

**County of Carroll**  
**Delegation Meeting**  
Carroll County Administration Building  
**March 1, 2021**

**Meeting convened:** 2:00pm  
**Members Present:** Chairman Lino Avellani, Vice-Chairman William Marsh, Clerk Brodie Deshaies, Mark McConkey, Bill Nelson, Karen Umberger, Anita Burroughs, Steve Woodcock, Tom Bucu, Chris McAleer, Glenn Cordelli, Jerry Knirk  
**Others Present:** Commissioners Terry McCarthy, Matthew Plache and Kimberly Tessari; Ed Comeau (GovernmentOversite.com), Treasurer Joe Costello, MVC Finance Director Paula Coates, HR Generalist Leslie Heaton, Register Lisa Scott, Director of Maintenance Bob Murray, DPW Director Will DeWitte

Executive Coordinator Mellisa Seamans was present and prepared the minutes.

Call to Order  
Pledge of Allegiance

**Approval of Meeting Minutes**

**MOTION:** “To accept the minutes of February 15, 2021” by Rep. Marsh, 2<sup>nd</sup> Rep. McConkey.  
Passed 11-0-1 with Rep. Knirk abstaining as he was not present at the meeting.

**2020 Financial Audit Update**

Comm’r McCarthy has spoken to the auditor who reported she is awaiting outstanding requested items. The auditor has been asked, going forward, to copy requests to the board of commissioners. The finance director will also copy the commissioners on responses. Chmn. Avellani asked that the Delegation chairman and the executive coordinator be copied as well.

Rep. Cordelli asked the status of reconciliations. Treas. Costello said it is his understanding everything has been reconciled through December 31, 2020 and January 2021 should be complete in a matter of days. Going forward, the reconciliations will be expected by the 15<sup>th</sup> of the following month. Rep. Cordelli said this is a huge step forward.

Comm’r McCarthy announced that, as of March 1, Fergus Cullen is no longer the chief financial officer for the County. She thanked him for his service and asked all requests for information be sent through the commissioners or finance office. Rep. Woodcock and Rep. Knirk asked for more information about his departure. Comm’r McCarthy declined comment citing personnel matter. Rep. Bucu asked who is handling the job now. Treas. Costello said the financial department and the treasurer have stepped in to assume a variety of duties. Rep. Cordelli said the County has a treasurer and new board of commissioners and things are in good hands.

**2021 Budget Review**

Rep. Marsh has spoken with several people who are concerned the 2021 ProShare will be less than prior years. He suggested going back to the commissioner’s recommended ProShare revenue. In addition, Rep. Marsh sent the following request to Chmn. Avellani who then forwarded it for commissioner review, “I was promised actuals for unfilled positions for salary lines in the MVNH budget for January and February 2021 by CFO Cullen. Knowing these figures would allow us to offset reducing revenue to the Commissioners amount for Proshare. It was anticipated these amounts would be approximately equal. As CFO Cullen is no longer here, would you kindly ask the Commissioners to provide these figures.”

