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PROOF

DEDICATION



Alfred Poulin

2014 NURSING HOME EMPLOYEE OF THE YEAR

Al Poulin consistently demonstrates his unique personality every single day. This personality is not strictly for the benefit of the nursing home. It is who Al is. We just happen to be fortunate enough to have Al in our lives, and to be recipients of his constant giving. Al is the ambassador of Mountain View Community. Anytime there is a new admission, Al is there to greet the family as well as the resident. He beams with pride as he tells them what goes on in the building. He always has a smile on his face and a story to share with residents, family, and staff. He is the true definition of a team player, helping anyone and everyone. Al poulin truly does make the world a better place.

Thank you for Al for all you do not only at the MVC Home but for your community service as well.

Appendix 2
December 18, 2013

**Carroll County Delegation
Contact List**

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Commissioner's Annual Report 2014

The year 2014 was a difficult year for the Commissioners. Most votes for the year were 2-1. There was several law suits filed against the County. The House of Correction has a major breakdown of heating equipment and very large inmate medical bills which needed to be paid. Totally false information garnered from a nonpublic meeting and given to the individual suing the commissioners for 91a violations resulted in an emergency injunction from the Superior Court. Two commissioners in an attempt to protect our employees for unwarranted harassment attempt to remove the third commissioner. The surprising resignation of our House of Correction superintendent resulted in our newly hired assistant superintendent, being promoted to Superintendent almost immediately. He quickly proved we had made the correct choice when he was hired. It came to light that the county had not done an audit since 2010. It also became very evident very quickly that "catch up" was going to be expensive and frustrating. The negative seemed endless.

However, there were many positives. The walking/exercise path finally got started with the help of Kingswood High School's vocational program. We were able to obtain a 96' long "hoop house" for nothing. It will allow for a longer growing season giving residents fresher food for a longer period. Vegetable research by the Co-operative Extension has already begun. The farm produced much hay and with the hard work of inmates from the House of Corrections and a new wood processor, revenue from the sale of bagged camp fire wood increased substantially.

The Friends of Mountain View Community had several well attended fund raising events. The most successful seemed to be the antique auto show, drawing 60+ entries.

The County also again hosted its annual Farm Day. It was a beautiful day and well attended.

The County was fortunate enough to have one of its own, selected by his state wide peers as “Nursing Home Employee of the Year.” We are lucky to have such dedicated employees such as Al Poulin.

The Delegation funded a performance audit which studied the Commissioners’ Office and Human Resources. The result was a report which gave the delegation and the commissioners much about which to think. It recommended the hiring of an administrator; the funding of which will be put in the 2015 budget. It suggested a myriad of procedural changes with priorities. The commissioners began immediately to implement many of their suggestions, but still have a long ways to go.

In November the county voters elected Dennis Miller from Wakefield to fill the third seat on the Board. With his background in finance it would appear that happier days are ahead of us.

TREASURER'S REPORT

It is with great pleasure that I write the Treasurer's report for 2014. It is an honor to serve the residents of Carroll County and I would like to thank you for your continued support and trust.

The year 2014 was a challenging one for the County but the future looks very bright. With the election of Mr. Denny Miller in November as one of our new commissioners it appears that the commissioners will once again be able to work as an effective team for the citizens of Carroll County and have a much better working relationship with the County Delegation.

Our new auditing firm has completed the 2010 audit and by March 31, 2015 the audits for 2011 and 2012 will be completed with the 2013 audit following closely behind. By the end of 2015 the 2014 audit will be completed and the County will be completely up-to-date on all of these processes and have all the necessary paperwork required by our lead bank for the continued funding of the Line of Credit. The State required form (MS45) for providing the NH Department of Revenue with the information to set the county portion of the tax rate will be filed on time (March 31st) and it is the goal of the commissioners' office to make sure this information is provided to the Department of Revenue every year in a timely manner. Many changes have taken place during 2014 and there will be many more positive changes coming in 2015.

As an update to last year's report we continue using a "Line of Credit" rather than the traditional "Tax Anticipation Note" to fund the County operations. This process reduced or eliminated application and processing fees and most importantly reduced the amount of interest we pay for these borrowed funds. Although interest rates have gone up slightly from last year we will continue to save significant interest expense by using the "Line of Credit" rather than the "Tax Anticipation Note" and this is a direct saving to the taxpayers of Carroll County. This process also allowed us to consolidate our banking relationship to one lead bank rather than multiple banks leading to a much more efficient operation. With

interest rates still at record low levels I anticipate that we will continue to enjoy the benefits of this new funding process in 2015 and beyond.

I would like to thank the entire staff in the commissioners' office for their hard work and professionalism. It is a pleasure to work with such dedicated and caring people. I would like to also thank the voters of Carroll County for re-electing me as your County Treasurer and your continued trust and support.

Thank You for the opportunity to serve as your County Treasurer.

Respectfully Submitted

Jack Widmer – Treasurer

OFFICE OF THE COUNTY ATTORNEY

Thomas E. Dewhurst III
Carroll County Attorney

ANNUAL REPORT 2014

I am honored and privileged to have been recently re-elected as your new County Attorney. The office has been well served over the last 2 years by County Attorney Robin Gordon and I would like to thank her for her years of dedication and service to the office and the County. The County Attorney is the chief law enforcement officer of the county and is a constitutionally elected position responsible for the felony level prosecution of crime and handling of misdemeanor appeals. The County Attorney represents the interests of the State of New Hampshire in all felony level criminal cases with the exception of murder cases. Once again, there has been a smooth transition with the office and administration, thanks to dedicated professionalism of the staff and assistant county attorneys currently working in the office. I look forward to serving the citizens of Carroll County in the upcoming year.

The Assistant County Attorney's positions changed again with the exception of Michael Brisson who was hired in 2013. Michael has been doing a good job for the office and represents the County well. Meghan Moed joined the office in 2014 and likewise has been doing a fine job for us and representing the county well. Emily McLaughlin, our current Deputy County Attorney hired last fall, is an experienced attorney and continues to give the office her dedication and proficiency while handling a full case load.

Melissa Smith begins her 9th year as Carroll County Victim Witness Director, and along with Wanda LeBlanc, continues to provide support to the victims of crime while coordinating trial witnesses and assisting with case preparation. Wanda has been here 8 years as a Legal Assistant and Victim Witness Advocate,

performing two important functions for the office while maintaining organization and effective criminal case management. Her dedication and work performance to the office over the years are greatly appreciated.

Betsy Rand, our Office Manager, has been with the office for over 12 years. Betsy has been a very effective person in advancing the office technology component with our new case management system. Her hard work and dedication to the office and her duties is greatly appreciated.

This office prosecutes the serious felony level offenses in the county including but not limited to Manslaughter, Attempted Murder, Negligent Homicide sexual assaults, physical assaults and other crimes of violence, burglaries, thefts, identity fraud, child pornography, property damage, drug and alcohol offenses and negligent homicides. Additionally this office has been and is dedicated to working with the Child Advocacy Center to ensure professional interviews of child victim of sexual assault. The highly trained professionals from this agency continue to provide the best medium to protect both the victim and the accused and to promote justice in these difficult and sometimes complex cases.

This office maintains and has held a close and cooperative relationship with our law enforcement departments in the past and will continue to do so in the future. The County Attorney regularly meets with local and state chiefs and supervisors to review, assist and plan for more effective law enforcement and criminal prosecution. I have been very impressed with their professionalism and work product in serving the county residents and victims of crime. I look forward to working with all of them again to further their community goals and objectives and the mission statement of this office.

In 2014 the Carroll County Attorney's Office, working through the Grand Jury process, docketed 334 new felony Indictments and 137 misdemeanor Informations on 158 defendants. Other charging documents were filed during the trial process.

In addition to felony trials, the office continues to represent the citizens of Carroll County at hearings including, but not limited to, violations of probation, misdemeanor appeals, annulments, deferred/suspended sentence motions, bail hearings and other issues that may surface post-conviction such as parole hearings and motions for a new trial.

2014 Carroll County Attorney Office Figures

	<u>CHARGES/CASES</u>	<u>DEFENDANTS</u>
Guilty by Jury Trial	7	6
Guilty by Plea Agreement	278	130
Guilty Plea to Lesser Offense	30	24
Guilty Plea-Nolo	1	1
Guilty Plea-True	39	33
Not Guilty by Jury Trial	4	2
Not Guilty Bench	1	1
Mistrial-Hung Jury	1	1
Remanded	3	3
Withdrawn	11	10
Dismissed-Bindovers	11	5
Admin. Closed	32	26
Dismissed-Bench	11	4
Sentence Imposed	5	4
Order/Sentence Vacated	1	1
Warrants for FTA-General	45	38
Warrants-Violations of Probation	9	9
Nolle Prossed/Reindicted	11	3
Nolle Prossed/Neg. Disposition	190	87
Nolle Prossed/Pled to Lesser Charge	14	9
Nolle Prossed/Other	18	10
Declined-Convicted Other Charges	10	7
Deferred to Other Agency	15	12
Declined-Further Inv. Needed	7	5
Declined—Insuff. Evidence	46	35
Declined-Not criminal matter	4	4
Declined-Duplicate Charges	12	6
Declined-District Court Plea	4	2
Declined-Medical	5	1
Declined-Victim Uncooperative	2	2
Declined-Not Presented	4	2

Sobriety Checkpoints	2	2
TOTAL:	833	485 (some
defendants had multiple resolutions)		

Moreover as required under RSA 7:38, I hereby provide full statistics (11 of 15 police departments reporting) regarding crimes and will include such recommendations as the public good requires:

CRIMES REPORTED FROM LAW ENFORCEMENT IN CARROLL COUNTY DURING 2014

Alcohol Offenses	390
Arson/Att. Arson	9
Arrest on Warrant	148
Assaults	406
Bail Jumping	24
Bad Checks	105
Burglaries/Accomp. to Burg.	117
Conduct After Accident	86
Crim. Liability/Conduct Another	7
Criminal Mischief	365
Criminal Restraint	1
Criminal Threatening	165
Criminal Trespass	113
Cruelty to Animals	19
Delivery of Articles	10
Disobeying an Officer	27
Disorderly Conduct	169
Drugs/Narcotics	486
Duty to Report	33
DWI/2 nd /Agg.	300
Embezzlement	2
Endangering Welfare	16
Escape	1
False Imprisonment	2
False Report	5
False Pretenses	12
Falsifying Physical Evidence	7
Felon in Possession Firearms	1
Forgery	19
Fraud/Att. Fraud	31
Fugitive from Justice	8

Habitual Offender	8
Harassment	81
Identity Fraud	25
Impersonation	5
Indecent Exposure	9
Interference w/Custody	8
Intimidation	12
Kidnapping	4
Obstructing Report of Crime	3
Operating After Suspension/Revocations	217
Perjury	1
Pornography, incl. Child	7
Receiving Stolen Property	42
Reckless Conduct	27
Resisting Arrest	72
Robbery	7
Sex Assaults	49
Shoplifting/Willful Concealment	68
Stalking	29
Thefts/Att. Thefts	851
Trespass of Real Property	11
Vandalism	52
Violation of Protective Order	60
Weapons Violations	85
Willful Concealment	31
Witness Tampering	3

Total: **4,851**

It should be noted that these statistics only cover reported crime and their accuracy depends on many factors, such as the methods used to record the data and the definitions of the crimes. As is true with all statistics, this data should be viewed with caution and common sense.

Respectfully submitted,

Thomas E. Dewhurst III
Carroll County Attorney

Carroll County Victim/Witness Program

ANNUAL REPORT 2014

In 2014, the Victim/Witness Assistance Program through the Carroll County Attorney's Office provided services to 383 victims of crime: 270 in open cases; 93 in post-conviction proceedings; 1 in District/Family Court cases and 19 in cases not yet referred for prosecution. For all crime victims served in 2014, 124 were victims of **violent** crimes. There were 32 **children** who were victims in cases this year.

The mission of the Victim/Witness Assistance Program in the Carroll County Attorney's Office focuses on providing the highest quality, most comprehensive and coordinated services for crime victims and witnesses through proper planning, management and education in accordance with the NH Victims' Bill of Rights. My role as the Victim/Witness Advocate is to inform, support and advocate for the victims of the crime, ensure that their individual needs are addressed, provide referrals to appropriate resources, and make certain that their voices are heard during the court process in accordance with New Hampshire law. I educate crime victims and witnesses about the Criminal Justice system and the court process, providing information and case updates specific to their situations. My work with victims in the post conviction scenario deals primarily with violations or Court Orders or Probation. I also attend Parole Hearings when requested. My role as the Director of the Victim/Witness Program is to see that the program is maintained and sustained according the NH Victim's Bill of Rights. This includes applying for and allocating grant monies, presenting a budget to the Commissioners and Delegation annually and making sure the people of Carroll County are aware of the program and the services provided.

Wanda LeBlanc continues to be an integral part of this program. She handles all the drug and habitual offender cases, allowing me to spend more time working directly with victims and their

families. She has stepped in for me in cases involving victims when needed. She works directly with the prosecutors in securing law enforcement testimony as needed in evidentiary hearings. She has an excellent working relationship with New Hampshire Forensic Lab which is very helpful when it comes to getting lab results timely. She continues to be a huge asset to the program.

I continue to have an active role with the Child Protective Team. As a member of this team I am able to meet with juvenile victims and their families early in the process. This facilitates a smoother and in some cases, more successful prosecution in child sexual assault cases. Our local Child Advocacy Center continues to be a wonderful resource for Carroll County and for our office.

In 2014, Wanda attended the New Hampshire Attorney General's Conference on Domestic Violence and Child Abuse and I attended the annual End Violence Against Women conference in Seattle, WA. I will return to that Conference again in 2015 for more prosecution based information about serving victims of crime.

As I work to expand and develop the scope of services this program provides to the people of Carroll County, and continue to support and educate victims of crime, I value the professional relationships and sense of teamwork that the law enforcement community brings to our office.

Thank you so much to Attorney Robin Gordon for her dedicated service to this County and the Victim/Witness Program. She touched so many lives in her tenure as County Attorney and in the most trying of times, helped our community makes sense of things that sometimes did not.

Although the circumstances can be extremely stressful, I truly enjoy my work and look forward to continuing my relationships in the community and among law enforcement in 2015.

Respectfully submitted,
Melissa Smith, Director
Victim/Witness Assistance Program

**CARROLL COUNTY SHERIFF'S OFFICE
REPORT 2013**

Pursuant to RSA 30:1 and RSA 104:31-a, I hereby submit the annual report of activity conducted by the Carroll County Sheriff's Office and Carroll County Communications Center for the year 2014.

The Civil/Uniformed Division is responsible for the timely service of civil process throughout Carroll County. In all there were 1,885 requests for civil process to be served. This resulted in revenue in the amount of \$89,185.12, which acts to reduce the amount of taxation, required to pay for the annual budget. This division is also responsible for transports, civil and criminal arrest warrants, calls for service, and assisting other agencies throughout the County and State.

The Sheriff's Office lost K-9 "Edge" in 2014 to cancer. Edge was part of the K-9 team with Cpl. Perley that conducted drug and article searches. They also attended many PR functions to show their abilities and let the public interact with them.

We welcome the new K-9 "Charlie" and her handler Deputy Rowe. Charlie is eager to learn and is already certified in drug detection. In 2015, Charlie will test to certify in tracking and article searches. The team has and will continue with PR relations and interaction with the public.

The Investigative Division is responsible for handling criminal investigations and assisting local, state, and federal agencies with investigations within the county and state. In 2014 this Office investigated and assisted other agencies with a number of violent and financial crimes, along with a number of sales of drugs.

Some of the statistics include:

Transports - Adult Prisoners 656, Involuntary Emergency Admissions 120, Juveniles 42

Arrests –354 – This includes Capiases, Electronic Bench Warrants, Civil, Criminal, Protective Custody and all other arrests.

Investigations – Felony Offenses 135, Misdemeanor offenses 291, Violation offenses 49, M/V Accidents 96

The Communications Center continues to provide professional and courteous service to the public safety agencies and you, the citizens. The Communications Center is constantly evolving and integrating new technology. The Center obtained several new pieces of equipment and software from NH Homeland Emergency Grants. This included 4 new computers, a larger server with new regional reporting software that allows other law enforcement agencies in Carroll County to share information. This will provide the ability to have the Sheriff's cruisers run motor vehicle and record checks from the cruisers when we are able to upgrade the laptops. We also are just completing a North South radio split for the law enforcement side of communications. This will allow an officer from the northern and southern halves of the County to communicate with the Center at the same time. The Center is a significant part of Fire, Ambulance, EMS, and Law Enforcement services provided throughout Carroll County. They are also the primary communications for the NH Fish & Game patrols, US Forestry Officers and NH Forest and Lands patrols in the Carroll County area. This Center handles the vast majority of E911 calls in Carroll County. It is the communications center backup for the Towns of Conway, Moultonborough and Wolfeboro dispatch centers.

Looking at 2015, this Office for a third time will be applying for the NH Homeland Security Grant Project to improve and upgrade the Communications throughout Carroll County. If we are fortunate to receive the funds, this will add, improve, strengthen

and prolong the communication ability for law enforcement, fire, and emergency responses throughout the County for years to come.

The Office continued to receive funding from the United States Federal Government to perform pro-active law enforcement patrol within areas of the White Mountain National Forest system. These patrols are conducted between late May and late September. The deputy's time is emphasized on highway safety on the Kancamagus Highway and Route 302 in Harts Location. They also work with the campground hosts to keep the peace in the campgrounds in and around these areas.

Thank you to all the agencies that we work with for their assistance and support throughout the year.

The Office did see long time Special Deputy/Bailiff Ron Morin retire from service at the end of 2014. We want to express our appreciation for his years of dedication and professionalism. We wish him all the best and enjoyment for years of retirement ahead.

I want to thank all of the employees at the Carroll County Sheriff's Office for their dedication and hard work throughout the year. It has made my work easier by having a staff that is dedicated to performing their duties.

This is my first complete term as your Sheriff and I want to thank you, the citizens, for this honor and privilege. I am humbled once again to have been elected for a second term and I will strive to continue to serve as your Sheriff with commitment and professionalism throughout the Office.

Respectfully Submitted,

Domenic M. Richardi
Sheriff

Department of Corrections

Superintendent Jason M. Henry

2014 Statics

Average Daily Census: 61.5

Total Intakes: 1,005 Males 748, Females 254,

Population breakdown: 89%Pre-trial, 10.70 Sentenced

We had one inmate on work release and averaged 5 on home
Confinement/Electronic Monitoring

Length of Stay:

1 to 15 days 87.1%

16 to 30 days 3.6%

31 to 61 days 3.1%

61to 90 days 1.5%

91 to 180 days 2.7%

181 to 270 days 1.5%

2014 was a year of many changes for the Carroll County Department of Corrections. The jail implemented a new phone server for the inmates at a lower cost to the inmates and their families. When we negotiated the new phone system we also received a new Jail Management System at no cost to the county. We also implemented a new commissary system to handle inmate to canteen purchases. As part of the program when the inmate is released we do not give cash back or a check but they receive a debit card with the remainder of the balance on their account.

The county has signed contracts with Rockingham County Jail and the United States Marshal Services to take boarders and create revenue for the jail. We have started to house some Rockingham inmates and anticipate some federal holds this year.

The jail continues to bring quality programs to our inmate population and is always expanding them as we identify resources. The programs department along with our mental health partner Northern Human Services has helped to improve the quality and

frequency of programs. Programs are essential to help inmates make positive changes and grow in a pro-social manner. Almost 90% of the inmates that go through the county jail are going to return to our communities. Our mission is to help them better themselves as they transition out of the jail. During the time they are here we are charged with care, custody and control of the inmate. When they come into the jail it may be the first time in a long time that they have had a shower, meal, bed and someone who shows empathy.

I would point out that the jail's Thinking for a Change program as explained below has been our most successful and life changing programs. It is not an easy program and requires lots of work on the inmates end. The sense of pride and self-worth if they make it through the program is just amazing.

Substance Abuse Programs Substance Abuse Programs are available upon request. The focus of services is substance abuse education, assessments/evaluations, and assistance to residential substance abuse treatment. Individual counseling is also available upon request.

12 Step Program/Meetings

A Twelve-Step Program is a set of guiding principles outlining a course of action for recovery from addiction, compulsion, or other behavioral problems. Twelve-step methods have been adopted to address a wide range of substance-abuse and dependency problems. Meetings are offered on a weekly basis. Those that attend may have a record of that attendance to assist when applying to a treatment facility

Spiritual Services

Spiritual sessions are offered throughout the week to inmates.

These sessions are non-denomination based sessions. The facility

Chaplin visits on a weekly basis and tours all the dayrooms to meet with inmates. The Chaplin is available in an emergency situation.

Parenting Class

This is hosted by NH Cooperative Extension. In this class, inmates learn various skills to manage their child's behavior as well as feelings of stress and frustration. Inmates learn different age appropriate activities to do with their children, as well as have the opportunity to get feedback on different struggles that they may be having with their own children. Inmates have the ability to hear other parents going through some of the same things, and share some of the ideas that they have found that worked for them.

Parenting class provides different means of providing structure and discipline for parents to use on their children.

HiSET / GED Program

This program is a tutored program designed to prepare inmates for the GED/HISET test.

Job Skills / Re-entry Class

This class focuses on completing job applications, preparing a resume, and interview skills.

Thinking for a Change

Thinking for a Change (T4C) is an integrated, cognitive behavioral change program for inmates that includes cognitive restructuring, social skills development, and development of problem solving skills

Cognitive Self-Change – is paying attention to the thoughts and feelings that go on inside of us to recognize risk and use new thinking to avoid trouble.

Social Skills - are behaviors or abilities we use in situations involving other people.

Problem Solving - is a set of skills to help us make better choices.

T4C is designed for delivery to small groups in 25 lessons and can be expanded on to meet the needs of specific participant group. The program completes by bringing all of the tools and skills together at the end of the 25 Sessions.

Read a book to your child

This program allows incarcerated persons to read children stories into an audio format. That audio can then be sent home where the children can hear their parent read to them.

Drum & Rhythm

Incarcerated inmates have the opportunity to learn rhythm and drumming. This course helps inmates in the areas of math, physical coordination, and provides an artistic outlet

Work release

We have inmates that qualify for work release so they can maintain employment and provide financial support to their families. The jail also works with the courts with inmates who are eligible for home confinement on electronic monitoring. The inmate is allowed to live at home and the jail monitors their activities. We have officers' conduct home and work checks frequently on the individuals to ensure they are following their home confinement plan.

Inmates that meet requirements can also work on the farm, in the nursing home laundry and on the grounds crew. We also have other jobs inside the facility for inmates that do not meet requirements to go outside to work. In 2014 the inmates put in over 7,000 man hours on the farm. The farm program is a very important for our inmates as it gets them time out of the building and a sense of purpose. While on the farm the inmates learn how

to work with a boss who holds them accountable for their actions. The inmates get hands on training from the farm staff and they learn life skills that hopefully will help them succeed upon release.

