. Reps. DesMarais, Ticehurst, Avellani, Marsh and Buco attended. 2018 line-item transfer requests 55-69 were each approved individually and unanimously 5-0.

Minutes approved by majority vote on 3/4/19

Clerk: 