Name	Line	Proposed	Approved	Action
Commissioners	100.4100	\$138,764	<b>\$138,764</b>	<b>MOTION:</b> "To approve 100.4100 at \$138,764". Passed 12-0
Capital Reserve	100.9285.089	\$50,000	<b>\$50,000</b>	<b>MOTION:</b> "To approve \$50,000" by Rep. McAleer, 2 <sup>nd</sup> Rep. Burroughs. Passed 8-4 with Reps. Cordelli, McConkey, Umberger, and Avellani opposed.
DPW	Revenue	\$32,000	<b>\$32,000</b>	<b>MOTION:</b> "To DPW Revenue at \$32,000" by Rep. McConkey. Passed 10-1-1 with Rep. Woodcock opposed and Rep. Knirk abstaining as he was absent for the discussion.
Interest Expense	100.9100	\$605,620	<b>\$568,500</b>	<b>MOTION:</b> "To reconsider the Interest Expense" Rep. Marsh, 2 <sup>nd</sup> Rep. McAleer. Passed 12-0. <b>MOTION: "To reduce line 100.9100.100 to \$45,000"</b> by Rep. Marsh. Passed 12-0 (based on recommendation of Treas. Costello) <b>MOTION: "To approve 100.9100 at \$568,500"</b> by Rep. Marsh, 2 <sup>nd</sup> Rep. Umberger. Passed 12-0
Registry of Deeds	Revenue	\$1,053,472	\$1,053,472	<b>MOTION: "To approve \$1,053,472"</b> by Rep. Bucu, 2 <sup>nd</sup> Rep. Marsh.
Capital Expenditure	100.9285.096			<b>MOTION:</b> "To reduce line 9400.094 to \$0" by Rep. McConkey, 2 <sup>nd</sup> Rep. Cordelli. Passed 7-5 with Reps. Bucu, Burroughs, Woodcock, Knirk, McAleer opposed. (This eliminates funding for new DPW truck) <b>MOTION: "To approve \$57,000"</b> by Rep. McConkey, 2 <sup>nd</sup> Rep. Cordelli. Passed 12-0 (reduction based on recommendation of Sheriff Richardi) <b>MOTION: "To approve \$20,000 for Information Technology"</b> by Rep. Umberger, 2 <sup>nd</sup> Rep. Marsh. Passed 12-0 <b>MOTION: "To approve \$12,000 for Jail Capital"</b> by Rep. McConkey, 2 <sup>nd</sup> Rep. Nelson. Passed 12-0 <b>MOTION: "To approve \$17,900 for MVC Capital"</b> by Rep. Woodcock, 2 <sup>nd</sup> Rep. Marsh. Passed 12-0

## **Discussion**

### *Commissioners*

Rep. Cordelli said he will be looking for attendance details at the annual conference. His feeling that conference-related expenses in the past were extravagant. The photocopier expense has been combined with that line in the Finance budget. Rep. Burroughs suggested it is out of the Delegation's purview to scrutinize attendance at the conferences.

### *Department of Public Works*

Second full review of this budget. Prior to this meeting some members visited the DPW garage to view equipment and vehicles. Dir. DeWitte shared several photos of the truck he is requesting to replace, showing wear and rust damage. He noted this is safety hazard to employees. Two reliable trucks are needed on the complex. New truck purchased last year will have undercoating this year to protect from elements. Rep. Nelson prefers to spend money on public works equipment and not farm equipment. Suggested current truck could be patched up and an agricultural license plate be obtained for use on the complex or short distances only. Rep. Cordelli asked that the commissioners look into doing a request for proposals to determine the cost of contracting grounds maintenance to an outside firm. Comm'r McCarthy said she has no problem with going out to RFP. Water system study will be completed to determine system capacity, installation of volume monitoring, as well as look at bylaws and fee structure.

### *Capital Expenditure*

Server replacement for sheriff's department replaces six-year-old server as part of normal upgrade process. With final cost from vendor, Sheriff Richardi recommends reducing cost of two new cruisers from \$62,000 to \$57,000. Rep. Cordelli again requests updated IT inventory.

## **Commissioners' Comment**

Commissioner Chairman McCarthy asked to make an announcement. Superintendent Bachelder informed the commissioners on Friday that he wishes to resume the role as Deputy Superintendent. The Commissioners have agreed to this. Sean Eldridge will serve as Acting Superintendent effective today.

Rep. Woodcock asked for a timetable for hiring a new CFO. Comm'r McCarthy said both that position and the jail superintendent position will be advertised this week.

## **Bonds**

Reg. Scott reminded the Delegation that there is no funding in the proposed budget for archival of records, in anticipation of the Delegation's support in funding by securing a bond. Chmn. Avellani noted the value of completing the Registry project using today's money and taking advantage of historically low interest rates. Treas. Costello has obtained all of the bond documents for the Registry bond and MVC refinance and upon review will make a recommendation to the commissioners.

Meeting recessed to the Call of the Chair.

Minutes voted approved on: \_\_\_\_\_

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Rep. Brodie Deshaies, Clerk