I am very excited about 2015 and what the jail can provide for our inmates and the community. As an intuition we have several hurdles. Retaining staff is a top priority in 2015. The turnover rate at the jail is way too high and exceeds all other county jails in the state. Many opportunities exist with better pay and benefits along with not working in a harsh negative environment that is associated with corrections. The work force pool is also shrinking with less younger population in this county.

We also have a growing mental health crisis and substance abuse with the inmate population. The community does not have enough resources to deal with these issues. We do our best to train our staff, work with community mental health and our medical department because the severity and frequency of our interactions with people in mental health crisis is on the rise. It is hard on staff and inmates. We still have a need to house people with mental illness or withdrawing from substances. The housing units are mixed with all of these issues and the staff has to manage them.

Corrections is a self-contained community that takes in people from all walks of life with many different challenges and manages to keep them all safe, secure and healthy.

I would like to thank the jail staff, County Commissioners, County delegation and the public at large for supporting the jail. I look forward to our continued partnership to make things better for inmates, staff and our community with a major goal of lowering the recidivism rate.

Mountain View Community Annual Report for 2014

January 30, 2015

This past year has been a very busy and a very productive one at Mountain View Community!

Our Monthly newsletter is available on the County website and new information and photographs are added almost daily to our Facebook page. We invite you to see for yourself the many things that we have going on at Mountain View Community.

While traditional long-term care remains the core service that we provide, we are very proud to also offer the best in short-term rehabilitation and transitional care along with maintaining our ongoing commitment to hospice care. We are also very proud of our two Memory Support/Alzheimer's Care Centers. All 103 of our accommodations are single occupancy private rooms with their own private lavatories and showers providing enhanced privacy and dignity for all Residents whether they are here for just a few weeks recovering from knee surgery or for those who have chosen Mountain View to be their new home.

Very notable for 2014 was the tremendous increase in both the number of new admissions and the number of discharges compared to 2013. By this measure we were 2.4 times busier than the year before. In part this is attributable to a significant increase in deaths and in part to the increase in short-term rehabilitation based admissions.

	2014		2013	
Discharges	23	38.3%	7	28%
Deaths	34	56.7%	18	72%

Transfers	3	5.0%		0
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Total	60			25
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Skilled Admits	40	62.5%		15	55.6%
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Private	12	18.8%		7	25.9%
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Medicaid	12	18.8%		5	5.9%
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Total	64			27
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In our efforts to serve a broader group of Carroll County Residents as well as to enhance and diversify our payor sources we have made a concerted effort to provide more rehabilitative and transitional care. The typical rehab Resident comes to us following an hospitalization for a joint replacement or other orthopedic procedure. After a few weeks of therapy they are ready to head back to their own home.

Although Hospice care very often can be provided in one's own home there are times when care can be better provided in a nursing supervised setting. We are proud to be able to serve the County by providing such a service here at Mountain View Community working collaboratively with the hospice agency of the Resident's choosing.

Mountain View Community works very closely with all the other County agencies and departments with special thanks due to the County Business Office, the County Human Resources Department, the Farm, the House of Corrections and the Sherriff's Department. We could not do it alone and their assistance is very much appreciated. The Board of Commissioners continue a strong tradition of being a presence at Mountain View joining Residents and Staff each month at the breakfast buffet as well as

always being ready and willing to assist in honoring and recognizing Staff Members for their accomplishments. We also appreciate the commitment of the Delegation Sub-Committee who are willing to spend the time needed to meet with us to review our budget requests.

We remain indebted to The Friends of Mountain View who as an independent not-for-profit organization not only conducts fund-raising events, but also sponsors wonderful Communitywide events such as 'Just Desserts' and the 'Classic Car Show'. We also have been the beneficiary of many other gifts from groups that include the Ossipee Garden Club, the Wolfeboro Garden Club, the Mirror Lake Community Church, The Home Depot of North Conway and the Ossipee Rotary Club. We also receive gifts of money and equipment from a great many individual donors. These gifts are very much appreciated and allow us to do what we do best --- to care for our Residents who are your family members, friends and neighbors.

We also receive many gifts of time and talent which form the basis for our Volunteer Program. We are always looking for new recruits, no experience needed, just a big heart and about an hour or so a week! Our hidden resource of Volunteers continue to be the many Family Members who are always ready and willing to help whenever needed! Thank You All!

The 'Heart' of Mountain View is our wonderful Staff who day in, day out, are always there to be that 'Special Angel' to our Residents. Whether it is a Holiday or a Blizzard, our Staff is always there to care for our Residents. Great care does not happen by accident – it happens when a talented, caring and hardworking group of people come together putting the needs of others ahead of their own. We have great care because we have a great Staff!

Mountain View Community serves a broad spectrum of Carroll County Residents including those who need short-term rehabilitation following a hospitalization, those who need hospice care and want to stay close to home as well as those who require special care for memory loss and for those in need of long-term care. We are especially proud to be able to provide care for those County Residents who are least able to afford the care that they require. Mountain View Community is a wonderful community resource --- not only for the Residents who presently live here --- but for the entire County who can know that should they or a loved one need the best possible care --- that it is available right here in Carroll County.

Respectfully Submitted,

Howard Chandler, NHA
Administrator

DEPARTMENT OF HUMAN RESOURCES

CARROLL COUNTY

The Department of Human Resources is an integral part of Carroll County government. The Department works collaboratively with all other departments in the areas of recruitment, retention, labor relations including negotiations, health and safety, employee benefits, and legal compliance just to name a few. As one of the larger employers in Carroll County with approximately 350 employees, there are many facets for which the department is responsible.

In 2014 the County hired 64 employees. Unfortunately, the turnover rate continues to be a challenge for some departments as we experienced 72 departures throughout the year. One of our goals is to decrease the turnover by utilizing better interviewing techniques, improved on-boarding, training and departmental orientation. As identified in exit interviews, our pay rates continue to be one of the major contributing factors to our turnover rate.

The performance audit conducted during 2014 at the request of the Delegation supported many areas that our department had identified as “high priority” on which we had already begun work. A sampling of those items identified includes the development of policies and procedures that cover all pertinent details of county employment. Also suggested is implementation of a standard and formalized supervisory training program.

Another area in which Human Resources provides invaluable assistance to the departments is by promoting Health and Wellness. Whether it is providing information on the EAP – Employee Assistance Program, distributing Wellness Tips, Wellness

Challenges, or by chairing the Joint Loss Management Committee, we strive to be a basis of support for everyone.

We will continue focusing our efforts of organizational alignment as well as continue to be an essential resource for employees, supervisors, commissioners and delegation members.

We encourage the utilization of our website for information which is updated regularly. Please visit us at www.carrollcountynh.net.

Please feel free to visit us at any time as our doors are always open!

Sincerely,

Wynette DeGroot and Debbie Newlin

Registry of Deeds Annual Report 2014

The Registry of Deeds is the official record holder and library for all legal documents which with the Probate Court records create the legal title for the 56,684 parcels of property in Carroll County from 1840 to the present.

In 2014 the completion of all of the 3,181 document volumes into our computer system in digital format. All of the Grantor and Grantee indexes, all surveys/ plans of property, all original writs of attachment and releases from the Levy of 1966 to present and the State of New Hampshire Old Age Assistance Liens are also scanned into our computer system. These records are of exceptional quality for their age. We are fortunate to have a staff with the expertise and diligence to make use of the technology to reproduce these records and enhance their clarity both for the reader and the copies we are able to print.

These records can be accessed through the twelve computer stations or the volumes in the research area aka the vault area of the Registry. We are one of the two Registry of Deeds Offices that continue to make books. This allows for uninterrupted service and availability of the records if a power outage or computer failure should occur.

In 2014 we recorded 13373 real estate documents. The revenue generated to the General Fund in 2014 was \$ 698,484.35 (112,744.00 less than 2013 @ \$811,228.35) this appears to be reflective of a decrease in mortgage recording and copy requests.

1. Recording and return of documents in 2014 \$
329,687.07
2. 2014 Copy sales \$ 88,981.27 + Fax copies \$ 12,095.00
= total \$ 101,076.29
3. 4% Real Estate Transfer Tax (RETT) commission \$
261,757.00

4. 4% LCHIP Surcharge \$ 82,77.00
5. Bank Interest \$ 182.99
6. Postage \$ 4127.88

I wish to thank the business office staff for their guidance and the
County Commissioners
And Delegation members for their support during my 4 terms.

It has been my distinct honor and pleasure to have been
your Register of Deeds for the past 8 years.

Respectfully submitted

Ann Aiton

CARROLL COUNTY FARM REPORT

The farm products that were produced this year were sold to the Mountain View Nursing Home, roadside stands and the public. The value of the products includes \$4,924 for produce, \$29,481 for hay, and \$55,896 for firewood.

The campfire wood program had another good year selling about 10,000 bags this year. Late in the year the old pig barn was renamed and converted into the wood processing barn. A small addition to the barn was proposed in order to make the process more efficient, approval is still pending. We hope to be able to store more bags and possibly process more wood in the colder months. This year the county jail has been extremely helpful in providing as many inmates as possible to complete all the tasks that the farm is given.

The County Farm also hosted the fifth annual Carroll County Farm Day. This was Co-Sponsored by the Cooperative Extension and Carroll County Farm Bureau. The County Farm conducted a class on "How to raise a pig in your back yard". This year it was voted on by the delegation to not allow the pigs to continue to live on the county farm. In July almost \$3,800 worth of pork was donated to the Mountain View Community Nursing Home and the rest of the pigs left in the fall.

A hoop house was constructed on the County Farm this year. A grant was received with help from the Carroll County Conservation District for the purchase of the house. Construction was supervised with help of the UNH Cooperative Extension. The end walls are built out of lumber that was harvested and milled here on the County Farm.

The Farm personnel also do maintenance of County buildings and vehicles, care of grounds; including lawn mowing, plowing, and shoveling sidewalks. They are responsible for the

complex water department, including water testing, treatments, monitoring, state requirement reports, reading of the meters, and customer service of 40 customers in the Ossipee village.

The complex sewer department is also the responsibility of the Farm personnel. Those responsibilities include monitoring the treatment plant, testing required by the state, septic pumping of both sewage and grease tanks, and the monitoring of the leach fields. The State of N.H. requires that these employees be licensed for both the wastewater and the drinking water departments. Educational programs need to be attended in order to keep their certifications valid.

The Farm personnel are on call in case of generator failure, roof leaks, and any other unexpected emergencies that may take place. William DeWitte, Wayne MacBrien, Mark Ayers, and Joe Duchesne make up the Farm personnel.

Respectfully Submitted,
William DeWitte, Farm Superintendent



UNH Cooperative Extension – Carroll County Annual Report for 2014

Carroll County residents had close to 7,000 contacts with UNH Cooperative Extension staff and programs last year (Oct 2013 – Sept 2014). In the spirit of the regional program model, residents benefitted not only from the Carroll County-based Extension staff but also from more than 40 field and state specialists outside of Carroll County. That's more than 60% of program staff!

Specific Impacts:

Food and Agriculture

- UNH Cooperative Extension brings relevant research to Carroll County growers – with an increasing amount of fruit and berry sales in the county and a total market value of ag products sold at approximately \$5.5 million – UNHCE was instrumental in bringing a high tunnel to the Carroll County farm to conduct field trials that mimic northern NH climate. Growers visit and learn about best management practices to improve their own farm operations.
- Carroll County Master Gardener volunteers are active and the Veggie Volunteer Program harvested more than 10,950 lbs of food year – resulting in more than 9,400 meals for low income recipients.
- UNH Cooperative Extension's food safety programs provide consumers and food workers in all sectors of the food system with the knowledge and recommended practices necessary to make safer food handling decisions. 439 food handlers attended one of 27 SAFE workshops

held throughout Belknap, Carroll, Coos and Strafford Counties. Workshop locations included Carroll County Jail and Mountain View Community. The program was modified into 4 parts for the Mountain View Community staff to maximize the number of people that could attend at the end and beginning of shifts.

Youth and Family

- Of the 875 income eligible youth in Carroll County (based on free and reduced lunch eligibility), more than 300 participated in Nutrition Connections programs – through classroom instruction, after school programs and summer garden activities. As a result – more than half of the youth improved their knowledge in at least one healthy behavior – from being physically active to eating more vegetables and washing their hands before eating or preparing food.
- More than 100 youth in Carroll County are enrolled in 4-H clubs – attending county and state events, Barry Conservation Camp and serving their communities. Almost half of the youth participated in community service projects that ranged from visiting nursing homes to helping at their local food pantries.
- Involving more youth in science and engineering is a national and local goal of the 4-H program. Teams of youth from Carroll County participated in a state-wide science event to build trebuchets and underwater robots (SeaPerch) – learning about teamwork as well as science and engineering.

Natural Resources

- Forest management recommendations were provided for more than 3,500 acres of land in Carroll County, improving wildlife habitat, forest health, water quality and timber harvesting/sales.

- UNH Cooperative Extension assisted the county with two timber sales last year, generating approximately \$11,400 in income for the county. Income and firewood are also generated for the county farm through Extension's management assistance of county forest land.
- Lakes Lay Monitors in Carroll County collect critical water quality data that informs lake associations and communities making policy decisions. Besides Lake Winnepesaukee, Conway Lake, Mirror Lake, Pine River Pond and Silver Lake were monitored. LLMP data and staff collaboration was critical for NH planning commissions, towns and watershed groups receiving over \$230,630 in federal grant support (statewide) for projects worth over \$401,130 in 2014.

Community and Economic Development

- Initiated Business Retention and Expansion (BR&E) program in Wolfeboro. Working on building the capacity and skills of a leadership team of 6 volunteers. This is resulting in a greater understanding of business needs by community leaders and new programs to support local businesses (e.g. program connecting schools to local employers).
- UNHCE's Broadband Technical Assistance & Training team worked with the Moultonborough Broadband Steering committee to deliver training and assistance and help them better focus their efforts to bring broadband to unserved (not just under-served) portions of that community. These efforts help communities to increase access to high speed internet, making local businesses and institutions more effective and efficient.

Respectfully submitted,
Ann M. B. Hamilton
County Office Administrator

Carroll County Conservation District 2014

Mission of the Carroll County Conservation District is to conserve and sustain the natural environment for present and future generations by working to make wise land-use decisions.

Carroll County Conservation District (CCCD) has been helping landowners make informed natural resource decisions in Carroll County since 1946. District Supervisors are appointed by the State Conservation Committee, serve without pay, and develop an annual plan of work based on local concerns. The District assists agricultural producers, forest landowners, schools and towns in conserving our natural resources and implementing Best Management Practices (BMPs) through education, workshops and tours. The District provides soils information, Soil Potential Index calculations for NH Current Use program, historical aerial photos 1930's-1982's, NH Wetland Inventory and FEMA maps and assist upon request in submitting the Agricultural Permits to the Department of Environmental Services.

CCCD co-sponsored in April a **Saco River Conference**. The Saco River faces many conservation challenges. Some of the sessions that the eighty five people attended were mitigating the impact of flooding, protecting water quality, preventing river bank erosion, and enhancing fisheries.

An **Erosion Control Field Day** was held at the Moultonborough Safety Building in August where over ninety people attended. This workshop gave attendees the opportunity to become familiar with the NH regulatory updates and learn how to improve erosion control measures both in the planning and implementation stage of their projects.

A **Soil Health Workshop** was held in October and our presenter was Joel Myers, Natural Resources Conservation Service retired agronomist. The workshop focused on improving productivity and protecting the health of our soil. His topics of no till seeding methods and cover cropping explained how our soil can be much healthier and with these techniques reduce soil erosion.

Through an agreement that the Carroll County Conservation District was able to get through the New Hampshire Association of Conservation Districts (NHACD) a 26x84 **high tunnel** was constructed at the Carroll County Farm. Funding to the NHACD was made possible by NRCS. This tunnel will increase vegetable production at the County Farm and also be used to conduct vegetable research with UNH-CE.



With the Natural Resources Conservation Service working through the Conservation District \$483,040 was approved for Environmental Quality Improvement contracts to landowners. These contracts address our natural resource concerns within our county.

CCCCD greatly appreciates the continued support of the Commissioners, Delegation members and all of the taxpayers.

Board of Supervisors: Chair Todd Marshall, Conway; Treasurer Herbert Lucy, North Conway; Jon Marshall, Bartlett and William Stockman, Ctr. Tuftonboro. District Manager: Joan Richardson

Phone: 447-2771 x100

email: joan.richardson@nh.nacdnet.net

Mailing Address: PO Box 533, Conway, NH 03818

Physical Address: 73 Main Street, Conway, NH 03818

Child Advocacy Center Operational Report 2014 Year In Review

The Child Advocacy Center of Carroll County (CACCC) provides services to child victims of crime and works to ensure that the holistic needs of the child are being met, while aiding the police and prosecutors to ensure that offenders against children are held accountable.

Since opening its doors in 2006, the CACCC has successfully provided forensic interviewing services for children from all of the nineteen towns in Carroll County. The CACCC regularly coordinates with all of the fifteen law enforcement agencies in Carroll County, the NH Division of Children, Youth and Families(DCYF), the Carroll County Attorney's Office, the Carroll County Attorney's Victim and Witness Advocacy Agency, public and private mental health agencies, Starting Point (Carroll County's victim advocacy agency), and medical personnel throughout the county. The CACCC and its multi-disciplinary team work together under the auspices of an interagency agreement that is signed by all the department heads of all of our partner agencies. The CACCC continues to work successfully with all partner agencies in Carroll County.

In 2014, the CACCC served 76 children and their families out of two offices in Carroll County, one in Wolfeboro and one in Conway. In addition to aiding in the intervention of child abuse cases in Carroll County the CACCC has also worked with several youth serving organizations in Carroll County to provide free training about the dynamics of child sexual abuse.

In 2014 the CACCC successfully completed a national accreditation process and is now a fully accredited member of the National Children's Alliance. This rigorous endeavor highlights Carroll County's commitment to follow best practice guidelines in the investigation and interventions of child abuse cases.

The report outlined below represents our statistical report for 2014:

Total number of new cases since January 1 76

Sexual Abuse Allegations	68
Physical Abuse Allegations	6
Child Witnesses/Other	18

(Children who present with multiple issues may be counted twice)

Number of Open CAC cases:	36
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Age range of Victims:

0-6 years	22
7-12 years	20
13-19 years	33
Adult Victims	1

Number of forensic interviews conducted:	77
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Number of interviews conducted Wolfeboro:	43
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Number of interviews conducted Conway:	33
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Number of interviews conducted off-site:	1
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Number of 2014 Referrals by Law Enforcement Jurisdiction:

Bartlett:	4
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Conway:	22
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CCSO:	0
Effingham:	1
Freedom:	7
Jackson:	0
Moultonborough:	2
Ossipee:	7
Tamworth:	1
Sandwich:	2
NHSP:	8
Wakefield:	13
Wolfeboro:	6
Madison:	1
Other *:	1
Tuftonboro	1

***refers to law enforcement outside of Carroll County jurisdictions**

Residency of Alleged Victims:

Conway:	21
Jackson:	0
Moultonborough:	2
Ossipee:	9
Sandwich:	3
Tamworth:	3
Wakefield:	11
Wolfeboro:	6
Madison:	1
Freedom:	6
Tuftonboro:	2
Bartlett:	4
Effingham:	1
Albany:	1

Outside of Carroll County: 6

DRAFT dtd 8Feb2014

**Meeting of the Carroll County Delegation
Delegation Meeting Room, Carroll County Complex**

**Minutes
Monday, February 3, 2014 @ 9:00 a.m.**

This meeting was duly posted for public notice on the Carroll County website and on various public bulletin boards within the Administration Building to reflect that the meeting would convene at its usual and customary place on February 3, 2014 at 9:00 a.m.

Present: Chris Ahlgren, Ed Butler (Clerk); Gene Chandler; Glenn Cordelli, Karel Crawford, Tom Lavender; Mark McConkey (Acting Chair), Harry Merrow, Bill Nelson, Steve Schmidt, Susan Ticehurst, Donald Wright

Karen Umberger (Chair) and Syndi White joined the meeting in progress.

Also attending: David Sorensen, David Babson, Asha Kenney, Ann Aiton, Kathleen Garry, Sheriff Domenic Richardi, Superintendent Jason Johnson; Wynette DeGroot; Ann Hamilton; Joan Richardson; Will DeWitte; Howie Chandler; Steve Brown

Press: Ed Comeau (www.governmentoversite.com); Mellisa Seamans (*Carroll County Independent*)

Recording Secretary: Michelle Hamilton

Representative McConkey, sitting in for Representative Umberger, called the meeting to order at 9:03 a.m.

Pledge of Allegiance

Public Comment

Steve Brown was recognized, and asked the Delegates to remind everyone what the people of Carroll County are getting for the proposed \$28.3 million in taxes they pay. He cited a recent 29A request, and said that this was to defend against a lawsuit alleging that the Commissioners had proposed to destroy county records secretly. He called the proposal wanton and reckless, and said that the Commissioners did not deserve indemnification. Representative McConkey said that people want to know that their money is well spent providing needed programs managed by the County.

Minutes of the December 16, 2013, Meeting

On Representative Butler's motion, seconded by Representative Lavender, *the Delegation voted unanimously on a voice vote to accept the minutes of the December 16, 2013, meeting of the Delegation, as submitted.* (9:06 a.m.)

Subcommittee Reports on Progress on the Budget

Sheriff and Dispatch Dept. Subcommittee (Karel Crawford, Chair). The subcommittee met on January 13; and draft minutes have been distributed. Representative Crawford reported that handling of the Homeland Security grant application in the budget could not be finalized until year-end figures were in. She expected to close that loop at their next meeting, which she will call shortly. In response to Representative Merrow's question, there was discussion of what strings might be attached to the federal money the department hopes to get. Representative Cordelli said that the capital expenditures subcommittee also looked at the grant accounting. If the full \$900,000 is added to the budget now, it will be appropriated and taxes raised to pay it, but Carroll County may not get the grant. The hoped-for award has been replaced with a \$1.00 placeholder; if the grant is obtained, the Delegation can then vote the money outside of the budget process. Sheriff Richardi reported that Carroll County was still in the running; there were 17 applications in New Hampshire. The Delegation will meet in March, but approval may not come until after the budget is voted. Sheriff Richardi agreed to send .pdf format copies of the grant application by email to the Delegation.

Representative White joined the meeting. (9:14 a.m.)

Jail / House of Corrections, Steve Schmidt (Chair). Representative Schmidt reported that the subcommittee met on January 17 with Commissioners Sorensen and Babson in attendance. Asst. Superintendent Jason Henry represented the jail. Superintendent Johnson distributed a written response to the issues raised at that meeting. The overall jail budget is down slightly. Many questions surfaced regarding expenses that apply equally to all departments, such as heat, electricity, and social security payments. Superintendent Johnson was asked to move \$23,000 requested for new servers to the "Capital Expense" line rather than the "IT" line. There was general agreement that purchases of that type should be combined throughout the complex rather than being spread through all the various departments. The IT Committee has yet to be assembled in the format that the Delegation requested.

