

**County of Carroll  
Carroll County Delegation  
November 4, 2019 9:30 a.m.  
95 Water Village Road, Ossipee**

**Representatives Present:**

Chairman Edith DesMarais	Vice-Chair Susan Ticehurst	Clerk Lino Avellani
Tom Buco	Anita Burroughs	Ed Comeau
Glenn Cordelli	Karel Crawford	William Marsh
John MacDonald	Bill Nelson	Steve Woodcock
Jerry Knirk		

**Representatives Absent:** Ed Butler, Harrison Kanzler

**Minutes Prepared By:** Mellisa Seamans

**Commissioners Present:** Amanda Bevard, Terry McCarthy, David Babson

**Others Present:** CCHOC Superintendent Jason Henry, Registrar Lisa Scott, MVC Administrator Howard Chandler, County Attorney Michaela Andruzzi, Daymond Steer (Conway Daily Sun)

**Agenda Items**

**Pledge of Allegiance**

**Public Comment**

None

**Approval of Meeting Minutes**

**MOTION:** "To attach to the September 16, 2019 minutes the Republican questions and the work plan as submitted by Rep. Cordelli" by Rep. Cordelli, 2<sup>nd</sup> Rep. Nelson. Passed 12-1 with rep. Ticehurst opposed.

**MOTION:** "To approve the September 16, 2019 meeting minutes" by Rep. Cordelli, 2<sup>nd</sup> Rep. Marsh. Passed 13-0.

**Overview of 2018 Financial Figures**

- Report not provided to the delegation. Item passed over.

**Melanson Heath (Sheryl Burke) Financial Audit Discussion**

Copies of the 2018 audit were distributed to all members.

- The final audit report is dated October 9, 2019.
- Unassigned fund balance at December 31, 2018 is \$4,718,527
- Closing the year, "looping in the straggling" items, lead to the delay of audit work
- Cross-training and a back-up plan should be in place to avoid relying on one employee to provide necessary financial information
- Recommend addition of an accountant-level position in the finance office

**2020 Budget Progress/Process**

Bevard reported that the commissioners begin budget discussions with department heads this week. The goal is to have the proposed 2020 budget to the delegation two weeks earlier than in previous years. It was requested that the proposed budget be uploaded to the County website prior to the public hearing with a link for the public to ask questions.

This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant

**Passed unanimous 12-0 on a roll call vote**

**MOTION:** "To seal non-public minutes of sessions 1,2,3,4 indefinitely" by Rep. Cordelli, 2<sup>nd</sup> Rep. Comeau passed unanimous on a roll call vote.

**Other Business**

**MOTION:** "It is the sense of the delegation that the next budget reflect the need for adequate internal controls and adequate staffing of the finance office so that reports happen, and the audit happens on a timely basis" by Rep. Marsh, 2<sup>nd</sup> Avellani for discussion. Motion passed on a roll call vote of 11-1 with Rep. Woodcock opposed.

The executive committee (Reps. DesMarais, Ticehurst, Avellani, Marsh and Buco) met prior to this meeting at 9 a.m. to discuss line-item transfer requests #21 through #24. That committee recessed at 9:30 a.m. and then reconvened following the full delegation meeting. The committee voted to approve line-item transfer requests #21-24.



Rep. Lino Avellani, Clerk

12/13/19

Minutes Approved (Date)