The jail is currently under-utilized. There are only 50 +/- inmates, while jail capacity is 125-140. Recognizing that there is a fixed cost to running the jail, the merits of a) going outside the County to fill the jail or b) shutting down one or more of the pods were discussed. Superintendent Henry opposed option (b) on safety grounds; the different pods have different levels of security depending upon what kind of prisoner they house. Representative Schmidt asked that Superintendent Johnson investigate taking in more female offenders, or federal offenders. Housing federal prisoners would require complying with another set of stringent regulations. Next, Representative Schmidt reported on turnover of corrections officers, which last year, at 17, ran at nearly 50%. He said that Superintendent Johnson attributes the turnover to low pay, but he thought exit interviews might be useful in finding out. Superintendent Johnson

said that this had been tried, but people tend not to be willing to submit to them. The Delegation also discussed the cost of training officers who then leave to take jobs in better-paying jurisdictions and the feasibility of requiring officers to pay back the cost of their training if they leave before some agreed-upon date.

In response to Representative Cordelli's question, Representative Schmidt reported that the subcommittee did not discuss the installation of the new security cameras, although it appeared that the cost may have exceeded the budget. Superintendent Johnson was able to report that the cameras were installed as planned and came in \$700 under budget. They did not go out to bid. Superintendent Johnson had asked for a waiver of the bid process so the company who does the rest of the security system could install them.

Representative McConkey asked for clarification on the jail break. He was under the impression that the escapee had simply walked out an open door. Superintendent Johnson said it was, however, a result of understaffing, as one officer was required to man two posts, and when he stepped away from one to the other, the inmate bolted. Representative Wright asked whether they had considered outsourcing part of their population, or even the whole population. Representative Schmidt said that the county is required to operate some kind of jail. Representative Ahlgren noted that there seemed to be no appetite for outsourcing, and suggested that the Delegation force the issue by cutting the budget. Representative Butler suggested that they think of ways to get more reliable data.

Representative Ticehurst suggested that the outsourcing issue was more than a matter of appetite, but rather understanding the objectives of and appropriate approach to corrections. She pointed out that federal prisoners come with a set of stringent regulations and requirements, and that doing everything as cheaply as possible may make it impossible to address the rehabilitative mission of the jail. Representative Butler asked that Superintendent Johnson and the Commissioners assemble a report comparing the jail situation to similar counties, such as Belknap, Coos, Cheshire, and Sullivan, to try to assess whether it is a good idea. Commissioner Kenney added that at the time of the security camera "non-bid" she had asked that it be reconsidered but was voted down. (9:42 a.m.)

Mountain View Community, Chris Ahlgren (Chair). Representative Nelson provided a summary of the minutes, which were not yet printed. Revenues at the nursing home are down about \$830,000, caused principally by lower rates of compensation from the state and federal governments. The old nursing home was also discussed. Commissioner Babson asked for more specific guidance on how to proceed. The general discussion indicated that everyone had a different impression of the direction the Commissioners should be taking. Ninety percent of the nursing home's employees belong to a single union whose negotiations are still under way. There was a general discussion of ways in which the farm might help to reduce food costs to the home. The costs associated with FMLA were explored, as well as the various alternatives for substitute staffing. Representative Ahlgren said the changes in revenue versus expenses, taken together, represent a \$325,000 impact on the tax rate.

The patient mix at the home consists of three types: 1) Medicaid, 2) Medicare, and 3) private pay. Last year in working out the home's admissions policy, it was determined to try to maintain

a patient mix of 65% Medicaid, 10% Medicare, and 25% private pay. Currently, the mix is at 71%/5%/ 24%. Medicaid carries the lowest rate of reimbursement and this year Mr. Chandler and his group will be looking to develop a more progressive approach to the revenue stream. Currently, the nursing home is not hiring full time workers because benefits typically add \$2000 per month to the cost of a full time hire.

Representative Ahlgren explained a new policy with respect to the rehab unit at the nursing home, which has not been used to its full potential in increasing revenue since the new facility was built. Mr. Chandler said that many are turned away because the home does not have an open bed on the day the hospital calls and that the county needs a strategy that ensures that a bed is available. There was a discussion of the obligation to the taxpayer versus the obligation to people who need nursing care. Representative Ticehurst was concerned that in the interest of seeking more revenue, needy people would be turned away. Commissioner Kenney added that she was unsure the County should be competing with the private sector and suggested that county governments should not be in the rehab business. Representative McConkey said that he had in past shared that view, but that currently need was outmatching resources.

Administration Building, Commissioners, Treasurer, Special Fees and Services, Human Resources, Human Services, Long-Term Debt, Capital Reserves, Carroll County Convention, Capital Expenditures, Information Technology, Karen Umberger (Chair). Representative Cordelli stood in for Representative Umberger. The subcommittee met about a week ago. A raise of \$.40 per hour has been requested by the Commissioners for the County's non-union employees. There is a possible abatement application to Ossipee for County land in "current use." The payment to DEAS for adult and elderly services will increase \$200,000 next year, although there is a bill before the legislature to cap that expense; it will, if passed, come into effect in the *following* year.

The preferred firm that will undertake the performance audit has quoted \$26,000. There is already \$20,000 encumbered from last year's budget to pay for the audit, and the Delegation must consider whether to add \$7,000 to it from this year's budget. There has not been much progress to report regarding the IT Committee. The group that met in December was not official, and IT expenses for the County complex are still spread over many departments, making planning, predicting, and budgeting more costly and complex than it needs to be. The Cybertron contract is up next year, and Representative Cordelli said the new contract should go out to bid regardless of the general level of satisfaction with Cybertron's performance. He recommended that the Delegation use the budgeting process to force the IT issue if the committee is not up and running in the near future. Training, for instance, is of great concern, but appears nowhere in the budget. Lakes Region Community College is willing to do a business assessment of the County offices, particularly with regard to training staff, at no charge. Representative Cordelli said that the \$300,000 budgeted for the new dispatch system and the \$5,000 for a document safe needed careful scrutiny. These departments together had a 17.5% increase over last year, which the subcommittee believes is unacceptable.

Representative Cordelli then opened the floor to questions.

Representative Schmidt asked who, currently working at the County complex, is willing or able to chair the IT Committee that has been proposed. There was a general discussion of the necessary qualifications, including sufficient standing to understand the needs of each department and to be able to veto requests when necessary. Technical know-how would be less important than managerial skill. The HR Director was suggested as a possibility.

Representative Lavender asked whether the taxes paid to Ossipee, currently in the Commission budget, shouldn't be borne by the farm, which is clearly taxable, so as to be able to calculate if it is profitable. He said that in general, however, expenses should be consolidated rather than spread through many departments.

Representative Umberger joined the meeting. (10:23 a.m.)

Representative Chandler noted that last year, the County spent less than was budgeted, and that future budgeting should be based on actual figures, not budgeted figures.

Representative McConkey said that he discovered only recently that the IT Committee he had heard of was an ad hoc group of individuals, not a functioning official committee. He was unhappy that a year had been "wasted." Commissioner Kenney said she hoped that when the new IT contract was considered, that it be done right. She added that the County has no independent agent at this time, and that the contractor, Cybertron, has control over "everything." Commissioner Sorensen said, however, that since Dave Myers left, Carroll County has not had anyone on staff with deep background in IT. Other counties have hired a dedicated IT person to solve that problem. Currently, the Commissioners are considering appointing Ms. DeGroot as the Chair of the IT Committee and are awaiting the submission of names from the department heads as to the composition of the rest of the committee. Commissioner Kenney objected that these would be the same people who recommended Cybertron.

Commissioner Sorensen said that the safe currently stored in the old nursing home appears adequate for the time being for the necessary document storage and the item may be removed from the capital budget. Additionally, he said that because excess monies from last year will be brought forward to this year, the increase in the budget is more like 10% rather than 17%.

Regarding the performance audit, Representative Umberger said that the Delegation will award any additional contracts in 2015 rather than 2014. They believe that there will be two rounds of review, one to identify general areas of inquiry, and another to pursue them.

Representative Ahlgren noted that except for the \$200,000 bill from DEAS and \$100,000 requested by the nursing home, the budget is very nearly neutral.

County Attorney, Victim/Witness Program, Registry of Deeds, Medical Referee, Farm, RSVP, UNH Cooperative Extension, Conservation District, CC Home and Health Care Service, Mark McConkey (Chair). The Registrar of Deeds has asked for a better raise for her department than the \$.40 allocated generally to the non-union County employees. There has been a policy change regarding budgeting of outdoors maintenance performed by the Farm. Such maintenance in the past was allocated to each department with a charge-back scheme that made accounting

complicated and accountability difficult. Under the new policy, outdoors maintenance will simply be charged as an expense. Wood operations and increases in Farm salaries will be followed up at future meetings. Regional appropriations are more or less level funded, with the exception of the Visiting Nurses, who have asked for an increase.

Representative McConkey and Commissioner Sorensen agreed that the Commissioners will continue to look for ways to consolidate budget items to make them more transparent and easier to manage, while still retaining the ability to break out what each department spends.

There was further general discussion of the relationship between the Farm itself and outdoors maintenance performed by Farm staff. Commissioner Babson noted that, although the Farm is still running an apparent deficit, wood revenues will likely increase substantially with the addition of the new processor, and also pointed to the dramatic improvement in Farm revenues over the last five years. It was agreed that the Farm and outdoors maintenance will be accounted for separately, so as to be able to better understand how much money farming operations earn, and how much it costs to maintain the County campus. (10:51 a.m.)

Representative McConkey asked for some details regarding the recent timber sale, in which the County expected to receive 175 cords of firewood, but in fact received only 122 cords and is now obliged to go out and buy firewood. He was surprised that this was not known until the project was nearly complete. He has talked to a forester who believes the plan to make the County forest a sustainable source of revenue is "aggressive" and questioned the soundness of the plan. Commissioner Sorensen explained that the wood that was predicted to be of firewood quality was actually sold as saw logs, and therefore brought in more money than originally predicted. It is a better use of the timber, which was principally from trees damaged by ice. Chipping it, which was also suggested, brings in only \$1.00/ton.

Representative McConkey asked that the record reflect that, as Chairman Umberger had joined the meeting, he would relinquish the chair.

Jail Escape Report

Representative Umberger said that she asked whether the changes recommended in the jail escape report solved the problem, or whether more needed to be done. The report, prepared by Sheriff O'Mara, a past superintendent of Carroll County Jail, cost \$6,000. Superintendent Johnson said that the only item not yet completed is the recommended increase in staff. The largest single change requested was the perimeter fence, which was voted down by the Delegation last year; the roof fence has been repaired. Representative McConkey asked in detail about the escape, as he was under the impression the offender had simply walked out through an unlocked gate. Superintendent Johnson explained that one officer was obliged to hold two posts, and the offender left through one area while the officer was in the other. Adequate staffing will prevent that happening in the future.

There was a general discussion with Superintendent Johnson regarding the level of staffing necessary to keep the facility secure. Staffing is based on the design of the facility, i.e., the number of posts, not the number of prisoners. The jail was designed to hold 75 offenders, but

was built with double bunking. Regarding the possibility of shutting down parts of the jail, Superintendent Johnson said that part of effective and responsible corrections management is to be able to classify and segregate various kinds of offenders, both for safety and rehabilitation concerns. Shutting down pods requires that people be inappropriately housed together. Additionally, it raises the risk of contraband coming into the jail. Moreover, even if you have no one living in a pod, it still has to be heated and maintained, so there is not much to gain. Chairman Umberger noted that the covering over the recreation area would have cost \$32,000; instead they are paying an officer \$32,000 to be present in the yard. (11:24 a.m.)

Performance audit

Representative McConkey reported that four proposals were submitted for doing the performance audit of the Commission office. Matrix was the least expensive, and Representative Cordelli has interviewed two of Matrix's references that seemed similar to the project in Carroll County. The other estimates were in the range of \$30,000-\$40,000.

Representative McConkey moved to accept the subcommittee recommendation to hire Matrix Consulting group to perform the performance audit of the Commission Office. Representative Cordelli seconded for discussion.

Representative Ticehurst questioned how the Delegation could hire Matrix without having the money in hand to pay them, i.e., without first voting the additional \$7,000.

Representative Butler moved that the Delegation approve the appropriation of an additional \$7,000 to pay for the performance audit of the Commission Office. Representative McConkey seconded and then withdrew his motion.

Representative Cordelli reported that in the RFP for this project, there was an evaluation scoring mechanism outlined, and the scores of the applicant companies ranged from 55 to 87.8, earned by Matrix. The next highest score was 72.

There were questions regarding the process going forward. The additional money, if approved, would not be allocated until the budgeting process is completed; a contract, if entered into, would specify that the project was dependent upon the completion of the budget. The motion may also be rescinded if circumstances change. Matrix is preparing a draft contract for review by the County.

MOTION: On Representative Butler's motion, seconded by Representative McConkey, *the Delegation voted to approve the appropriation of an additional \$7,000 to pay for the performance audit of the Commission Office.* (12-1-0) (11:34 a.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Merrow, *the Delegation voted on a roll call vote to approve the contract as proposed by Matrix Consulting Group and approved by the Delegation Performance Review Subcommittee, such approval subject to final budget approval of an additional \$7,000, per the sense of the Delegation taken in the vote supporting appropriation of the additional monies.* (Aye: Ahlgren, Butler, Cordelli,

Crawford, Lavender, McConkey, Merro, Nelson, Schmidt, Umberger, White, Wright; Nay: Ticehurst) (11:36 a.m.)

Progress on RFP for Repair and Demolition of Wing of the Old Nursing Home

Representative Ahlgren reported that the subcommittee had received a report on the demolition of the annex, and he had posed some questions to the Commissioners regarding responses to the RFP and whether any other groups had expressed interest in the space. They also discussed the various costs and benefits to demolishing three wings instead of two, and leasing part of the core. There was also discussion of the merits of demolishing now, to save costs associated with heating and maintaining the building, or waiting until the veterans have a firm plan, so as to do all the work at one time rather than in multiple steps.

Commissioner Sorensen reported that the Probation Department is considering use of the part of the core, but has also looked into relocating to the jail. He has asked Bonner Page to revisit their original estimate. Additionally, he said that when he inspected the safe he took note of many useful materials still in the old home, which could potentially be sold. There was a general discussion of the need to be sure of the legality of such a sale.

There was discussion of the usefulness of revisiting the original Bonner Page estimate rather than requiring them to answer the RFP. Commissioner Kenney noted that the original estimate had not been free. Commissioner Babson questioned the utility of publishing an RFP at all until the outcome of the veterans' housing project was known. Chairman Umberger reminded everyone that the repair of the roof was an on-going issue that was separate from the demolition and had some urgency. Commissioner Sorensen noted, however, that he saw very little damage on his walk-through. Representative Ahlgren reviewed the various ways in which the demolition project might be structured. Commissioner Kenney expressed her concern that the federal government was defunding rather than starting programs and that the veterans housing project might have difficulty getting funded.

Chairman Umberger said that she was watching the calendar regarding the veterans project. The next meeting of the subcommittee is scheduled for February 17.

Union contract negotiation progress.

Commissioner Sorensen said that all he could report was that the negotiations were on-going. There was brief discussion of the pros and cons of having the contracts renew on a staggered basis, or all at once. Commissioner Sorensen agreed to see how other counties handled this. (11:59 a.m.)

Chairman Umberger said that the deadline for the budget was the end of March, with time needed beforehand for review of the contract provisions.

Tax increase

Ms. Garry reported that after removing the Sheriff's grant from both the revenue and the income side, and adjusting for the fourth quarter reporting, the 2014 budget proposal was about 1% over the 2013 budget. Chairman Umberger reported that the total budget recommended by the Delegation was about \$270,000 less than that proposed by the Commissioners.

Chairman Umberger asked Representative Ticehurst if she had been in contact with anyone at DHHS who would be willing to talk to the Delegation about the DEAS charges to the counties. There was a general discussion. The counties do not have much control over this number, as it is approved at the state level, but the priority at this time is to understand it. The proposed cap would not take place for several years, even if passed. Ms. Garry suggested they contact the New Hampshire Association of Counties, which has been looking at this problem in depth. She said that she receives a printout of the actual costs for the past three years, and Carroll County's bill is based on the actual three-year average. She agreed to scan the printout and email it to members of the Delegation.

RSA 29-A:2 Request

The Commissioners have requested that the Delegation pay for an attorney to defend against the pending lawsuit in the Carroll County Superior Court for violations of RSA 91A. The County will pay its own legal bills and is insured, but the insurance does not extend to charges brought against the Commissioners as individuals. There was discussion of when it might be appropriate to approve such a request, and there was general agreement that simple errors should be defended at the County's expense, but not deliberate malfeasance. Commissioner Kenney complained that because of "shenanigans" in the County, she has already had to hire two lawyers at her own expense. Representative McConkey thought that the Delegation didn't yet have enough information to be able to vote today. Representative Schmidt pointed out that RSA 91A is often hard to interpret, and that it would be unfair to make the Commissioners pay personally for errors of judgment or interpretation.

Representative Wright read from RSA 29-A:2, as follows, "Upon entry of final judgment, the county commissioners shall present such judgment to the county delegation for the requisite appropriation." He argued that it appeared to be intended that the Commissioners be indemnified against such costs, and that it was not up to the Delegation to decide whether to pay or not. It's a statutory obligation. (12:27 a.m.)

Ms. Aiton was recognized. She was alarmed by the notion that she could suddenly find herself at the other end of a lawsuit through ordinary error and be personally liable. There was general agreement. Representative Crawford was surprised that the Commissioners were not covered, and asked why. Ms. DeGroot explained that she had spoken with Mike Ricker at Primex, and he told her that the Primex pool does not cover 91A suits. Representative Crawford suggested that the County get into a different pool.

Representative Merrow left the meeting. (12:31 a.m.)

Commissioner Sorensen said that the hearing had originally been scheduled for the middle of March, but the County has asked for an extension of time. He and Commissioner Babson have already contacted an attorney and will meet with him soon, sharing the expense. Representative McConkey said that any lawyer the County hires should represent all three Commissioners, but that at this time, he was still troubled by the notion of the Commissioners' contracting for legal services and handing the bill off to the Delegation.

Chairman Umberger agreed that if the Delegation paid for a lawyer, he should represent the Commission as a whole. She also reminded all that non-public information needs to stay non-public. She recommended that non-public minutes be reviewed from time to time for release.

There was also discussion of necessary fact-finding into the details of this suit as well as the insurance situation in general. However, Representative Butler noted that it would be very uncomfortable to be facing such a suit and not knowing whether legal costs would be covered until a couple of weeks before a hearing. He urged the Delegation to make a decision today.

Representative Butler moved that the Delegation support the cost of hiring one lawyer to defend the commissioners personally in the 91A lawsuit currently on-going in the Carroll County Superior Court, from this date going forward, reports of costs to be reported to the chair every two weeks. Representative Schmidt seconded. (12:41 p.m.)

There was discussion of various instances where Primex would cover the County but not the Commissioners individually. It was agreed that there appeared to be a gap in the coverage, and if so, the Delegation should cover it. It was also agreed that insurance should not be used to indemnify commissioners from criminal liability or gross negligence. In answer to Representative Wright's question, Commissioner Sorensen said that he had consulted with County Attorney Robin Gordon, and she recommended hiring a private attorney because she does not have sufficient background in RSA 91-A. Representative Wright said that RSA 29-A seemed very specific. "The County Attorney *shall* represent and defend...." He said it appeared that the Commissioners are permitted to get private advice, but the County is obligated to pay. Representative Lavender said that 29-A appeared to be talking about damages rather than defense.

Representative Schmidt said that the Delegation hoped the Commissioners had acted in good faith, but they County is obligated to cover them, and the coverage needs to be separated from the outcome. The judge may assess damages even if they acted in good faith. He supports hiring one attorney, up to a cap of \$2,000, and if no agreement can be reached among them as to representation, the dissenter can hire his own counsel at his own expense. Nothing in the suit mentions "personal gain."

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted to amend the motion on the floor to put a \$2,000 cap on the expense of any lawyer hired to represent the Commissioners in the pending 91A lawsuit.* (11-1-0) (12:54 p.m.)

Chairman Umberger declined to recognize Mr. Comeau, as he is a party to the lawsuit.

MOTION: On Representative Butler's motion, seconded by Representative Schmidt, *the Delegation voted on a roll call vote to support the cost of hiring one lawyer to defend the Commissioners personally in the 91A lawsuit pending in the Carroll County Superior Court, from this date going forward, such costs not to exceed \$2,000.* (Aye: Ahlgren, Butler, Cordelli, Crawford, Lavender, Nelson, Schmidt, Ticehurst, Umberger, White; Nay: McConkey, Wright) (1:00 p.m.)

In answer to Representative Cordelli's question, Chairman Umberger said that there is an injunction in place, and therefore there will be no destruction of any County documents.

MOTION: On Representative McConkey's motion, seconded by Representative Schmidt, *the Delegation voted unanimously to go to Convention.* (1:01 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Wright, *the Delegation voted unanimously to approve the minutes of the December 16, 2013 meeting of the Delegation.* (1:02 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Cordelli, *the Delegation voted on a roll call vote to approve the contract as proposed by Matrix Consulting Group and approved by the Delegation Performance Review Subcommittee, such approval subject to final budget approval of an additional \$7,000, per the sense of the Delegation taken in the vote supporting appropriation of the additional monies.* (Aye: Ahlgren, Butler, Cordelli, Crawford, Lavender, McConkey, Merro, Nelson, Schmidt, Umberger, White, Wright; Nay: Ticehurst) (1:03 p.m.)

MOTION: On Representative Schmidt's motion, seconded by Representative Butler, *the Delegation voted on a roll call vote to support the cost of hiring one lawyer to defend the Commissioners personally in the 91A lawsuit pending in the Carroll County Superior Court, from this date going forward, such costs not to exceed \$2,000.* (Aye: Ahlgren, Butler, Cordelli, Crawford, Lavender, Nelson, Schmidt, Ticehurst, Umberger, White; Nay: McConkey, Wright) (1:03 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Lavender, *the Delegation voted unanimously to come out of Convention.* (1:03 p.m.)

Public comments:

Mr. Comeau was recognized. He asked if the Delegation were aware of new provisions to RSA 91:A that would require the Commissioners to repay the County for legal expenses or damages if they lose.

Ms. Seamans was recognized. She made an RSA 91A request of the Delegation for a copy of the response to the subcommittee submitted by Superintendent Johnson, and it was immediately provided to her. She also asked to look at the Matrix proposal. Chairman Umberger said it was a public document; Representative Cordelli offered to provide her with a copy. Ms. Seamans

asked, regarding the turnover rate at the jail, how many of those who left went voluntarily, and how many were found to be unqualified and let go? Representative Schmidt said he did not know but would follow up with Superintendent Johnson. Superintendent Johnson said he would send email. Regarding corrections officers reimbursing the cost of their training, Ms. Seamans asked if that can be made a County policy unilaterally, or would it need to be negotiated with the union. Chairman Umberger said that the Commission could instate it as a County policy. Ms. Seamans then said that it appeared that some of the subcommittee meeting minutes had not been posted timely. Chairman Umberger agreed that they were supposed to be available within 144 hours, and that some were likely late, but they are getting them into the office as quickly as possible. Ms. Seamans noted that there is a "bright light" on right-to-know at this time.

Representative Ahlgren suggested that as the subcommittee meetings are work sessions without a quorum, he was not entirely certain that they qualified under RSA 91:A. He said that the meetings are posted, and Chairman Umberger said that they were open to all and occasionally also taped. Nothing was being hidden. Representative Wright said that minutes of that type only have to be sent to people who request them, but they do have to be kept. Representative Ticehurst said that subcommittees become the full body when they meet, and said that this demonstrated that 91A issues are not as simple as they might seem. Representative McConkey said that sometimes votes are taken in subcommittee. Chairman Umberger reiterated that they try their level best to meet all their obligations.

No one further asking to be recognized, public input was closed.

MOTION: On Representative Crawford's motion, seconded by Representative Butler, *the Delegation voted unanimously to adjourn.* (1:15 p.m.)

Respectfully submitted,
Michelle Hamilton

**Meeting of the Carroll County Delegation
Delegation Meeting Room, Carroll County Complex**

Minutes

Monday, March 3, 2014 @ 9:00 a.m.

This meeting was duly posted for public notice on the Carroll County website and on various public bulletin boards within the Administration Building to reflect that the meeting would convene at its usual and customary place on March 3, 2014 at 9:00 a.m.

Present: Gene Chandler; Glenn Cordelli, Karel Crawford, Tom Lavender; Mark McConkey, Harry Merrow, Bill Nelson, Steve Schmidt, Susan Ticehurst, Karen Umberger (Chair)

Ed Butler (Clerk) joined the meeting in progress.

Also attending: David Sorensen, David Babson, Asha Kenney, Ann Aiton, Kathleen Garry, Sheriff Domenic Richardi, Superintendent Jason Johnson; Wynette DeGroot; Ann Hamilton; Joan Richardson; Will DeWitte; Steve Brown

Press: Ed Comeau (www.governmentoversite.com)

Recording Secretary: Michelle Hamilton

The Chair called the meeting to order at 8:59 a.m.

Pledge of Allegiance

Public Input

Representative Umberger opened the floor to public comment, and no one asking to be recognized, closed public input and proceeded with the agenda. (8:59 a.m.)

Information on BEAS

The speaker from BEAS was not in attendance at the scheduled time and did not appear. The Chairman moved on to the next item.

Review of Subcommittee Actions

Sheriff's Department / Karel Crawford. Representative Crawford reported that the subcommittee met on February 17 for about an hour and a half, and will need to meet once more before the budget recommendations can be agreed upon. The grant salary line was adjusted to reflect that sheriffs no longer participate in the drug task force. The balance of the funds were reapportioned to commercial details and speed grants. The subcommittee also reduced overtime by \$5,000 and education and conference expenses by \$1,000. Still to be discussed is the purchase of two new cruisers and the permissible use of the cruisers. The \$900,000 grant requested for upgrade of the County communications system is represented by a \$1.00 placeholder, since the awards have not yet been determined; dispatch also contains a \$1.00 placeholder.

Corrections / Steve Schmidt. Representative Schmidt reported that revenue associated with work release and administrative home confinement (i.e., monitoring bracelets) had not been accounted for. The subcommittee added an estimate. Offenders pay the County \$70/week to be on the bracelet, but the County pays only \$35/week/offender to participate in the monitoring program. There are currently six offenders on the bracelet program, and Superintendent Johnson is looking to increase that number using the recently created statutory authority. Representative Schmidt also reported that an apparent dramatic jump in inmate programming was a budgeting anomaly, and that the requested

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amount is reasonable and money well spent if the jail population goes down. The subcommittee recommended a reduction in uniform expense. There was general discussion regarding the expense of upgrades to jail vehicles for inmate transportation. The Sheriff's Department will no longer be doing all of the transportation, and vehicles need to have appropriate equipment for regular transport of inmates (light bars, radios, etc.) It would be a one-time expense in order to conform the jail's vehicles to the requirement of RSA 30 B:25 and B:26. There was discussion about whether this expense was "new equipment" or "vehicle maintenance."

Representative Butler joined the meeting. (9:13 a.m.)

Representative Umberger asked that the general issue be discussed again with the Sheriff's Department, which already has 14 vehicles that are properly equipped. She also strongly urged the Superintendent to look into making use of the new RSA that permits court appearances by video conference, eliminating the need for any transportation. She said that it was a poor use of officer time to be transporting inmates and then waiting at the Courthouse for them if it was unnecessary. (9:16 a.m.)

Representative Schmidt then reported that it appeared that hurdles that had prevented the County from taking in federal prisoners have been overcome. Within the next 5-6 weeks there will be at least two federal prisoners, with a commensurate increase in revenue. He added that the extra inmates are a benefit to the County because the cost of running the jail is fixed. In answer to Representative Chandler's question, Superintendent Johnson said that no new hires will be required, as hiring is based on the number of positions to be manned rather than inmate population. He said that the County would be getting US Marshal "holds" for federal crimes committed in New Hampshire, i.e., persons awaiting trial or convicted persons awaiting sentencing and transportation to other facilities. They are considered "medium security" offenders.

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There was general discussion of the budgeting of the security cameras installed last year (capital expenditures), and the impact of the new PREA standards. Part of the issue will be resolved by passage of a bill in Concord defining an “adult” as 18 years old. However, \$10,000 is budgeted as it appears the new law requires that an audit be performed this year. Strafford County has sent one of its officers to the audit course and that individual will be able to do all the inspections required in New Hampshire. It will reduce the probable expense considerably.

Representative Crawford noted that electric expense seems to be discrepant. There was general discussion of the desirability of separating discretionary expenses from things the County has no control over.

The firearms training line has also been adjusted to reflect purchases associated with the training. The Chair asked Superintendent Johnson to send a break-out of “Other Fees and Services” (maintenance, attorneys fees, law library, audits, etc.) to Representative Schmidt for general distribution. However, Representative Schmidt concluded his presentation by saying that the new budget is more or less flat from the adopted budget of 2013.

County Attorney, Regional Appropriations, Registry of Deeds, Medical Referee, UNH Cooperative Extension / Mark McConkey. Representative McConkey reported that the subcommittee reached agreement on the budgeting in several departments. He commended the Registry of Deeds for excellent performance in a year during a good part of which the Registry was short-handed by one person, which also saved the County nearly \$40,000. He reported that budgets for the Registry of Deeds, the Cooperative Extension, the County Attorney, the Medical Referee, and the Child Advocacy Center were adopted unanimously. Regional appropriations with the exception of the visiting nurses were level

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funded. The nurses and home and hospice care received a \$5,000 increase to compensate for loss of funding from other sources. Budgets for the Carroll County Conservation District and Carroll County Transportation were also agreed.

County Farm / Mark McConkey. The subcommittee still has questions pending regarding the Farm, Maintenance, and the Water District, and action has therefore not yet been taken. The subcommittee is awaiting response from the Commissioners.

Representative Umberger recommended that the nursing home, as an enterprise fund, should be absorbing its own maintenance costs rather than passing them on to the taxpayers. She added that the taxpayers could pick up any that were left over. Representative McConkey agreed to take it under advisement. Representative Umberger noted that there was a similar issue pending on the payment of taxes to the Town of Ossipee.

Representative Crawford reported that she was forwarded a copy of a letter sent to towns regarding the copying of deeds at the Registry. Ms. Aiton said that the Registrars Association had decided to add a watermark to the copies so that individuals requesting deeds would have to get an official deed from the Registry rather than using a copy obtained from the Town. She said the Registrars believe that the statute requires Registrars to send copies to the towns solely for purposes of maintaining accurate ownership and tax records. The Registrars believe Registries are losing revenue because of this practice, although Ms. Aiton said there is no way to estimate how much. Several representatives expressed their unhappiness with this change. Representative Chandler said that the Registry did not have the authority to take this action. Representative Umberger recommended that it be discussed in subcommittee, which meeting she urged Representative Merrow to attend in his capacity as a Selectman. Ms. Aiton confirmed in answer to several questions that copies residing in town offices may be lacking marginalia

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added to the official copy that resides at the Registry, although the Carroll County Registry ceased marking up deeds in this way more than twenty years ago.

Representative Cordelli asked that the Commissioners clarify the minutes of their last meeting. He referred to the Delegation's vote of June 2013 to approve purchase of a new wood processor, which specifies that it is to be used only for processing wood harvested from the County's forests. The minutes appear to reflect that the Commissioners voted to purchase wood from outside the County and process it to meet a shortfall. Commissioner Sorensen confirmed this. Representative Umberger asked Representative McConkey to follow up. (9:50 a.m.)

Nursing Home / Bill Nelson. Representative Nelson reported that the subcommittee met on February 17 and reviewed the budget as a whole. The only major controversy was generated by discussion of fuel alternatives for the laundry, whose fuel costs are relentlessly trending up. No decision was reached. Representative Cordelli asked that follow up be done on the purchase of the new electronic medical records system to track expenses this year. Representative McConkey agreed to look into it. (9:53 a.m.)

Representative Cordelli and several others were unhappy with the number of free meals being provided by the café. Representative McConkey said that the kitchen is also unhappy because of the amount of work it requires. However, he added that currently, the only employees getting free meals were those whose union contracts require it. The County will address this in the next round of negotiation. There was general discussion and agreement that free meals should be counted as compensation, and that the nursing home needs to reflect them as an expense rather than as revenue. Representative Butler confirmed that all these issues had been raised in the subcommittee. Representative Merrow warned that

the IRS regulations regarding free meals had been changed and that the meals likely need to be reported.

Administration Building, Commissioners, Treasure, Special Fees and Services, Human Resources, Human Services, Long-Term Debt, Capital Reserves, Carroll County Convention, Capital Expenditures, Information Technology / Karen Umberger.

Representative Umberger said that agreement had not been reached regarding any department's budget, but the subcommittee will be meeting after today's general meeting at which time she expected to finalize. (10:07 a.m.)

Review of IT Expenditure

Ms. Garry distributed a first cut of a spreadsheet that aims to nail down all IT costs across the County campus. She said that it was a work in progress and in order to complete it, she needs decisions about such things as whether or not to count the copy machines as an "IT" expense or not. Representative Umberger said that the new IT Committee should be able to help clarify those issues. This year, total IT expense appears to be \$212,000, including the nursing home, although Representative Umberger said that the centralized IT account in the process of being formed will include everything but the nursing home. Ms. Garry also noted that different department heads have different definitions and philosophies, as for example, what constitutes a "replacement" and what is considered "new." Commissioner Sorensen confirmed that the new IT Committee will have the power to prioritize and make decisions, with final decision resting with the Commission. In answer to Representative Cordelli's question, Ms. Garry said there was a five-year plan and that John Rich would forward it to the group.

Regarding the proposed purchase of new servers and the DocStar document management program, Representative Umberger said that the line would probably be reduced to about \$34,000.

Although the Delegation has had a presentation by DocStar, there is still considerable research to do, and, moreover, everyone in the complex will need to agree to use it if the County chooses to purchase it. Representative Cordelli suggested that these decisions not be taken until after the performance audit of the Commissioners' Office, as it may be more efficient to effect any staffing or procedural changes prior to installing a new document system.

Capital Expenditures

Representative Umberger reported that the \$5,000 capital request for a document safe has been removed. The farm subcommittee had submitted two pages of questions regarding the requested \$12,000 for a farm truck.

The Administration Building needs a backflow device installed, at an estimated cost of \$6,000. This is to improve pressure at the fire hydrant. Mr. DeWitte said this is a new requirement that would not have been reflected in the last 5-year review from the state. Representative Umberger recommended that the Commissioners reorganize the Water Department as an enterprise fund, since people are being billed for the water they use. Revenues should be able to pay the expenses of the department, and taxpayers should not be subsidizing Ossipee's water usage.

Representative Schmidt voiced his frustration at the lack of a capital reserve fund that would spread the cost of replacements and upgrades out over time. Commissioner Sorensen said that every plan the Commissioners have proposed the Delegation has declined to fund. (10:20 a.m.)

Representative Umberger charged the Commissioners with developing an explicit cell phone policy with an approval process and some kind of accountability. Currently, there is no uniform plan; various departments provide cell phones or reimburse them

in various ways. She declined to involve the Delegation in the details, telling Commissioner Babson that it was up to the Commissioners. Representative Crawford said that County-paid cell phones were also a form of income and that whatever the County did needed to be IRS-compliant. (10:24 a.m.)

Representative Chandler asked Ms. Garry for a printout detailing last year's budget surplus; she agreed to provide it. (10:25 a.m.)

Discussion of Non-Union Wages

Representative Umberger distributed a chart summarizing raises awarded since 2010 to the County's non-union employees and a spreadsheet showing the actual changes proposed this year. Although this year's proposed raise is \$.40 for those employees, the spreadsheet illustrated that some people were getting more and some less than \$.40, and she asked for an explanation.

Regarding the HR Generalist's pay, Representative Cordelli asked how she could be working overtime when there is no line item for overtime in the HR budget. Commissioner Sorensen said that she had put in overtime but not been paid for it. Commissioner Kenney disputed that, saying that the Generalist worked overtime without authorization but was paid for it. In answer to his question comparing January 2013 and 2014 (projected), Ms. Garry said that amounts on the paperwork he was using would not match because raises go into effect only after the budget is approved, in March. There was a general discussion regarding the propriety of giving the same raise to everyone regardless of the outcome of any evaluation of their work. Commissioner Kenney said that the previous HR Director had recommended a lesser raise for the HR Generalist. Ms. DeGroot defended the new proposed salary based on the number of hours the HR Generalist actually works, the current pay scale in Carroll County, and the general level of pay in other New Hampshire counties. She added that the HR Generalist

would not receive the proposed \$.40 increase in addition to the pay revision from hourly to salaried.

Representative McConkey asked why the farm supervisor received a larger pay raise. Commissioner Sorensen said that it was for merit; Representative Ticehurst said that the supervisor's job description had also changed.

Representative Cordelli was troubled by the County's apparently singling out two people to receive a much larger increase than anyone else, when there were many people working hard and doing a good job. Representative Chandler asked that the Chair confirm that the Delegation would get to vote on these raises, which she did. Representative Cordelli suggested that pay and benefits be considered together, as for example, someone taking a less expensive medical plan might receive more in cash. Commissioner Kenney endorsed that suggestion.

Town of Ossipee Taxes

There was a brief discussion regarding the appropriateness of paying taxes to the Town of Ossipee. Commissioner Sorensen added that he has checked with other counties, and the consensus was that there is an RSA that requires counties to pay taxes to the towns where their land is located. Carroll County pays about \$6,700 to Ossipee, principally for the Water Department and for a small strip of land under cultivation.

Representative Umberger said the issue was not whether but how Carroll County pays the tax. She recommended that it be paid as an expense of the department that incurs it, another reason to create an enterprise fund for the Water Department, so that it is clear whether it is profitable. The Water Department ought to be able to pay for itself if it is properly managed. The farm and the nursing home should do likewise. Currently all taxes paid to the Town are paid by the Commissioners' Office. Commissioner Sorensen said

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that an analysis of the changes required in the water rates is in the works. Representative Butler asked that the issue be tabled until it could be discussed in subcommittee and the impacts could be better understood. (10:52 a.m.)

County Administrator

Representative Schmidt was recognized and announced that he would like to initiate a discussion to consider a motion to form a subcommittee that would examine in detail the hiring of a county manager or administrator. He said that he did not want to denigrate the Commissioners, but the observation has been that Carroll County is not well managed and that the County could find the cost of a manager or administrator in a \$28 million budget. He would like the subcommittee to examine the issue and make a recommendation. Representative Butler asked for an update on the performance audit and what the Delegation expects to come out of it. Representative McConkey said that the contract with the auditor, Matrix, will be signed this week and that once the company begins the audit, it will take about twelve weeks to complete. He expected they would probably have an opinion regarding the possibility of hiring an administrator, although it was not a specific “bullet point” in the RFP. Rockingham and Carroll Counties are the only ones in New Hampshire that do not have an administrator or manager. Representative McConkey agreed to support the motion, but said that the subcommittee should not meet until after the results of the audit have been reviewed.

Representative Schmidt moved that, at the discretion of the chair, a subcommittee be formed to examine the feasibility of hiring a county manager. Representative Butler seconded.

There was a brief discussion of whether the subcommittee’s work would reach a foregone conclusion. Representative Schmidt said that he did not think it was “inevitable” that the committee would recommend hiring a manager, but that all the issues should be put

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on the table and examined. He cited the list of recommended wage adjustments as an example of poor management practice.

Representative Butler disagreed with the general statement that the County was poorly managed. Representative Crawford drew a distinction between a “manager” and an “administrator.”

Representative Chandler objected that either position was more likely to increase costs than reduce them. The Chair asked for a motion to amend.

MOTION: On Representative Crawford’s motion, seconded by Representative Schmidt, *the Delegation voted to amend the motion to specify that the subcommittee would investigate the hiring of a “County administrator,” with one member opposed.* (10-1-0) (11:06 a.m.)

Representative Tycehurst suggested that the Delegation consider how they might be more supportive of the County Commissioners and department heads. (11:06 a.m.)

MOTION: On Representative Schmidt’s motion, seconded by Representative Butler, *the Delegation voted that, at the discretion of the chair, a subcommittee be formed to examine the feasibility of hiring a county administrator, with one member opposed.* (10-1-0) (11:07 a.m.)

Representative Umberger asked for members interested in serving on the subcommittee to speak up. Representatives Schmidt, Cordelli, Butler, McConkey, and Chandler, among others, volunteered to serve. Representative Schmidt accepted appointment as the chair, and reiterated that the results of the subcommittee’s research were not inevitable.

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MOTION: On Representative Chandler’s motion, seconded by Representative Merrow, *the Delegation voted unanimously to*

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approve the minutes of the meeting of February 3, 2014. (11:11 a.m.)

Defense of 91A Lawsuit

Representative Umberger reported that the three County Commissioners had been unable to agree on a single attorney to represent them in the pending 91A lawsuit, and asked for a motion to amend the allocated amount from \$2000 to \$2100 so that it could be easily divided by three, each Commissioner to receive one third, or \$700.

Representative Chandler moved that the Delegation approve the expenditure of \$2100 for the personal defense of the Carroll County Commissioners in the pending 91A lawsuit, to be divided equally among the three. Representative Schmidt seconded.

There was further discussion of the availability of insurance coverage for 91A defense. Commissioner Kenney suggested that, if two of the Commissioners hired a single lawyer, and the third Commissioner hired a lawyer, the defense monies be divided by two rather than by three. Commissioner Sorensen reported that they had met with Michael Ricker from Primex. One New Hampshire Commissioner has been to four different insurance companies and none will cover him for 91A defense. He said that Primex had informed the group that if insurance were obtainable it would be extremely expensive. Representative Umberger suggested that the Commissioners investigate the New Hampshire Municipal Association's coverage, which she thought included coverage for D&O.

MOTION: On Representative Chandler's motion, seconded by Representative Schmidt, *the Delegation voted to approve the expenditure of \$2100, rather than \$2000, for the personal defense of the Carroll County Commissioners in the pending 91A*

lawsuit, which amount is to be divided equally among the three Commissioners. (7-4-0) (11:20 a.m.)

Audit of Carroll County's Financial Statements, 2011 and 2012

Representative Cordelli reported that he has been given to understand that the audit of the financial statements of 2011 and 2012 has been delayed because the auditor is unable to get the information he needs from the business office. Commissioner Sorensen said that the auditor is lacking only the notes from 2011, which were to be provided by John Lyford. Mr. Lyford has been ill, and if he is unable to complete the notes, they will have to be created. Commissioner Babson added that Mr. Lyford made several commitments to the auditor, Beaulieu, but missed them. Mr. Lyford did deliver the financial statements last week. Commissioner Kenney said that her understanding was that 25 percent of the data was still missing. She has called Mr. Lyford without result. Mr. Lyford has said that the business office needs to provide the missing material. Representative Cordelli added that Mr. Lyford was apparently paid in full. He recommended issuing an RFP for a new financial reporter. Representative Umberger urged the Commissioners to bear down on the project so it could be completed timely. (11:25 a.m.)

Convention

MOTION: On Representative McConkey's motion, seconded by Representative Butler, ***the Delegation voted unanimously to go to Convention.*** (11:26 a.m.)

MOTION: On Representative Chandler's motion, seconded by Representative McConkey, ***the Delegation voted unanimously to approve the minutes of the meeting of February 3, 2014 as submitted.*** (11:11 a.m.)

MOTION: On Representative Schmidt's motion, seconded by Representative Butler, *the Delegation voted that, at the discretion of the chair, a subcommittee be formed to examine the feasibility of hiring a county administrator, with one member opposed.* (11:11 a.m.)

MOTION: On Representative Chandler's motion, seconded by Representative Schmidt, *the Delegation voted to approve the expenditure of \$2100, rather than the previously allocated \$2000, for the personal defense of the Carroll County Commissioners in the pending 91A lawsuit, which amount is to be divided equally among the three Commissioners.* (7-4-0)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted unanimously to come out of Convention.* (11:27 a.m.)

Public Comment

The Chair then opened the floor to public comment and recognized Steve Brown. Mr. Brown asked for details of the hiring of Mr. Lyford. Representative Umberger referred him to the Commission for discussion of that issue.

No one further asking to be recognized, Representative Umberger closed public comment.

MOTION: On Representative Merrow's motion, seconded by Representative Cordelli, *the Delegation voted unanimously to adjourn.* (11:28 a.m.)

Respectfully submitted,
Michelle Hamilton, Recording Secretary

Approved, as amended, 24Mar2014

**Meeting of the Carroll County Delegation
Delegation Meeting Room, Carroll County Complex**

Minutes

Monday, March 17, 2014 @ 9:00 a.m.

This meeting was duly posted for public notice on the Carroll County website and on various public bulletin boards within the Administration Building to reflect that the meeting would convene at its usual and customary place on March 17, 2014 at 9:00 a.m.

Present: Chris Ahlgren, Tom Bucu, Ed Butler, Gene Chandler, Glen Cordelli, Karel Crawford, Tom Lavender, Mark McConkey, Harry Merrow, Bill Nelson, Steve Schmidt, Susan Ticehurst, Karen Umberger (Chair), Syndi White

Also attending: David Sorensen, David Babson, Asha Kenney, Ann Aiton, Kathleen Garry, Sheriff Domenic Richardi, Assistant Superintendent Jason Henry, Wynette DeGroot, Ann Hamilton, Howie Chandler, John Rich

Press: Ed Comeau (www.governmentoversite.com); Mellisa Seamans (*Carroll County Independent*)

Recording Secretary: Michelle Hamilton

Chairman Umberger called the meeting to order at 9:02 a.m.

Pledge of Allegiance

Public Comment

The Chair opened the floor to public comment, and no one asking to be recognized, closed public comment and proceeded with the agenda.

Review of Subcommittees' Recommended Changes to the Commissioners' Budget

Before discussion of the recommended budget changes, Representative Schmidt asked to clarify his comments of March 3. At the last meeting of the Delegation, Representative Schmidt moved to form a subcommittee to investigate the hiring of a County administrator. He said that in retrospect, his comments sounded a little harsh. He said that his intention was to see whether hiring an administrator would free up the Commissioners for policy work and oversight. The Commissioners thanked him for his clarification.

Nursing Home / Chris Ahlgren. Representative Ahlgren distributed a spreadsheet outlining the budgeting track record and reported the major points addressed at the subcommittee's last meeting. First, they are reviewing the free meal policy. It is part of the collective bargaining agreement with the unions representing the jail and the nursing home, and additionally, some workers on the farm also receive a free meal. They considered whether the value of the meals should be included on employees' W-2 forms, and have referred it to the person assembling the financial records. There was general discussion of the procedure for distributing the meals. Representative Ahlgren said that the café meals are priced "ultra-competitively" because Mr. Horace is essentially competing with himself, hoping to woo some people from the free meal to a meal they pay for in the café. Corrections officers also receive a meal, but that is in order for them to be able to eat without leaving the jail. As those meals are provided for the convenience of the employer, they are deemed not taxable. Commissioner Sorensen

confirmed that there are some non-union people at the jail who also receive a free meal.

The subcommittee discussed the cost of the wiring for the new electronic medical records system. At the last meeting, the price cited was \$67,000. However, the price upon further review was \$25,000 taken from the Dube Fund, and \$10,000 repurposed from appropriated monies originally to be spent on new fireproof filing cabinets that are now unneeded.

Representative Ahlgren said that he would present a proposal regarding the demolition of the old nursing home later in the meeting.

Revenue from the provision of cable to resident rooms is not treated as “revenue” but rather offset against the expense of the cable service. Representative Ahlgren said this is likely not a standard accounting principal, but it amounts to only \$600 per year. The cable charges are paid to the nursing home from residents’ accounts like an automatic debit.

Representative Ahlgren said that the current budget reflects a raise to non-union employees of \$.40 per hour. Collectively, the subcommittee did not endorse that raise but they did agree that the sum of money would be approved for all wage increases at Mountain View, both union and non-union. The County is still in negotiations with the nursing home employee union.

Representative Ahlgren said that the subcommittee would not increase the amount to be budgeted for raises whether or not there was a contract. He said that in the future, negotiations should be started in time to be completed by December 1 when the Commissioners’ proposed budget is due. He added that it was inappropriate to budget and approve monies for raises without knowing the actual number. He said that the Commissioners can make up any shortfall with “unappropriated funds.”

Representative Ahlgren reported that last year, the nursing home took in \$87,000 of unanticipated revenue. There was general discussion of the budgeting of a “cushion” to meet unanticipated contingencies and to jump start further revenue growth. Last year they had 5% Medicare “skilled nursing” residents instead of the 10% that the original business plan had called for. They are working on adjusting the mix. He added that while Mountain View is aiming to become financially self-sufficient, there is no other county nursing home in New Hampshire that is self-sufficient or has any hope of becoming self-sufficient. Mountain View’s state-of-the-art facility may achieve that within the planned-for ten-year time frame. Expenses are under control, but the nursing home needs to improve revenue. Mr. Chandler plans to increase revenue from private pay residents and to get the Medicare census up to 10%.

Representative Ticehurst was concerned that revenue goals were trumping service to needy Carroll County residents, i.e., by increasing Medicare patients, they would be reducing Medicaid patients. Mr. Chandler said that these objectives will only apply to new admissions. They will not be increasing the number of privately paying residents. Representative Ahlgren explained that persons who receive rehabilitative care and are elderly are paid out at the Medicare, rather than Medicaid, rate.

There was a general discussion of Mountain View’s admissions protocols. Not everyone who applies to go there is accepted, and Mr. Chandler does plan to leave one or two beds available at all times, if possible, so he is able to take hospital rehab patients, hospice patients, and respite patients. These reimburse the home at a much higher rate and will improve revenues significantly without deeply affecting the number of beds available to the general public. He said that skilled nursing and hospice care is in short supply in Carroll County, and therefore Mountain View is expanding its services to the County rather than reducing them, and added that in some counties, there are empty beds. He believes 65 Medicaid

beds are adequate to serve Carroll County, particularly as policy is now to encourage people to stay in their own homes as long as possible. That being the case, when they come to Mountain View, they don't stay as long.

There was a general discussion of the mission of the Mountain View Community and whether the County was fulfilling its obligation to the poorest and neediest. In general, all Counties give preferential treatment to their own residents, but through BEAS they pay for their citizens if they are placed elsewhere. Representative Ahlgren said that, wherever they are located, the County pays half. Carroll County spends \$80/day for Medicaid residents and bring in \$450/day on skilled or hospice care. Representative Butler reiterated that it is important to remember that all people over 65 receive Medicare and that providing services for those on Medicare does not mean that we are precluding someone who is also receiving Medicaid.

The projections for the 2014 budget assume that there will be no significant changes in case mix in 2014, but they will happen over time. Representative Ahlgren reported that the subcommittee does have a recommendation for expenses, to which they need to add the \$35,000 for maintenance and \$800 for Ossipee Town taxes. The results of the union negotiations are also unaccounted for because they are at this time unknown. (10:13 a.m.)

Carroll County Jail / Steve Schmidt. At the last meeting, the subcommittee had sent a list of questions to Superintendent Johnson, which he has now answered. Assistant Superintendent Henry stood in for Superintendent Johnson at today's meeting.

Commissioner Sorensen confirmed that at the present time, the jail employed 33 officers, and that they had approved Superintendent Johnson's request to hire two more, for a total of 35. The jail was designed to be managed with 36. Representative Schmidt drew attention to the requested overtime budget of \$30,000, and

questioned the need for it if the jail was fully staffed. Asst. Superintendent Henry said the jail was having a hard time retaining people, and the overtime budget filled the gap during the hiring and training process. Representative Umberger said that the overtime budget should go away if the jail is fully staffed, and salary expense goes down when people leave. She recommended that HR and the Commissioners do some research and analysis into the turnover so that if the County is doing something wrong, it can be corrected. Representative Schmidt said that it had been discussed at length, and a plan is in preparation. Last year the jail turned over half its staff. Commissioner Babson confirmed that Carroll County's jail is atypical of county jails in New Hampshire. Representative Schmidt said that Carroll County is rock bottom for wages, and it appeared that Carroll County was training officers so they could go to other counties and make more money.

Representative Schmidt confirmed that the jail budget was not yet ready for a vote. There is still some confusion regarding the prisoner transport issue. Commissioner Babson said that the jail has always transported inmates to hospitals, doctors, and the like. The new law authorizes blue lights, and the Sheriff is unwilling to give up his cruisers for that purpose. The Sheriff will still be transporting defendants to court. No procedure will actually change, only the requirements for transport.

Representative Cordelli asked for an explanation of the selection of the new jail telephone service provider, and there was a general discussion of the County's bid process. Asst. Superintendent Henry explained the history of the selection of the new provider, Securis, which was the result of two rounds of bidding and several weeks of research. The new service will provide approximately the same revenue to the County but charge inmates less for their phone calls. The new service will likely start in the middle of the year, and a reasonable estimate of the income over the course of the year was agreed on. Representative Schmidt will adjust his numbers.

Sheriff's Department / Karel Crawford. Representative Crawford apologized that the minutes of the subcommittee meeting were not yet available. She said she will revise her numbers in light of the County's having reached agreement with the Teamsters Union representing the deputies. She presented her existing comparison of actual budget in 2013 versus proposed budget for 2014. The Sheriff's Department is up \$88,547 without the new salary numbers. It includes a \$37,000 increase for medical insurance and retirement, which is outside the County's control. Dispatch is up \$91,972 for the same period.

The subcommittee had a long discussion regarding the requested purchase of the new cruisers. The Sheriff has 14 and wants to buy two more, and sell two. Deputies must have a cruiser and take it home with them in case they are called out. However, not every deputy is on 24-hour call on any given day; the rest are off. Representative Wright made some suggestions which need to be discussed, but he was absent from today's meeting. Among his suggestions are the elimination of a deputy position or elimination of the dog program. The budget also needs to be reworked to reflect the results of the union negotiations.

Sheriff Richardi asked for time to clarify some of the reporting. Chairman Umberger directed him to discuss his points with the subcommittee.

Commissioner Sorensen reported that the Teamsters had agreed to \$.40 per hour increase, or \$14,442 for the year for the Sheriff and Dispatch, for a one-year contract. Vacation time has been capped for new hires. Benefits will be limited to an 8% increase for medical, which the union apparently can control. He agreed with Representatives Umberger and Ahlgren that negotiations should start sooner and have a firmer time frame to ensure they are concluded by the time the Commissioners' budget is submitted on

December 1. He said that negotiations with the nursing home and jail unions will likely go to arbitration.

In answer to Representative McConkey's question, Commissioner Sorensen confirmed that they would get a copy of the agreement to review. If the contract is not accepted, the County will go back to negotiation. Sheriff Richardi said that the Delegation is responsible for funding only, and does not have the authority to fine-tune or negotiate the terms. (10:47 a.m.)

Administration Building, Commissioners, Treasurer, Special Fees and Services, Human Resources, Human Services, Interest, Long-Term Debt, Capital Reserves, Carroll County Convention, Capital Expenditures, Information Technology / Karen Umberger.

Representative Umberger reported that several of her departments were ready for a vote.

MOTION: On Representative Umberger's motion, seconded by Representative Chandler, *the Delegation voted unanimously to approve a budget of \$6,267 for the Treasurer's Office for 2014.* (10:47 a.m.)

Representative Umberger thanked Representative Ticehurst for her efforts to get someone from Health & Human Services to explain the BEAS billing to the Delegation. Representative Ticehurst received email declining her request. It was suggested that they don't themselves know how to explain it. Representative Umberger said the Delegation will continue to pursue it. There was a general discussion of the consequences of refusing to pay the BEAS bill until they had an explanation, as Cheshire County has done. Representative Umberger will be speaking to the Commissioner of HHS on Tuesday, March 18.

MOTION: On Representative Umberger's motion, seconded by Representative Butler, *the Delegation voted unanimously to*

approve a budget of \$937,627 for interest expense for 2014.

(10:54 a.m.)

MOTION: On Representative Umberger's motion, seconded by Representative Butler, ***the Delegation voted unanimously to approve a budget of \$1,852,487 for long term debt for 2014.***

(10:54 a.m.)

MOTION: On Representative Merrow's motion, seconded by Representative Chandler, ***the Delegation voted unanimously to approve a budget of \$0 for the Capital Reserve fund.*** (10:55 a.m.)

MOTION: On Representative Umberger's motion, seconded by Representative Merrow, ***the Delegation voted unanimously to approve a budget of \$17,651 for the Carroll County Convention, including \$7,000 for the performance audit of the Commissioner's Office.*** (10:55 a.m.)

Commissioner Kenney was recognized and asked if a vote had ever been taken on payment of expenses to the Delegation secretary. Commissioner Sorensen said that if the budget was approved, the expenses were included. The line item for the Delegation recording secretary is \$2,000. Representative Umberger said that she would follow up with the secretary and with HR.

Representative Umberger reported that there were still some items to iron out regarding capital expenditures, and farm budgeting. There is a pending request for \$20,000 for a new farm truck. They reduced the IT to \$26,000. She confirmed to Commissioner Babson that \$5,000 requested for a document safe has been removed as unnecessary.

Special Fees and Services includes such expenses as the auditor, legal fees, and \$3,300 for a Global Harmonization System for material data sheets. Representative Umberger moved that the

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Delegation approve a budget of \$33,300 for Special Fees and Services for 2014. Representative Butler seconded for discussion.

Representative Cordelli asked for clarification and update of the financial audit of 2011 and 2012. He asked to whom the payments were made if the audits were not completed. In addition, he asked for more detail regarding the hiring of the new accountant, which is a company associated with Beaulieu, the auditor. It appeared that Beaulieu was hired without issuance of an RFP.

Commissioner Sorensen said that Ms. Garry is working with Beaulieu to clarify the payments to the previous auditor.

Commissioner Babson explained that by the time it was known that the auditor would be unable to complete work for 2013, there was insufficient time left before a hard reporting deadline to issue an RFP. Medicare reporting must be completed by March 31 for Carroll County to receive its federal reimbursement. The vote was unanimous. Commissioner Sorensen confirmed that the contract for the 2015 reporting would be awarded through the normal bid process. Representative Umberger suggested that the contract be for multiple years so that the auditor is able to establish continuity year over year and understand the system thoroughly.

MOTION: On Representative Umberger's motion, seconded by Representative Butler, *the Delegation voted to approve a budget of \$33,300 for Special Fees and Services for 2014.*
(13-1/Chandler-0) (11:07 a.m.)

Representative Umberger said that changes had been made to the Administration Building budget and the Commissioners budget, and therefore there is no bottom line to vote today. The IT budget will be moved to the Commissioners Office in 2015.

Representative Schmidt said that the Social Security line item was up considerably this year. Commissioner Sorensen agreed it was likely an error and may be across the board. The office is working

to straighten that out, but he didn't know if there was a bottom line.

There was discussion of the management of fuel and electric expense, which Representative Umberger said should be addressed uniformly across the County. Commissioner Sorensen said that the pre-buy must be done in August. Representative Umberger urged that all departments be using the same number. Commissioner Babson added that if part of the pre-buy agreement requires a payment up front, it could impact the budget.

The Delegation is still awaiting the "new equipment" list, and Representative Cordelli said he had not received the IT breakdown. Representative Umberger said that nothing further had been requested besides the general list of total expenditure for IT.

County Farm / Mark McConkey. Representative McConkey reported that although he had some weeks ago requested Mr. DeWitte to answer a list of 24 questions regarding farm operations and the proposed budget, he had received answers to only two of them. Commissioner Babson passed a copy of the email with the complete answers forward.

Regional Appropriations/ Mark McConkey. Representative McConkey said that he had made his recommendations to the Delegation at the last meeting.

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted to approve a budget of \$489,781 for the County Attorneys Office for 2014.* (12-2/Cordelli, Chandler-0) (11:24 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted unanimously to approve a budget of \$113,927 for the Victim Witness Assistance Program for 2014.* (11:25 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted to approve a budget of \$551,274 for the Registry of Deeds for 2014.* (11-3/Nelson, Cordelli, Chandler-0) (11:17 a.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted unanimously to approve a budget of \$14,400 for the Medical Referee for 2014.* (11:28 a.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted unanimously to approve a budget of \$229,259 for the Cooperative Extension for 2014.* (11:29 a.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted to approve a budget of \$2,000 for Carroll County Transit (Regional Appropriation) for 2014.* (10-4/Crawford, Nelson, Cordelli, Chandler-0) (11:30 a.m. approx.)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted to approve a budget of \$204,425 for the remainder of the Regional Appropriations.* (13-1/Chandler-0) (11:31 a.m.)

Representative Chandler noted that expenses for the Registry of Deeds were up \$70,000 while revenues were up only \$11,000.

MOTION: On Representative McConkey's motion, seconded by Representative Merrow, *the Delegation voted unanimously to approve the projected revenue of \$840,354 for the Registry of Deeds in 2014.* (11:32 a.m.)

Representative Umberger questioned the handling of interest income. Currently, the County has a credit arrangement whereby it borrows against tax anticipation as needed instead of as a lump sum. She suggested that the number on the budget was not accurate and asked them to revisit. It has gone from about \$59,000 to about \$2,000.

Representative Umberger said that the Delegation will have to make a determination on how much of the surplus to use to reduce taxes, and asked if there was a new figure to propose. Currently, \$200,000 is budgeted. Commissioner Sorensen said there was not, to his knowledge. Representative Chandler asked for the final figure on 2013's surplus, which Commissioner said it was about \$1,000,000 due to \$300,000 in unanticipated revenue. There is also \$2,000,000 in an emergency fund, or roughly 8-10% of the budget.

Representative Schmidt reported that jail revenue from work release is anticipated to go from \$0 to \$20,000 and income from the telephone service from \$10,000 to \$12,000. The work release program was previously reflected as an expense only, but released persons pay the County for the opportunity to work and live outside while serving their time. Due to a change in the law, the Superintendent can now propose candidates for the program.

Representative Schmidt moved to approve anticipated revenues of \$32,000 from the jail in 2014. Representative McConkey seconded. After discussion, both the second and motion were withdrawn. Representative Schmidt then moved to approve anticipated revenues of \$42,000 from the jail in 2014, and Representative McConkey seconded. There was further general discussion.

MOTION: On Representative Schmidt's motion, seconded by Representative McConkey, *the Delegation voted unanimously to*

approve anticipated revenues of \$42,000 from the jail in 2014.
(11:44 a.m.)

Representative Umberger said that there were still outstanding questions regarding the income from the Sheriff's Department, the farm, maintenance, interest, and some other revenue, along with the nursing home, which will be finalized next week.

Discussion of Raises for Non-Union Employees

Representative Umberger had asked for suggestions regarding non-union compensation. Three were proposed: 1) Approve \$50,000 and allow the Commissioners to split it up any way they see fit. 2) Offer a bonus to non-union employees of \$500-\$700 based on performance. 3) Base wages on the general picture for the last three years. [See Exhibit 1, attached hereto.] She asked whether people who do not take health insurance get some kind of compensating payment for forgoing an expensive benefit.

The subcommittee recommended half of the proposed raise for the HR Director and does not support the proposed \$3,000 raise for one of the farm supervisors, as they could see no actual expansion of his duties.

In answer to Representative Merrow's question, Commissioner Sorensen said that non-union employees make payments to the union only in the Sheriff's Department.

Representative Ticehurst recommended a thorough review of Carroll County's compensation structure, citing some practices in other counties that incentivize further education and retention. Representative Umberger recommended reference to the 2013 salary survey of New Hampshire Counties and a report of changes in compensation in the towns, where the range was 2-3% across the board. Representative Chandler pointed out that the Delegation

could only approve the gross number; it was up to the Commissioners to decide how it would be spent.

Representative Crawford questioned the proposal to give \$.40/hour to everyone regardless of performance. Commissioner Sorensen said that cost of living is going to go up at least 2%, and the raise represented 1.6-1.7% on average. There was a general discussion of the use of bonus-like payments to people who decline health insurance in order to incentivize married people to be on their spouse's insurance instead of the County's. A family plan costs about \$20,000. Representative Chandler said the payments should only be used to buy insurance, and Representative Cordelli said that part-time employee who get benefits also have to be factored in.

There was a general discussion of the scheduling of the next meeting of the Delegation. It was agreed that subcommittees would meet in the morning, and the full Delegation convene at noon on Monday, March 23. (12:05 p.m.)

Representative Umberger announced that the Delegation will also vote on the budget for Hale's Location next week. Commissioner Sorensen reported that the revisions are principally to the school budget. Hale's Location has five students this year attending school in the Conway School District, where tuition averages \$37,000 per student. Tuition at the high school is \$55,000. He said the Commissioners are investigating the feasibility of enrolling Hale's Location students in Fryeburg Academy and picking up the transportation costs, which they expect will still be less expensive.

Representatives Chandler and Butler left the meeting. (12:06 p.m., approx.)

Minutes of the March 3, 2014 Meeting

MOTION: On Representative Schmidt's motion, seconded by Representative Cordelli, *the Delegation voted unanimously to approve the minutes of the March 3, 2014, meeting as submitted.* (12:09 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Crawford, *the Delegation voted unanimously to go to convention.* (12:10 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Schmidt, *the Delegation voted unanimously to approve the minutes of the March 3, 2014, meeting as submitted.* (12:10 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Merrow, *the Delegation voted to approve the proposed expenditures in the Treasurers Office, Interest Expense, Long Term Debt, Capital Reserve, County Convention, Special Fees and Services, the County Attorneys Office, the Victim Witness Assistance Program, the Registry of Deeds, the Medical Referee, the Co-op Extension, and Regional Appropriations (2).* (10-2/Cordelli, Ahgren-0)

MOTION: On Representative McConkey's motion, seconded by Representative Schmidt, *the Delegation voted unanimously to approve the projected revenues for the Registry of Deeds and the Carroll County Jail.* (12:13 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Schmidt, *the Delegation voted unanimously to come out of convention.* (12:13 p.m.)

Representative Umberger announced that next week the Delegation would vote on the remainder of the County budget and the budget for Hale's Location. Several questions posed to the Commissioners and the subcommittees are yet to be answered.

Representative Butler has provided a copy of the proposal for veterans' transitional housing to be run from the old nursing home. The Commissioners have been directed to start the process of demolition of two wings.

Commissioner Kenney was recognized and reported that she had talked to John Lyford, the previous accountant. He was unable to tell her how much he was paid, but the County should have copies of his W-2 (or 1099). She asked if the \$250 budgeted for the Assistant Treasurer was actually paid, saying that he should only be paid when the Treasurer is absent. Representative Umberger said that the matter should be resolved in the Commissioners Office.

On Representative Schmidt's motion, seconded by Representative Merrow, *the Delegation voted unanimously to adjourn.* (12:19 p.m.)

Respectfully submitted,
Michelle Hamilton

----- Forwarded message -----

From: **Karen Umberger** <karenumberger@gmail.com>

Date: Fri, Mar 7, 2014 at 8:21 PM

Subject: Compensation

To: Bill Nelson <billnelson2012@gmail.com>, Chris Ahlgren
<jochris@hotmail.com>, Cordelli <cordellig@roadrunner.com>,
Ed Butler <EdoftheNotch@aol.com>, Gene Chandler
<gene.chandler@leg.state.nh.us>, Harry Merrow
<hcmorrow@myfairpoint.net>, Karel Crawford
<kacdc@worldpath.net>, mark mcconkey
<mrkmcconkey@gmail.com>, Steve Schmidt
<jake04@metrocast.net>, Susan Ticehurst
<ticehurstnhhouse@gmail.com>, Syndi White
<glodwhite@aol.com>, Ted Wright <TedWright4@yahoo.com>,
Tom Bucu <tombucu@yahoo.com>, Tom Lavender
<telavender@roadrunner.com>

I had asked that I get some feedback on raises etc for the non-union employees. Here is some food for thought as you work with your committees to come up with recommendations.

1. Change the raises to 25 cents to 30 cents instead of the current 40 cent raise
2. Everyone gets a \$500 bonus instead of a raise. This reduces the county costs for FICA, medicaid etc. or we could offer \$500 for satisfactory performance and \$700 for outstanding performance as well.
3. People that do not take County health insurance get an additional \$1000

4. Recommend 1/2 of projected raise for the Human Resources person

5. I do not support the \$3000 for the farm person

These are just my thoughts that might help you in your decision making process. Karen

Meeting of the Carroll County Delegation Delegation Meeting Room, Carroll County Complex

Minutes

Monday, March 24, 2014 @ 9:00 a.m.

This meeting was duly posted for public notice on the Carroll County website and on various public bulletin boards within the Administration Building to reflect that the meeting would convene at its usual and customary place on March 24, 2014 at 12:00 a.m.

Present: Chris Ahlgren, Ed Butler, Glen Cordelli, Tom Lavender, Mark McConkey, Harry Merrow, Bill Nelson, Susan Ticehurst, Karen Umberger (Chair), Syndi White, Donald Wright

Also attending: David Sorensen, David Babson, Asha Kenney, Ann Aiton, Kathleen Garry, Sheriff Domenic Richardi, Superintendent Jason Johnson, Assistant Superintendant Jason Henry, Wynette DeGroot, Ann Hamilton, Howie Chandler, John Rich

Press: Ed Comeau (www.governmentoversite.com); Mellisa Seamans (*Carroll County Independent*), Daymond Steer (*Conway Sun*)

Recording Secretary: Michelle Hamilton

The Chair called the meeting to order at 12:14 p.m.

Pledge of Allegiance

Public Comments

Representative Umberger opened the floor to public comment, and no one asking to be recognized, proceeded with the agenda.

Minutes of March 17, 2014 Meeting

On page 3, in the third full paragraph, Representative Ahlgren asked that “and \$450/day on skilled or hospice care” be amended to read “and brings in \$450/day on skilled or hospice care.”

On page 3, in the fourth full paragraph, Commissioner Sorensen asked that “\$200 for Ossipee Town taxes” be corrected to read “\$800 for Ossipee Town taxes.”

On page 4, in the second full paragraph, Commissioner Sorensen asked that “They reduced the IT by \$26,000” be amended to read “They reduced the IT budget to \$26,000...”

On page 8, in the second full paragraph,” Commissioner Sorensen asked that “It has gone from about \$100,000” be amended to read “It has gone from about \$59,000...”

On page 8, in the last paragraph, Representative Lavender asked that “Identify \$50,000...” be amended to read “Approve \$50,000...”

Further consideration of the minutes was tabled until Superintendent Johnson could be asked to clarify the provisions of the new law regarding installation of blue lights on the jail’s cars used to transport inmates.

Budget/Revenue Discussion

Minutes, March 24, 2014
Meeting of the Carroll County Delegation
Page 2 of 23

Before the scheduled discussion, Representative Cordelli asked for time to present a general budget reduction proposal, to cut 1% from each department across the board, except interest expense, long term debt, regional appropriations, and capital, and he distributed a schedule of the results of such a cut. Representative Umberger said that cuts will be recommended as part of the discussion today of the subcommittees' recommendations, and that some were deeper than 1%. She asked the members to state whether they preferred to take up Representative Cordelli's suggestion first, or to first review the work of the subcommittees. Representative Butler said that the subcommittees' efforts should be respected and therefore their recommendations should be reviewed first; further recommendations can then be addressed. There was general agreement. Representative Umberger also agreed, and added that even departments that are already approved can be revisited if need be.

Representative Cordelli then asked several questions regarding the details of the IT budget, particularly with respect to the installation of the new patient medical data handling software. (12:32 p.m.)

Commissioners Office / Karen Umberger. Representative Cordelli moved to cut funding for education and conferences entirely. Representative McConkey seconded for discussion. There was a general discussion of the usefulness of attending the single conference the Commissioners generally attend each year. Representative McConkey said that he would favor reducing the line item rather than cutting it entirely. Representative Butler said that although he agreed with Representative Cordelli's concern about the 17% rise in County taxes, \$2000 was not a great deal of money in a budget that was essentially level funded. Commissioner Sorensen said that taxes will not go up as much as originally projected because more money from the last year's surplus will be used to offset. Representative Cordelli was also concerned with the fact that last year, the budget contained an actual surplus of over \$1 million.

Representative Cordelli moved to cut the education and conference line in its entirety from the Commission Office budget for 2014, seconded by Representative McConkey. The vote being 2 in favor and 8 opposed, the motion did not carry. (12:43 p.m.)

Commissioner Kenney suggested that it would be useful to cut the expense of the minute taker of the Commission meetings, budgeted at \$6,500, saying that most counties use an in-house person rather than hiring someone specifically to take minutes. Representative McConkey said that he had never before been associated with a group that couldn't keep its own minutes, but that a professional minute taker was worth the expense if it kept the Commission's minutes on course. Representative White suggested that the Commission Office admin might take the minutes. However, Commissioner Sorensen said that the Office staff already had too much to do, and that they should be hiring a part-time admin rather than adding work to the existing staff. He added that there had been lots of turnover in the secretary's position, and that currently they had a secretary that they wanted to keep; Commissioner Babson agreed.

Representative Umberger moved to approve a budget of \$238,439 for the Commissioners Office for 2014. Representative Wright seconded.

Representative Cordelli moved to cut \$2,300, or approximately 1%, from the recommended budget for the Commissioners Office for a budget of \$236,139. Representative Nelson seconded.

Representatives Butler and Merrow pointed out that the originally proposed budget was about \$244,000, and that the subcommittee had already made more than a 1% cut. They questioned the reasonableness of a further cut. Representative Ahlgren said that the budget was reduced because the secretary's salary was moved to another department. Representative Ticehurst objected to the

concept of the across-the-board cut, saying that all budget requests had to be justified, and so should cuts. There was further discussion. Ms. Garry clarified that the 2013 actual salary of the minute taker reflected half a year when other secretaries were paid by the hour; and half a year with the current secretary, who is paid a flat rate.

Commissioner Sorensen asked for guidance on where the cut was to be made; he was under the impression that that was part of the recommendation. Representatives Cordelli and McConkey said that the County had competent managers who could make those decisions. He added that even though the Delegation looks at the budget line by line, they are actually voting on the bottom line of each department, not the individual expense lines.

Representative Cordelli moved to cut \$2,300, or approximately 1%, from the recommended budget for the Commissioners Office for a proposed budget of \$236,139, seconded by Representative Nelson. The vote being 4 in favor and 7 opposed, the motion did not carry. (1:02 p.m.)

Representative Nelson moved to cut the Commissioners Office budget by \$500, for a total of \$237,939, saying that most of the items were fixed costs, but \$500 was achievable. Representative Butler questioned the efficacy of such a cut. Representative Cordelli seconded the motion. Representative McConkey added that try as they will, the County is still running a surplus year after year.

There was a general discussion of whether it was better to run a surplus and apply it to the following year's taxes, or whether that represented systematic over-taxation that needed to be reduced as far as possible by cutting budgets.

MOTION: On Representative Nelson's motion, seconded by Representative Cordelli, *the Delegation voted to approve a budget of \$237,939 for the Commissioners Office for 2014.*
(8-3-0) (1:08 p.m.)

Human Resources / Karen Umberger. Representative Umberger referred to the chart of salary adjustments and recommended that the Delegation spread the requested increase for the HR Generalist over two years, i.e., \$2,080 this year and \$2,080 in the following year, for a total of \$4,160, plus any general raise.

Representative Umberger moved to reduce requested Human Resources budget by \$2,080, or half the salary adjustment requested for the HR Generalist, with the understanding that the other half would be approved the following year in addition to any general raise. Representative McConkey seconded for discussion.

There was a general discussion of the HR salary line. The proposed raise is requested pursuant to her revised job description which carries new responsibilities. She would also be salaried rather than hourly. A reduction in the raise would also reduce the budgeted Social Security payments, unemployment insurance, workers comp, etc.

Commissioner Kenney asked that the Delegation review what the HR Director is being paid. She produced the offer letter sent by the Commissioners and a vote by the board. The offer letter contains a commitment to a structured set of pay increases, which Commissioner Kenney believes to be an illegal offer. Commissioner Sorensen said that the arrangement had been confirmed by another vote. Representative Umberger asked that the minutes in question be consulted. Representative Merrow was concerned whether the budget changes being contemplated would have effect on promises made to people when they were hired. Representative Umberger said that no promises come into effect

until the budget is passed. The motion was tabled while the minutes were sought.

Water Works / Mark McConkey. Representative McConkey reported that at this morning's subcommittee meeting, the Commissioners' proposed budget was accepted. There is, however, a further revision requested by Commissioner Babson for additive chemicals for the water system in the amount of \$500.

MOTION: On Representative McConkey's motion, seconded by Representative Merrow, *the Delegation voted unanimously to add \$500 to the Water Works Chemicals budget, amending it from \$350 to \$850.* (1:26 p.m.)

Representative McConkey moved that the Delegation approve a budget of \$59,028 for the Water Department for 2014. Representative Butler seconded.

Representative Umberger pointed out that with the additional monies voted, the Water Department is budgeted at \$59,028 with revenues estimated to be \$59,000. County taxes will be picking up the difference, which is in effect a subsidy for the Town of Ossipee.

Representative Cordelli moved to reduce the Water Department budget to \$58,328 by cutting travel expenses and office supplies. Representative Nelson seconded.

Commissioner Sorensen said that two of the Water Department's staff must maintain state licenses, and they travel regularly for training and to deliver water samples for analysis to various labs. Mr. McBride was recognized and said that the water sample transport was not a problem because it could be done with a County vehicle, but he and Mr. DeWitte have to travel to attend classes. In answer to Representative McConkey's question, Mr. McBride said that because the Water Department is now pumping

more than 20,000 gallons of water per day, reporting requirements were exponentially increased, and thus the increase in the cost of office supplies.

Representative Cordelli moved to reduce the Water Department budget to \$58,328 by cutting travel expenses and office supplies. Representative Nelson seconded. On voting, there was one in favor and 10 opposed; the motion did not carry. (1:34 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted unanimously to approve a budget of \$58,728 for the Water Department for 2014.* (1:35 p.m.)

Sheriff's Department / Donald Wright reporting for Karel Crawford. Representative Wright reported that the Sheriff's Department had been held to a tight budget, and he complimented the Sheriff on the process and outcome. There are several increases which are non-discretionary, due principally to insurance and salary.

Representative Wright moved that the Delegation approve a budget of \$1,809,794 for the Sheriff's Department for 2014. Representative Butler seconded for discussion.

Representative Wright reported that grant salary of \$10,000 was eliminated, as was the matching entry in revenue. This had been intended to fund speed enforcement, but the Sheriff's Department will not be participating in that program this year. Overtime was reduced \$5,000 and special deputies were increased. Education and conferences was also cut from \$6,000 to \$5,000. The reported figures include the \$.40/hour raise to union and non-union employees.

There was discussion of the effect of hiring special deputies rather than paying regular officers overtime. Sheriff Richardi also said

that some of the pay of the special deputies is offset by reimbursement from the state. Regarding revenues, the subcommittee had no recommendation except the elimination of the speed grant.

Dispatch / Donald Wright reporting for Karel Crawford.

Representative Wright reported that personal days have been reduced to \$8,000. If they are not used, they are paid out to individuals. The communications update grant is off the table at this time, but may require a special meeting if the grant is awarded.

Representative Wright moved that the Delegation approve a budget of \$848,795 for Dispatch for 2014. Representative Butler seconded.

Representative Cordelli noted the substantial increase in medical insurance. Sheriff Richardi explained that this was because two deputies had added family members to their policies.

MOTION: On Representative Wright's motion, seconded by Representative Butler, *the Delegation voted to approve a budget of \$848,795 for the Dispatch Department for 2014.*
(8-2-0)

The Delegation recessed for five minutes (approx.)

Jail / Mark McConkey reported for Steve Schmidt. Superintendent Johnson clarified the new RSA on use of blue lights for transport of inmates, which took effect in August, 2013. The RSA permits, rather than requires, jail vehicles to have blue lights.

Representative McConkey reported that a committee report in 2012 recommended staffing at the jail at 36. Currently staffing is at 32 and Superintendent Johnson would like to add another person for a total of 33. That position is included in his proposed budget, the cost of the salary (only) of the added person being \$59,000.

Benefits would be in addition. The subcommittee approached this discussion from a consideration of the overtime line, which is high because existing staff are covering vacancies, vacations, etc.

Turnover is very high at the jail, sometimes as much as one-third of the staff in a calendar year. Superintendent Johnson proposes to keep the overtime funding and add one more person. After discussion, the subcommittee was unable to reach consensus.

Representative McConkey moved to reduce the requested staffing level at the jail in 2014 by one person. Representative Nelson seconded.

There was a general discussion of the appropriate level of staffing at the jail. Superintendent Johnson advocated staffing at 35, eventually increasing three from the current 32. Representative McConkey preferred to continue to staff at 32, which he said appears to be adequate. Representative Merrow asked whether taking in federal prisoners would require additional staff. Representative Ticehurst asked for Superintendent Johnson's opinion.

Superintendent Johnson asked that the motion be voted down. He said that the jail is understaffed, which is evident from the overtime figure for coverage of shift relief, training, and vacations. The jail was designed to be manned by 36 officers, and he now has not only fewer than the recommended number, but also fewer than he had last year.

Representative McConkey argued that the jail staffing recommendation was an increase over the original plan, which was to staff the new jail with the same number of officers as the old jail. It was built, however, based on the assumption that no more officers were needed, and is operating with fewer than the recommendation. He said they need to solve the problem of excessive turnover and felt that adding one more person would not effectively do that.

Representative Butler, looking at the salary expense from last year, said that the recommendation would be less than last year's actual. There was further discussion of the distribution of staff between union and non-union.

MOTION: On Representative McConkey's motion, seconded by Representative Nelson, *the Delegation voted to reduce the proposed staffing level by one person.* (8-3-0) (2:21 p.m.)

Representative McConkey moved to reduce proposed uniform expense from \$8,000 to \$6,700. Representative Cordelli seconded. However, Representative McConkey withdrew his motion after clarification from Superintendent Johnson.

The expense for new servers has been removed due to general realignment of IT expense. Social Security figures, which had appeared much too high, have been checked and are accurate. The subcommittee did not reach consensus regarding heating expense. Telephone expense was increased by approving reimbursement to an individual using his personal home phone for jail business. Mental health was reduced by replacing the former full time employee with a part-time contract practitioner.

Representative McConkey moved that the Delegation approve a budget of \$3,271,114 less the expense of one proposed full-time person plus the cost of associated benefits. Representative Nelson seconded.

Representative Ticehurst asked the Commissioners to refresh her recollection on heating costs for next year. Commissioner Babson said that overall expense averaged \$1.42/gallon last year. However, the last two payments (January/February) were priced at \$1.52/gallon; and the last purchase was made at \$2.07/gallon. He said they will need \$90,000 at least for anticipated increases.

MOTION: On Representative Ticehurst's motion, seconded by Representative Butler, *the Delegation voted to increase heating expense to \$90,000 in the proposed 2014 jail budget.* (6-5-0) (2:31 p.m.)

Representative McConkey moved to approve a budget of \$3,282,588 less the expense of one proposed full-time person and associated benefits. Representative Nelson seconded. On voting, there were 4 in favor and 7 opposed; the motion did not carry. (2:33 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Nelson, *the Delegation voted to approve a budget for the jail of \$3,271,114 for 2014, less the expense of one proposed full-time person and associated benefits.* (6-5-0) (2:43 p.m.)

Representative Umberger asked if the Commissioners were prepared to discuss the HR Director's salary arrangements. Commissioner Sorensen said that the minutes at issue were non-public and that he did not have access to the non-public minutes because only Commissioner Kenney had a key to the locked cabinet. Commissioner Kenney argued that they had all the documentation they needed in hand, and that the pertinent votes were taken in a public session. Representative Umberger confirmed with Commissioner Sorensen that only Commissioner Kenney had access to the non-public minutes, and then directed Commissioner Kenney to find the non-public minutes containing the vote on the HR Director's compensation. (2:48 p.m.)

The Chair then called a fifteen minute recess.

The Delegation returned at 3:00 p.m. Representative Umberger turned to some items on the agenda that did not require the presence of the Commissioners.

Representative Umberger asked Ms. Aiton to report on the status of discussion regarding the watermark added to deeds sent to the towns. Ms. Aiton said that she added the watermark after consultation with the Registrars Association. The watermark did not make the document illegible. Representative Umberger said she had received letters from the towns of Moultenboro, Bartlett, and Tamworth. Ms. Aiton said that she had not intended to start an argument, but in view of the strong resistance to this practice, she had discontinued it until it can be discussed again at the next meeting of the Registrars Association on May 24.

Commissioners Sorensen and Babson returned to the meeting and reported that Commissioner Kenney was still looking through the minute books.

Representative Wright asked for clarification on the increase in copier expense in the Sheriff's Department, which covers maintenance and in one case, toner.

MOTION: On Representative Nelson's motion, seconded by Representative McConkey, *the Delegation voted unanimously to reduce copier expense in the Sheriff's proposed 2014 budget from \$2,000 to \$1,500.* (3:06 p.m.)

MOTION: On Representative Ahlgren's motion, seconded by Representative Wright, *the Delegation voted to approve a budget of \$1,809,294 for the Sheriff's Department for 2014.* (9-1-0) (3:07p.m.)

Administration Building / Karen Umberger. Representative Umberger reported that the subcommittee had reduced maintenance supplies, generator expense, and care of grounds expense, and added \$6,000 for a backflow preventer to the water system. It has been confirmed with the State that the backflow preventer is required. The net effect is a \$500 reduction in the proposed budget.

Representative Umberger moved to approve \$160,422 for the Administration Building budget for 2014. Representative Wright seconded.

The equipment repair line item refers to the air conditioner on top of the building. Fuel was budgeted at the requested amount, which includes an increase to take account of rising prices.

There was general discussion of the purpose of the backflow preventer and whether it was necessary. The backflow preventer prevents sewage and non-potable firefighting water from backing into the drinking water going into the Admin Building. Since the Admin Building was constructed, new requirements have been written. Representative Cordelli confirmed that the RSAs require a backflow preventer, and that the House will be voting on a bill that extends the requirement to any private residence that has a public facility attached to it.

MOTION: On Representative Umberger's motion, seconded by Representative Wright, *the Delegation voted unanimously to approve a budget of \$160,422 for the Administration Building for 2014.* (3:14 p.m.)

Commissioner Kenney rejoined the meeting. (3:15 p.m.)

Maintenance / Mark McConkey. Representative McConkey reported that the subcommittee had made some changes on the expenditure side.

Representative McConkey moved to approve a budget of \$162,268 for the Maintenance Department for 2014. Representative Ticehurst seconded.

Representative Cordelli moved to reduce the Maintenance Department budget from the proposed \$162,268 to \$161,688 (\$1,600). Representative Nelson seconded for discussion.

Maintenance department gasoline expense has increased from zero to \$7,500 because the line item was moved from other departments and consolidated in Maintenance. They used the budgeted amount from the previous year, rather than the actual. Salary has been increased due to a similar realignment of personnel.

Representative Ticehurst argued that if the Delegation makes budget cuts, they should be specific rather than doing it across the board.

MOTION: On Representative Cordelli's motion, seconded by Representative Nelson, *the Delegation voted to approve a budget of \$161,668 for the Maintenance Department for 2014.* (8-2-0)

The Chair then recognized Commissioner Kenney, who reported that she found no record of a vote on the HR Director's salary in the non-public minutes from June through December, 2013, or any time in 2014. Representative Umberger suggested that as the offer letter was dated June 3, the vote may have been taken in May. Commissioner Kenney said that no action was taken in non-public and moreover, that releasing any of the information to the public was inappropriate. There was discussion of whether the non-public minutes were accessible to Commissioners Sorensen and Babson. Representative Umberger directed the Commissioners to look at minutes from January through May, 2013, and to figure out some way of doing it that would not constitute an unnoticed meeting. Representative Cordelli, having looked at the County website, said that there was no mention of the HR Director other than to announce the interview from May 15 to June 19, 2013.

Representative Umberger said that they needed to settle this issue by reference to the minutes unless the Delegation wanted to simply vote the \$1,000 to the HR Director. (3:36 p.m.)

Representative Merrow moved to award the HR Director a \$2,000 raise for 2014, prorated for six months, with the full amount to be paid in 2015, per letter dated June 3, 2013 and signed by Commissioner Sorensen. Representative Wright seconded. Commissioner Kenney asked if the Delegation was “ignoring” the general \$.40/hour raise. Representative Umberger said that it was within the Delegation’s authority.

There was a general discussion of whether the Delegation had any authority to set a salary. Representative Ahlgren argued that the Commissioners have a question they need to settle in-house by reference to their own minutes. Representative McConkey argued that the Delegation reviews the budget line by line and can therefore make adjustments of that nature, but that the question whether the raise was awarded properly or improperly is not within their purview. Representative Merrow withdrew his motion. (3:48 p.m.)

Representative Ticehurst raised again the issue of the salary of the HR Generalist. There is a motion on the table to cut her salary, which, Representative Umberger said, would be done by cutting the salary line as a whole. The Commissioners can redeploy the money as they see fit.

Representative Umberger moved to reduce the HR Salary line item \$2,080, representing one-half the HR Generalist’s proposed raise. Representative McConkey seconded. The vote being 4 in favor and 6 opposed, the motion did not carry. (3:51 p.m.)

Representative Umberger moved to approve a budget for the Human Resources Department of \$175,230 for 2014. Representative Wright seconded.

Representative Cordelli moved to approve a budget for the Human Resources Department of \$173,510, a reduction of \$1,700. Representative McConkey seconded.

Representative Ticehurst asked if anyone could identify anything in the HR budget that was inappropriate and then asked that they make a recommendation of what to cut. Representative Cordelli said he knew of nothing inappropriate in the budget but was sure the County's managers could make that decision. Representative Ticehurst argued that they had already made those cuts.

In answer to Representative Wright's question, Ms. DeGroot explained that "Other Fees and Services" refer to legal expenses incorporated into the HR budget. Employee recognition was cut.

On Representative Cordelli's motion, seconded by Representative McConkey, to approve a budget for the HR Department of \$173,530 for 2014, the vote being 4 in favor and 6 against, the motion did not carry.

MOTION: On Representative Umberger's motion, seconded by Representative Wright, *the Delegation voted to approve a budget for the Human Resources Department or \$175,230 for 2014.* (6-4-0) (3:57 p.m.)

Representative White left the meeting. (3:59 p.m.)

Sewer Department / Mark McConkey. Representative McConkey had no changes to make to the proposed budget.

MOTION: On Representative McConkey's motion, seconded by Representative Merrow, *the Delegation voted to approve a budget of \$46,103 for the Sewer Department for 2014.* (8-0-2)

Nursing Home Annex / Chris Ahlgren. Representative Umberger suggested changing the line item from "Care of Grounds" to "Pest Control" and to consider it under maintenance and repair.

MOTION: On Representative Wright's motion, seconded by Representative Ahlgren, *the Delegation voted unanimously to move \$500 from "Care of Grounds" to "Maintenance and Repair" within the Nursing Home Annex budget.* (4:05 p.m.)

MOTION: On Representative Ahlgren's motion, seconded by Representative Merrow, *the Delegation voted unanimously to approve a budget of \$24,000 for the Nursing Home Annex for 2014.* (4:05 p.m.)

Nursing Home / Chris Ahlgren. Mr. Chandler distributed spreadsheets illustrating the revised plan for increasing nursing home revenue. He proposed increasing the Medicare census and increasing the rate per day charged to private pay patients (but not increasing the private pay census). The increases to private pay residents will be applied to new applications rather than to current residents. No increases are figured into the 2014 budget; the program will start in January 2015. Mr. Chandler said that Carroll County's is the only county nursing home in a position to pay its own way. For the past two years, they have been concentrating on keeping it full; now they are able to work on realizing greater yield from the beds. He said that many people are dual eligible, so that increasing the Medicare census does not mean reducing Medicaid beds. A bed will be kept open so the nursing home is able to accept short term rehab admissions from hospitals when they are offered.

Mr. Chandler said that the nursing home budget this year is level funded except for the increase in medical insurance for employees. The new bottom line is \$12,244,249, up \$107,000 from last year.

Representative Ahlgren moved to approve a budget for the Nursing Home Dietary Department for 2014 as follows: Food: \$522,250; Food from Farm: \$500; New Equipment: \$11,800; Total: \$1,708,567. Representative McConkey seconded.

There was discussion of why the budget reduced purchases from the County Farm. Representative Ahlgren said that Mountain View does not get a discount from the farm, and the food purchased is not necessarily what they would have otherwise chosen, nor is it always clean and ready for the table, and hence more costly to prepare. However, the kitchen can still purchase food from the farm if it chooses; the budgeting makes the choice explicit.

Representative Ticehurst commended the new plan, but again voiced her concern that focus on the bottom line would lead the County to serve fewer needy people. Representative McConkey also commended Mr. Chandler, Representative Ahlgren, and the Commissioners for working out this new revenue plan.

MOTION: On Representative Ahlgren's motion, seconded by Representative McConkey, *the Delegation voted unanimously to approve a budget for the Nursing Home Dietary Department 2014 as follows: Food: \$522,250; Food from Farm: \$500; New Equipment: \$11,800; Total: \$1,708,567.* (4:33 p.m.)

Representative Ahlgren moved to reduce the line item for pellets to \$75,000, for a budget of \$805,919 for 2014 Nursing Home Plant Operations. Representative McConkey seconded. There was a general discussion of the budgeting of pellets and the timing of their delivery.

MOTION: On Representative Ahlgren's motion, seconded by Representative McConkey, *the Delegation voted unanimously to approve a budget of \$805,919 for Nursing Home Plant*

Operations, reducing the line item for pellets to \$75,000. (4:36 p.m.)

Representative Umberger concluded consideration of budget revisions by saying the bottom line of the remaining departments would be voted on Friday after new budget spreadsheets had been prepared.

Minutes of the March 17, 2014 Meeting of the Delegation

MOTION: On Representative McConkey's motion, seconded by Representative Merrow, ***the Delegation voted unanimously to approve the minutes of the March 17, 2014 meeting of the Delegation, as amended. (4:37 p.m.)***

MOTION: On Representative McConkey's motion, seconded by Representative Merrow, ***the Delegation voted unanimously to go to convention. (4:38 p.m.)***

MOTION: On Representative McConkey's motion, seconded by Representative Lavender, ***the Delegation voted unanimously to approve the minutes of the March 17, 2014, as amended. (4:38 p.m.)***

MOTION: On Representative Umberger's motion, seconded by Representative McConkey, ***the Delegation voted unanimously to approve the following budgets for 2014:***

<i>Commissioners Office</i>	\$	237,939
<i>Water Department</i>	\$	58,728
<i>Dispatch</i>	\$	848,795
<i>Jail</i>	\$	3,271,114
<i>Sheriff's Department</i>	\$	1,809,294
<i>Administration Building</i>	\$	160,422
<i>Maintenance Department</i>	\$	161,668
<i>Human Resource</i>	\$	175,230
<i>Sewer Department</i>	\$	46,103

Nursing Home Dietary:

<i>Food</i>	\$ 522,250	
<i>Farm Food</i>	\$ 500	
<i>New Equipment</i>	\$ 11,800	
<i>Dietary Total</i>	\$	1,708,567
<i>Nursing Home Plant Operations</i>	\$	805,919

(4:41 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Wright, ***the Delegation voted unanimously to come out of convention.*** (4:41 p.m.)

Representative Umberger set the next meeting of the Delegation for Friday, March 28, 2014, at 9:00 a.m. She apologized for losing her temper during the discussion of the HR budget. She then opened the floor to public comment. (4:42 p.m.)

Public Comment

Mr. Comeau was recognized. He asked if the Delegation had received any feedback from HHS regarding the calculation of the substantial BEAS bill to the County. Representative Umberger said that HHS has declined to speak to the Delegation, but she will ask for time with Commissioner Toumpas. She added that the County is obligated to pay the bill or forfeit the State's support of the County's juvenile justice Services.

Mr. Steer was recognized. He asked how much had been saved by the elimination of the proposed jail position. Representative Umberger said that pay was \$59,000, but Social Security, Workers Comp, and other benefits would have be added to calculate the total.

Ms. Seamans was recognized. She thanked Mr. Chandler, the Commissioners, and the delegation subcommittee for their work on

the future of the nursing home and urged that more such road maps be prepared.

MOTION: On Representative Merrow's motion, seconded by Representative Cordelli, *the Delegation voted unanimously to adjourn.* (4:46 p.m.)

Respectfully submitted,
Michelle Hamilton, Recording Secretary

31Mar2014

**Meeting of the Carroll County Delegation
Delegation Meeting Room, Carroll County Complex**

Minutes

Monday, March 28, 2014 @ 9:00 a.m.

This meeting was duly posted for public notice on the Carroll County website and on various public bulletin boards within the Administration Building to reflect that the meeting would convene at its usual and customary place on March 28, 2014 at 9:00 a.m.

Present: Chairs Ahlgren, Ed Butler, Gene Chandler, Glenn Cordelli, Karel Crawford, Tom Lavender, Mark McConkey, Harry Merrow, Bill Nelson, Susan Ticehurst, Karen Umberger, Syndi White, Donald Wright

Also attending: David Sorensen, David Babson, Asha Kenney, Anne Aiton, Steve Brown, Kathy Garry, Howie Chandler, Claes Telemark, Will DeWitte, Mellisa Seamans, Sheriff Domenic Richardi, Wynette DeGroot

Press: Ed Comeau (www.governmentoversite.com); Mellisa Seamans (*Carroll County Independent*), Daymond Steer (*Conway Sun*)

Recording Secretary: Michelle Hamilton

The Chair called the meeting to order at 9:05 a.m.

Pledge of Allegiance

Public Comments

The Chair opened the meeting to public comments, and seeing none, proceeded with the agenda. (9:06 a.m.)

Minutes of the March 24, 2014, Meeting

On page 4, in the last paragraph, Commissioner Sorensen asked that "Town of Ossipee" be corrected to read "Village of Ossipee."

On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted to approve the minutes of the March 24, 2014 meeting, as amended, two members abstaining.* (9-0-2) (9:11 a.m.)

Budget Review / Discussion

Farm Budget / Mark McConkey. Representative McConkey began by reporting that the subcommittee had difficulty scheduling meetings, and as a result, the final meeting was attended by only two members, who were unable to agree on a recommendation. He said, therefore, that he would present the issues for consideration to the Delegation. He thanked Mr. DeWitte for the tour of the farm outbuildings.

The Farm, Maintenance, Water, and Sewer Departments are all under the supervision of the maintenance supervisor, and it was not clear to the subcommittee where the responsibilities break out. The Commissioners broke out the salary line at 45% for Maintenance, 29% for the Farm, and the remainder to Water and Sewer. Representative McConkey proposed that new categories be established that more accurately delineate the work of these departments. He suggested "Public Works," to include water, sewer, care of grounds, maintenance, and possibly the hay, wood processing, and produce production, to represent the broad

category of infrastructure projects financed by the government for the good of the public.

Representative McConkey moved that future account descriptions be classified under “Public Works,” to include water, sewer, care of the grounds, maintenance, and agriculture (wood processing, hay, produce). Representative Nelson seconded for discussion.

Representative Lavender asked whether changing the name will impact the ability of the Village of Ossipee to tax the County, causing a conflict with the RSA that authorizes the taxes. Representative McConkey agreed that it warranted discussion.

Representative Ticehurst asked whether the motion would effect a change in policy, or only a change in the name. Representative McConkey said that the new name would reflect what the department actually does more accurately, as currently the “farm” owns all of these functions. Representative Butler expressed a similar concern, that it would reduce the appreciation for the history and importance of the County farm. Commissioner Sorensen endorsed the proposed name change, and Representative Umberger said nothing would change except the way the departments were categorized for budgeting purposes. She confirmed to Ms. Garry that the Water Department would be subsumed thereunder for budgeting as well.

MOTION: On Representative McConkey’s motion, seconded by Representative Nelson, *the Delegation voted that future budget account descriptions be classified under “Public Works,” to include water, sewer, care of the grounds, maintenance, and agriculture (wood processing, hay, produce).* (9-3-0) (9:24 a.m.)

Representative McConkey reported that the subcommittee recommended approving \$46,000 for Maintenance Revenue, after removing some equipment expenses and revenue contributions from the nursing home to other departments. Mr. DeWitte said he

had no objection to this so long as the accounts were balanced with the nursing home, the jail, and the administration building.

MOTION: On Representative McConkey's motion, seconded by Representative Wright, *the Delegation voted unanimously to approve \$46,000 in project revenue for the Maintenance Department for 2014.* (9:31 a.m.)

Representative McConkey proposed that revenue from the sale of produce be reduced from \$3,500 to \$500 to match the adjustment of the nursing home budget. Representative Ahlgren said that the nursing home was able to buy its food from any source, including the farm. The farm is always able to exceed the revenue projection if it can, and in past years often has. Representative Ticehurst voiced her concern that the farm was being devalued.

Representative McConkey said that he would defer to the pleasure of the Delegation. Several members endorsed the concept that the nursing home needed to buy the best value from any source and should not be guided to the farm produce by the budget. There was general discussion of the on-going effort to coordinate nursing home purchasing with farm planning so the farm would be growing what the nursing home needs. Representative Butler argued that the farm revenue projection was in any case too conservative, and that because the nursing home's purchases were reduced did not mean that the farm could not achieve \$3,500 in revenue. Mr. Chandler added that the line item was not determinative because the farm's produce is always competitive in price and of high quality.

MOTION: On Representative Butler's motion, seconded by Representative Lavender, *the Delegation voted to approve \$3,500 in revenue projections for the farm in 2014.* (12-1-0) (9:46 a.m.)

Representative McConkey proposed to amend the line item for revenue from sale of wood from \$40,000 to \$50,000. Last year's

revenues were \$50,000, and contracts for this year exceed last year's, making it reasonable to project at least that much.

Representative McConkey moved that the Delegation approve \$50,000 in farm revenue for 2014. Representative Lavender seconded for discussion.

Representative McConkey reported that, per the Delegation's vote of June 17, 2013, the wood processed by the County operation must be drawn from County land, or from existing stocks of wood purchased elsewhere. He said he had discussed this with the Commissioners; they had proposed using surplus monies encumbered for the purchase of wood to make up this year's shortfall from the timber cut. However, they have since determined to order another cut from County land. The shortfall was due to the cut wood being of lumber rather than firewood quality, which brought in more cash. There was a general discussion regarding use of surplus monies versus encumbered monies.

MOTION: On Representative McConkey's motion, seconded by Representative Lavender, *the Delegation voted unanimously to approve projected farm revenues of \$50,000 for 2014.* (9:50 a.m.)

Representative McConkey moved to approve \$88,500 in total farm revenue for 2014. Representative Butler seconded for discussion.

Representative Ticehurst, in response to Representative McConkey's remarks about the lack of a unified farm business plan, argued that the farm had provided all the information the Delegation had requested, which would have formed a business plan, although no formal plan was submitted. Representatives Umberger and McConkey agreed that a formal business plan should have been submitted, as the nursing home had done. .

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted unanimously to approve projected farm revenue of \$88,500 in 2014.* (9:53 a.m.)

Regarding Maintenance expenses, Representative McConkey said that the \$500 previously added to the "New Equipment" budget should have been added to the Water Department Budget. He would like to reduce that line from \$3,000 to \$2,500. There was general discussion of what comprised "new equipment" for the Maintenance Department. The March 24 meeting had approved a Maintenance Department budget of \$160,668.

MOTION: On Representative McConkey's motion, seconded by Representative Wright, *the Delegation unanimously voted to approve a Maintenance Department budget of \$160,168 for 2014, superseding the March 24, 2014 vote.* (10:04 a.m.)

There was discussion of the distribution of maintenance salaries, particularly the supervisor's. Representative McConkey moved to replace the Commissioner's recommended \$3,000 increase for the maintenance supervisor with the \$.40/hour awarded to the other non-union employees. Representative Wright seconded for discussion.

Representative Umberger recognized Representative Cordelli's request to address another topic relative to non-union raises. Commissioner Kenney objected to reducing the maintenance supervisor's raise while approving raises for the HR Director and the HR Generalist, saying that it was inconsistent and unfair. Commissioner Babson suggested that employee review was "backwards," and that the Delegation should first tell the Commissioners how much money they had to distribute, rather than the current system, where the review process is overridden by the Delegation's vote. Representative Merrow argued that it would be imprudent to cut anyone's salary. Ms. Garry reported that the total salary line for the four individuals is \$151,111.

Representative McConkey withdrew his motion. The topic will be revisited.

MOTION: On Representative McConkey's motion, seconded by Representative Wright, *the Delegation voted to approve a Maintenance Department budget of \$128,261 for 2014.* (11-2-0) (10:11 a.m.)

Representative McConkey proposed reducing the salary line in the Maintenance Department by \$2,138 (and benefits) for a total of \$86,018 (less benefits) for 2014. There was discussion of whether the Commissioners can redistribute expense lines so as to find money for a raise they deem appropriate. They are permitted to redeploy up to \$1,000; anything over that amount requires Delegation approval. Representative McConkey recalled the discussion of the personnel review process, saying that his impression was that raises were not awarded for merit. Representative Chandler agreed. He added that the private sector would like to see a \$.40/hour raise. Commissioners Sorensen and Babson disagreed strenuously with that impression; everyone is evaluated, and outstanding employees were proposed for more than the average raise. Commissioner Kenney again protested the handling of employees differently as unfair. Ms. Seamans raised a point of order, asking that the position be discussed, rather than the person holding it.

Representative Wright moved to amend the Maintenance Department salary line to \$87,337, reducing it by \$999, to give the Commissioners the ability to move the balance from another line. Representative White seconded.

Representative Merrow reiterated his discomfort with cutting salaries. He said they were not excessive by today's standards, and that good people needed to be paid what their job was worth. Representative Cordelli said that he would be making a suggestion

for a global change to the raise awarded to non-union employees and a different method of awarding them.

Ms. DeGroot was recognized. She said that increases awarded to the HR Generalist and the Farm Manager were not due to the evaluation process, but rather to substantial changes to their job descriptions. She added that the raises were awarded based on comparison to other similar entities across New Hampshire and were equitable.

Representative Wright moved to reduce the Maintenance Department salary line to \$87,337. Representative White seconded. On voting, there were 3 in favor and 10 opposed. The motion did not carry. (12:23 a.m.)

Representative McConkey moved to reduce the Maintenance Department salary line to \$86,018. Representative _____ seconded. On voting, there were 2 in favor and 11 opposed. The motion did not carry. (12:24 a.m.)

Representative McConkey moved that the Delegation recommend to the Commissioners that the County discontinue the pilot pig project. Representative Chandler seconded.

Representative Ticehurst asked whether a directive on a specific item such as the pig project was within the Delegation's purview. Representative Umberger said that if a penny has been spent on it, or labor and space given to it, the Delegation is empowered to cut it off if they wished to invest nothing more on it.

Commissioner Kenny asked to address the salary increases again; Representative Umberger declined to re-open comment on that topic.

Representative Ahlgren noted that when money was voted to start the program, it was understood that the Commissioners would get

the adult pigs by donation. In addition, sale of the young pigs was not reflected in the revenue numbers. There was general discussion of management of the pig program and whether it was reflected in any kind of business plan. Representatives Butler and Ticehurst supported continuing the project.

MOTION: On Representative McConkey's motion, seconded by Representative Chandler, *the Delegation voted to recommend that the Commissioners discontinue the farm's pilot pig project.* (9-4-0) (10:32 a.m.)

Mountain View Community Enterprise Fund / Chris Ahlgren.

Representative Ahlgren reported that everything except the bottom line had been voted.

Representative Ahlgren moved to approve a budget of \$1,244,249 for Mountain View Community Enterprise Fund for 2014. Representative Butler seconded.

In answer to Representative Cordelli's question, Representative Ahlgren confirmed that although expenses are up \$500K from last year's actual expenses, going forward the nursing home expected revenues to more than make up the difference due to some higher rates and the adjustment of the patient mix. Representative Chandler questioned the soundness of the numbers, but declined to further press the issue.

MOTION: On Representative Ahlgren's motion, seconded by Representative Butler, *the Delegation voted to approve a budget for the Mountain View Community Enterprise Fund of \$1,244,249 for 2014.* (9-2-1)

MOTION: On Representative Ahlgren's motion, seconded by Representative Nelson, *the Delegation voted to approve the remaining departmental budgets, not previously voted, at the*

figures proposed in the March 24, 2014 finance office report.
(10-2-0) (10:39 a.m.)

Regarding nursing home revenues, Representative Ahlgren referenced the worksheet distributed at the previous meeting of the Delegation, which proposed revenues of \$11,104,462, a .75% increase over last year's revenues of \$11,021,799. The budget does not reflect the current business plan, but the administration feels the plan and the numbers are achievable. There was a general review of the method of calculating revenues, Representative Cordelli saying that they should be looking not at budgeted to budgeted numbers, but rather actual to budgeted.

MOTION: On Representative Ahlgren's motion, seconded by Representative Butler, ***the Delegation voted to approve projected revenues of \$11,104,462 for the Mountain View Community Enterprise Fund in 2014.*** (12-2-0) (10:49 a.m.)

Carroll County Jail Karen Umberger. Representative Umberger reported that at the previous meeting, the Delegation had eliminated a proposed new jail position and were therefore unable to vote the bottom line until new salary and benefits numbers had been run. Now that they are in hand, she called for a motion.

MOTION: On Representative McConkey's motion, seconded by Representative Lavender, ***the Delegation voted to approve a budget for the House of Correction of \$3,223,302 for 2014, based upon the finance's office's report of March 28, 2014.*** (11-1-0) (10:51 a.m.)

Farm Capital Expenditures / Mark McConkey. Representative McConkey moved to reduce Farm Capital Expenditures from \$20,000 to \$8,000, based on his inspection of the farm's equipment. Representative Cordelli seconded. Representative McConkey noted that the farm has more vehicles than employees

and urged that the farm augment the vehicles already on site have rather than acquire a new one.

Mr. DeWitte was recognized. He explained that last year he had proposed a multi-year plan for replacement of worn out trucks, but the Delegation declined to fund it. The \$20,000 requested this year would get that plan back on track. It was based on the assumption that the existing yard truck would last another year, but that has not proved to be the case. Two trucks are now unusable. The \$12,000 request is to replace one of those trucks immediately.

Commissioner Sorensen agreed with Representative Umberger that the \$20,000 request should have been listed in the capital reserve rather than capital expenditure line. Representative McConkey argued that inmates can walk around the property rather than being driven, and noted that although a new wood processor was purchased last year, the old one is still on the property.

Representative Ahlgren moved to reduce the capital expenditure line from \$20,000 \$12,600. Representative Merrow seconded.

Representative McConkey argued strenuously that he has seen the vehicle inventory and believes there is no need to buy a new truck. Representative Ticehurst countered that the farm's vehicles are not all-purpose commuter vehicles but rather have specialized purposes and are not interchangeable.

Representative Crawford asked why the Delegation doesn't have a capital reserve fund that would permit forward planning, as towns do. She suggested that the two broken trucks and the wood processor be sold and the proceeds used to start a capital reserve fund. Representative Umberger noted that the Delegation has been talking about a capital reserve fund for the six years she has served on it. Representative Butler said that it wasn't the Commissioners who were failing to plan ahead, but rather the Delegation that was not supporting them. Representative Chandler said that capital

reserve funds were fine when you aren't facing a huge tax increase. Representative Ticehurst suggested the creation of a capital improvement plan.

Representative Ahlgren moved to reduce Farm Capital Expenditures from \$20,000 \$12,600. Representative Merrow seconded. On voting, there were 3 in favor and 9 opposed. The motion did not carry. (11:13 a.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Cordelli, *the Delegation voted to reduce Farm Capital Expenditures from \$20,000 to \$8,000.* (10-2-0) (11:14 a.m.)

There was discussion of the lack of a general County-wide list of new equipment, and some subcommittees did not receive the departmental lists they had requested.

Representative Umberger set aside consideration of County general revenue – taxes – until all other remaining issues were resolved.

Other Revenues.

MOTION: On Representative Crawford's motion, seconded by Representative Lavender, *the Delegation voted to approve projected revenues of \$263,360 for the Sheriff's Department for 2014.* (11-1-0) (11:18 a.m.)

MOTION: On Representative Crawford's motion, seconded by Representative Butler, *the Delegation voted unanimously to approve projected revenues of \$840, 354, including the surcharge account (not part of the county's income), for the Registry of Deeds for 2014.*

MOTION: On Representative Butler's motion, seconded by Representative McConkey, *the Delegation voted unanimously to approve projected interest income of \$2,000 for 2014.*
(11:21 a.m.)

Amount to Reduce Taxes

Representative Umberger announced that the Commissioners had recommended using \$1,000,000 from the 2013 budget surplus to reduce taxes. Commissioner Sorensen explained that \$700,000 consisted of unexpended funds and \$300,000 was unanticipated income. Use of these monies will not impact the rainy day fund or any other funds set aside for emergencies. Representative Chandler asked to see revised figures of the budget thus far before considering the amount to be set aside. Ms. Garry agreed to provide them. Representative Ahlgren asked her to determine the unspent balance in the nursing home bond as well.

Representative Chandler asked Sheriff Richardi to report on the dog bite incident with the new K9. Sheriff Richardi reported that Khaos had bitten someone while in the parking lot being socialized. The bite was deemed non-serious and was treated. Sheriff Richardi has contacted the Working Dog Association and said Khaos will likely be going back on Monday morning.

Representative Cordelli requested that non-union pay raises be addressed before the total budget number was finalized. Representative Cordelli moved that the \$.40/hour pay raise awarded to the non-union employees be rescinded and replaced with a flat one-time payment of \$500 to full-time employees, with proportional payments to part-time employees, based on personnel evaluation with satisfactory or better performance since January 2013. He moved in addition that employees that forego County-paid dental or health benefits receive a \$1,000 stipend. Representative McConkey seconded.

Representative Merrow asked for an estimate of the difference between \$.40/hour and \$500. It amounts to \$332 for full time employees. Representative Merrow asked whether the Delegation meant to imply that non-union people were worth less than union employees, and further, whether such a vote would not encourage all the non-union employees to join a union.

Representative Ticehurst asked whether such a vote might be outside the Delegation's purview, in that it would set a policy for awarding raises. Representative Umberger said that because it would affect salary lines in every department, it was an overarching policy and was within the Delegation's authority. Representative Cordelli has asked for a breakdown of full- and part-time employees from HR.

Representative Chandler said that he couldn't support such a vote because it would be unfair to the non-unionized people. He said he hoped that if they stuck to \$.40/hour it would encourage the other two unions to accept it, as the Sheriff's Department has already done. Commissioner Sorensen endorsed that view.

Representative McConkey said that he appreciated Representative Chandler's argument, but added that the Commissioners have gone about the union negotiations backwards. He said that the raises awarded to non-union people should not be announced prior to the conclusion of negotiations and that contracts should be staggered so that all three union contracts are not coming up for renegotiation at the same time. He suggested amending the motion to split it into two parts.

Representative Cordelli moved that the \$.40/hour raise awarded to non-union employees in the 2014 budget be replaced by a one-time \$500 payment to full-time employees based on satisfactory performance, and proportionately paid to part-time employees based on the hours worked. On voting, there were 2 in favor and 10 opposed; the motion did not carry. (11:37 a.m.)

Regarding the proposal for the health insurance stipend, there was also general discussion. Ms. Garry said that a family health plan costs the County about \$21,000. Representative Butler said he could not support the motion without careful analysis.

Representative Chandler said that in this budget, they might be paying people not to take insurance they already are not taking. There were further questions that there were not sufficient data to answer.

Representative Cordelli moved that non-union employees who do not take health benefits through their County employment be awarded \$1,000 upon a show of proof that they have insurance through another source. Representative McConkey seconded. On voting, all were opposed. (11:42 a.m.)

Representative Umberger suggested that after dealing with the issue of taxes, they should look into insurance alternatives for non-union employees, about 40 people.

Ms. Garry left the meeting to run the budget numbers. (11:42 a.m.)

Hale's Location Budget / Karen Umberger. Representative Umberger referred to the finalized budget for Hale's Location, which has been distributed.

Representative McConkey moved to accept a budget of \$341,063 for Hale's Location for 2014. Representative Lavender seconded.

Representative Crawford asked for an update on the question of tuition. Representative Umberger said that right now, parents in Hale's Location do not want to send their children to any other school. However, Fryeburg Academy has said that it will accept children from Hale's Location if that is the decision. Children from Hart's Location already attend there. Representative White is

the Vice Chair of the Conway School Board and will provide the calculation sheet for tuition, which she agreed sounded very high but was done in accordance with the contract. She said \$34,000 is comparable to other towns. There are currently two high school students, who do not want to transfer, and three middle-schoolers whose preference is unknown. Commissioner Sorensen said that Conway requires a three-year notice period to terminate the current contract.

MOTION: On Representative McConkey's motion, seconded by Representative Lavender, *the Delegation voted unanimously to approve a budget of \$341,063 for Hale's Location for 2014.* (11:50 a.m.)

Other Matters

Representative Umberger reported that in answer to Commissioner Kenney's inquiry concerning the vote to approve the recording secretary's pay and mileage allowance, the vote is recorded in the minutes of the April 16, 2012 meeting. It is equal to what was budgeted.

The Commissioners are working on a cell phone policy for the County.

Representative Butler reported that he had spoken to one of the vice presidents of Primex, the County's insurance carrier, regarding insurance for 91A issues. Primex is willing to cover the County for 91A lawsuits, but premiums would be high. Primex's coverage is primarily for liability in the event of injury, not legal expenses. Their concern for the risk pool is that at the town level, the risk is much more significant than for the County. Currently, exposure falls to the County and to the Commissioners individually. The County Association is also looking into the issue. Commissioner Sorensen said that to date, the suit has cost

the County \$10,000. The current budget does provide the \$2,100 for the three Commissioners.

The Chair called a recess at 11:58 p.m., and called the meeting back to order at 12:12 p.m.

Representative Umberger reported that the sum of today's decisions yields a budget of \$15,669,349, which is less than that proposed by the Commissioners. She called for a motion.

MOTION: On Representative Crawford's motion, seconded by Representative Lavender, *the Delegation voted to approve a total County budget of \$15,669,349 for 2014 on a roll call vote.* (Aye (8): Ahlgren, Butler, Crawford, Lavender, Merrow, Nelson, Ticehurst, Umberger. Nay (3): Chandler, Cordelli, McConkey) (12:17 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Lavender, *the Delegation voted to approve a budget of \$12,244,249 for the Mountain View Community Enterprise Fund for 2014, on a roll call vote.* (Aye (8): Ahlgren, Butler, Crawford, Lavender, Merrow, Nelson, Ticehurst, Umberger. Nay (3): Chandler, Cordelli, McConkey) (12:18 p.m.)

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted to approve a total County budget of \$27,913,598 (General Fund and Enterprise Fund) for 2014, on a roll call vote.* (Aye (8): Ahlgren, Butler, Crawford, Lavender, Merrow, Nelson, Ticehurst, Umberger. Nay (3): Chandler, Cordelli, McConkey). (12:20 p.m.)

Representative Umberger reported that the budget is up .6% from last year's.

MOTION: On Representative Crawford's motion, seconded by Representative Butler, *the Delegation voted unanimously that*

proceeds from the sale of the old wood processor and two junk trucks be credited to the Capital Reserve Fund rather than the General Fund. (12:22 p.m)

Amount to Reduce Taxes

The amount to be raised by taxes is \$14,429,920, an estimated 5.5% increase in County taxes. There is as yet no provision in the budget for union contracts that have not yet been approved. The Commissioners have recommended that \$1 million be taken from surplus to offset the tax rate.

Representative Ahlgren moved that, as the number required to be raised from taxes is now known, the Delegation approve \$1,095,000 to be taken from surplus to offset. Representative McConkey seconded.

There was a general discussion of the best course to balance the rainy day fund against the tax rate. Representative Umberger said that although the nursing home bond money may not be used for County operations, interest from the bond may be. Representative Cordelli said that the state Treasurer recommends holding a 5% rainy day fund, which, on a \$28 million budget would be about \$1.4 million. Representative Chandler said that using surplus funds year over year to reduce taxes makes it hard for the taxpayers to understand what is going on, and recommended that at some point they need to see the real impact. Representative Merrow said that the *minimum* recommended was 5%, but 10% was more prudent.

Representative Cordelli said that spending is unacceptably high and increasing. Representative Ahlgren argued that spending is actually nearly flat, and indeed declined from 2012 to 2015. The apparent increase is caused by the decision to build a new nursing home and the monies spent since to subsidize it and pay the interest on the bond.

MOTION: On Representative Ahlgren's motion, seconded by Representative McConkey, *the Delegation voted to add \$95,000 from the surplus to offset the County tax increase, for a total of \$1,095,000, on a roll call vote.* (Aye (7): Ahlgren, Butler, Cordelli, Crawford, McConkey, Nelson, Ticehurst. Nay (4): Chandler, Lavender, Merrow, Umberger) (12:37 p.m.)

MOTION: On Representative Merrow's motion, seconded by Representative McConkey, *the Delegation voted that the amount to be raised by taxes be fixed at \$14,334,920, on a roll call vote.* (Aye (7): Ahlgren, Butler, Crawford, Lavender, Merrow, Nelson, Ticehurst. Nay (4): Chandler, Cordelli, McConkey, Umberger) (12:39 p.m.)

No vote is needed on the total amount of revenue projected.

Convention

MOTION: On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted unanimously to go to convention.* (12:41 p.m.)

MOTION: On Representative Chandler's motion, seconded by Representative McConkey, *the Delegation voted to ratify all votes taken in executive session.* (Aye (8): Ahlgren, Butler, Crawford, Lavender, Merrow, Nelson, Ticehurst, Umberger. Nay (3): Chandler, Cordelli, McConkey)

MOTION: On Representative Cordelli's motion, seconded by Representative Merrow, *the Delegation voted unanimously to come out of convention.* (12:43 p.m.)

In answer to Representative Umberger's question, Ms. Garry said that the first quarter financials for 2014 will be completed by the

middle of May. The Delegation will meet soon after to set the salaries for elected officials.

Public Input

The Chair then opened the floor to public comment.

Commissioner Kenney said that the pay of the recording secretary had been set in 2012 by the previous Delegation, and that this Delegation should not be a rubber stamp for previous decisions. Representative Umberger said that the budget has been ratified by this Delegation, thereby confirming the salary of the secretary.

Representative Butler announced that he will distribute a report on the status of the veterans' housing project.

Ms. Seamans said that towns generally keep a "disaster fund" so as to have monies to match FEMA funds. She asked what would constitute a disaster for the County? She also suggested that the budget documentation be printed double-sided to save paper. The Chair referred both questions to the Commissioners. Ms. Seamans then urged the Delegation to act on a suggestion of more than a year previous, to form a capital improvement committee. She added that there are many skilled and knowledgeable people in the community eager and able to help.

Mr. Steer asked Representative Umberger to summarize the highlights of the long budget process between the proposed budget and the voted budget. She agreed that the jail hire, the surplus, and the new plans for the annex were the major cost items.

Mr. Brown asked if there was any further feedback regarding the \$4.2 million BEAS budget line. Representative Umberger said there was not, but the Delegation is still pursuing it. Representative Ticehurst added that there is a cap, and the budgeted number is the County's share of the capped amount. She

said that they still needed to understand how Carroll County's share of the total was computed.

Mr. DeWitte said that as a citizen he was disappointed with the decision regarding the pig project. He said it was a sad move that signaled to young people that there was no point in getting involved. He suggested that the Delegation doesn't talk to people generally, but adopts the skewed view of a few individuals.

Commissioner Sorensen praised the subcommittees for an excellent job and added that he would like to see them start sooner. Representative Umberger endorsed that view, adding that the subcommittees continue to have issues, although they do try. She said no one was happy with the laggardly schedule.

Commissioner Babson said that as a member of the public he observes that the budget process doesn't work smoothly. He suggested that the County adopt a July 1 fiscal year so the Delegation could work on County business during the State legislature's "off" season. Representative Umberger agreed that the Delegation had the authority, and that it was an option, although she did not agree that it would work better.

Adjournment

MOTION: On Representative McConkey's motion, seconded by Representative Lavender, *the Delegation voted unanimously to adjourn.* (12:57 p.m.)

Respectfully submitted,
Michelle Hamilton, Recording Secretary

**Meeting of the Carroll County Delegation
Delegation Meeting Room, Carroll County Complex**

Minutes

Monday, May 19, 2014 @ 9:00 a.m.

This meeting was duly posted for public notice on the Carroll County website and on various public bulletin boards within the Administration Building to reflect that the meeting would convene at its usual and customary place on May 19, 2014 at 9:00 a.m.

Present: Chris Ahlgren, Tom Bucu, Ed Butler, Gene Chandler, Glenn Cordelli, Karel Crawford, Tom Lavender, Mark McConkey, Harry Merrow, Bill Nelson, Susan Ticehurst, Karen Umberger, Syndi White

Also attending: David Sorensen (Chair, County Commission), David Babson (County Commission), Dorothy Solomon, Alan Pennington (Matrix Consulting), Steve Brown, Anne Aiton (Registrar of Deeds), Robin Gordon (County Attorney), Wynette Gordon (Director, HR), Howie Chandler (Administrator, Mountain View Community), Domenic Richardi (Sheriff)

Commissioner Asha Kenney joined the meeting in progress.

Press: Ed Comeau (www.governmentoversite.com); Mellisa Seamans (*Carroll County Independent*)

Recording Secretary: Michelle Hamilton

The Chair called the meeting to order at 9:00 a.m.

Pledge of Allegiance

Public Input

Steve Brown was recognized. He asked that the Delegation consider his proposal to reduce Commissioners' salary to the same as that paid to the members of the Delegation and to put the difference toward the hiring of a County administrator. He said that it was time to hire someone to run the County's business day to day.

Salaries for Elected Officials

Representative Umberger announced that Ms. Garry had sent out an email to elected officials to solicit comments or questions regarding the Delegation's deliberations. Ms. Aiton submitted the only reply. She asked that the Registrar's salary be raised, as it was critical to have a capable person in the office and the salary had not been increased since 2011.

Representative Umberger reported that the Registrar is currently paid \$45,000; Ms. Seamans had also submitted a chart comparing Carroll County's salary structure with other counties in New Hampshire. Representative Umberger asked for input from the Delegation.

Representative Ticehurst urged that the Delegation consider whether regular employees of the County are being paid adequately before increasing salaries of elected officials. She referenced a study by MIT which considers that in Carroll County, a "living wage" for one adult plus one child is in excess of \$20/hour, or about \$42,363 before taxes. She proposed a comprehensive review of salaries of all County employees, including elected officials, to be conducted in three parts. First, adjust the salaries of persons making less than a living wage. If the

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MIT study is accurate, there are 18 County employees currently making less than a living wage. Second, adjust salaries of elected officials to be competitive with other counties in New Hampshire. Third, adjust salaries of elected officials to be competitive with the private sector. She requested the formation of a committee to study the matter.

Representative Cordelli was sympathetic to the Registrar's request, noting that the Registrar currently makes less than the farm manager. Nevertheless, he said, as the budget has been finalized, it is untimely to raise the issue now. Chairman Umberger reminded the meeting, however, that the current debate is for salaries to be paid in 2015 and 2016, after the elections. Only the pay of elected officials is being considered at this time so that persons contemplating running for office will know what they will be paid.

Representative Chandler moved that salaries of all elected officials be set at \$832 higher than they are now, affording them the same increase as that given to other County employees. Representative McConkey seconded for discussion.

Representative Butler suggested that they look at the individual positions. The Registrar's salary is low compared to other counties, whose salaries range from the low of \$40,000 in Coos to a high of \$68,000 in Belknap. He moved to raise the Registrar's salary \$5,000 to \$50,000. Representative Lavender seconded for discussion.

Representative Umberger confirmed that there was no other communication regarding the salary lines.

Representative Ahlgren thanked Representative Chandler, but noted that the raise he proposed was based on a 40-hour week; and not all the positions at issue are 40-hour-per-week jobs. He suggested that any raise should be based on the hours actually required to do the work.

Representative Merrow suggested that the workloads of the various Registries be considered in determining what an appropriate raise might be. He said that salaries should be based on the work required for the job, and that if someone who was underqualified were to be elected, the remedy was to elect someone else. Personalities should not be a consideration. He agreed that a study should be done to determine what the job was worth, although he did not really disagree with Representative Chandler because they had little information on which to base a fair decision.

Chairman Umberger confirmed that there was no set of published recommendations; salaries are based on what the Delegation decides is appropriate.

Representative Chandler added that he had a problem selecting one position to give a substantial raise to, but the decision had to be made today. The time to start on the Ticehurst or Merrow recommendation would be now for some future year.

Representative Butler noted that the Registrar's position was critical to the County's operation, but few people seem willing to run. He suggested that part of the reason might be the relatively low pay and urged the Delegation to consider raising it. There was general discussion of the difficulty of comparing elected positions across counties, given that some elected officials work for \$100 per year. A study was generally agreed to be a useful idea, although not of use this year.

Representative Butler agreed to withdraw his amendment to Representative Chandler's motion, provided he could make a separate motion later.

There was discussion of the Treasurer's responsibilities. Although he is not in the County offices 40 hours per week, he is required to

sign all checks and is also responsible for investing the County's money.

Chairman Umberger confirmed that today's votes would set salaries for the next term of office. She added that the state Constitution sets the salaries of members of the Delegation, \$100 per year, which is one reason it has never been raised.

Ms. Aiton added that she had never served as Registrar in order to get the salary; she said she would like to retire but wanted to leave the Registry in good hands.

There was discussion of the procedure to move forward on the votes.

On Representative Butler's motion, seconded by Representative Lavender, ***the Delegation voted to raise the salary of the Registrar of Deed \$5,000 annually, for an annual salary of \$50,000.*** (Aye: 8 / Nay: 5) (9:30 a.m., approx.)

Representative Nelson reported that he has heard from voters that they are unhappy with the Commission system, and moved that the Commissioners be excluded from receiving any raise.

Representative McConkey seconded.

Representative Merrow repeated his previous comments, saying that they are funding the job, not the individuals, and that if people are unhappy with the Commissioners' performance, they should vote them out. Representative Cordelli added that the performance audit would likely bring this issue into focus. He referenced a report regarding San Antonio, where the mayor is paid \$4,000 per year, and the city manager is paid \$355,000. He suggested waiting until the performance audit was completed before considering any raise, as the audit might suggest a change in structure.

Representative McConkey also supported Representative Nelson's motion, thanking the Commissioners for the work they do, but

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adding that having participated in County government for more than ten years, he was unsatisfied with the budgeting process.

In answer to Representative White's question, Representative UMBERGER said that if a change of structure were to be contemplated, as for instance, hiring a county manager, the decision would rest with the Delegation, but that nothing was on the table at this time. Representative White said that if there was no actual alternative proposal, everyone should receive the same raise at this time.

Representative Nelson moved that the Commissioners be excluded from any raise voted for other County positions; Representative McConkey seconded. The vote being 3 in favor and 10 against, the motion did not carry. (9:42 a.m.)

Representative Ahlgren moved to raise the salaries of the Commissioners by \$250, consistent with the last raise awarded, and Representative McConkey seconded. The vote being 4 in favor and 9 against, the motion did not carry.

Representative Ahlgren then moved to raise the salary of the Treasurer by \$250 for the same reason, and because the Treasurer's position does not require 40 hours per week. Representative Butler seconded. The vote being 4 in favor and 9 against, the motion did not carry. (9:46 a.m.)

On Representative Chandler's motion, seconded by Representative McConkey, ***the Delegation voted to increase the salaries of all of the County's elected officials, except the Registrar, by \$832 for years 2015 and 2016.*** (Aye: 8 / Nay: 5) (9:50 approx.)

There was further discussion of Representative Ticehurst's proposal to create a committee to do a thorough study of the pay structure of Carroll County, including the impact of benefits, particularly health insurance. The Delegation also discussed the

timing and parameters of the study, to ensure that the next Delegation had a running start on the problem, and that the line between the Delegation's responsibilities and the Commission's not be blurred.

Veterans Housing Project / Dorothy Solomon

Ms. Solomon announced that the veterans housing project committee would meet today at 11:00 a.m. They will discuss the initial proposal. The group is awaiting 501(c)(3) recognition from the IRS and has had their first fundraiser. They have received a commitment from the VFW to work with the American Legion toward the common goal. Ms. Solomon reported that she has spoken with all of New Hampshire's federal representatives, but noted that Congress has done away with earmarks and there is not much money available.

Representative Merrow announced that he would not be running for re-election this year. He said he was himself a veteran and was very sympathetic to the problem of homelessness, but was still unsure that the Carroll County complex was a useful place to locate such a project. Transportation is difficult, and there are not many jobs available locally. Additionally, if the project receives federal funding, residents will not be limited to Carroll County veterans. He was concerned that it may turn into a permanent homeless shelter. He asked Ms. Solomon if she was able to say how many homeless veterans there were in Carroll County, and to explain her long-term plan. He added that the southern part of the state has many more jobs and that to deem anyone living with someone else as "homeless" was not a useful measure.

Ms. Solomon said that she knew of 41 veterans who were homeless, but the numbers are routinely underreported because the census is performed at homeless shelters, and Carroll County doesn't have one. She said that people camping in other people's homes were in fact homeless. Regarding work, there is a great

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deal of assistance already available from the VA. Both the Manchester VA and Blue Loon will assist with transportation. She added that when people enlist, they serve the United States, not Carroll County or New Hampshire. She would not refuse to help any veteran, no matter where he was from.

Representative Ahlgren inquired into the details as currently known of the likelihood of finding adequate funding, and how much of the project would depend on federal versus private sources of money. There is a grant program established by the federal government, but Ms. Solomon said she did not at this time know how much money was in the pool. Representative Umberger reminded the group that the project has until April, 2015, to establish a workable plan, including pulling together the necessary funding. She thanked Ms. Solomon and Representative Butler for their efforts. (10:11 a.m.)

Minutes of March 28, 2014 Meeting of the Delegation

On Representative McConkey's motion, seconded by Representative Butler, *the Delegation voted unanimously to approve the minutes of the March 28, 2014 meeting as submitted.* (10:12 a.m.)

Representative Umberger announced that a fax had been delivered to the Delegation meeting from Attorney Donald M. Smith, who suggested that the salary of the Registrar be raised \$10,000 per annum. She thanked him for his input and apologized for having received it too late to be considered in the discussion before the vote. (10:13 a.m.)

Representative Chandler left the meeting.

Performance Audit

Representative McConkey introduced Alan Pennington from Matrix Consulting, and asked him to provide a brief summary of the performance audit thus far.

Mr. Pennington reported that Matrix began its audit on April 24. They have interviewed all the staff in the business office and in HR; met individually with all department heads; and met with each of the Commissioners individually. The initial draft is expected to be completed in the first week of June. It will document the existing profile of the Commissioners' office and outline best practices. Staff have been very accommodating, and the audit is on schedule. He added that he will be happy to meet with any members of the Delegation who wish to.

In answer to Representative Butler's question, Mr. Pennington said that the first draft will be an interim document so there will be a common basis for understanding what they now have. The next step will be to compare Carroll County's practices with "best practices" and with other county organizations. This will not necessarily be a recommendation. The report will identify strengths as well. The third step will be to outline a set of recommendations.

In answer to Representative Cordelli's question, Mr. Pennington said that Matrix will also interview the financial auditors, currently catching up several years' worth of financial audits, to ensure that the financial and performance audits are not conflicting. He said that Matrix will also meet with the performance audit subcommittee and with County staff. Representative Umberger said that the subcommittee will notice its meetings, as they are open.

Renovation of Old Nursing Home

Representative Umberger asked Commissioner Sorensen to report progress made toward a decision on demolition and renovation of

the old nursing home. Commissioner Sorensen said that at the Commissioners meeting on May 21, he will have a report to present based on the proposal previously submitted by Bonnette Paige & Stone. He will call for proposals for the required work to be submitted by July 1 and work to be completed by October 1. He said that currently, they are working on writing an RFP asking for demolition of two wings with an alternative scenario for demolition of all four wings. He has also asked Atty Gordon to present her case for using the core of the annex for office space expansion.

Representative Umberger said she was aware of Ms. Gordon's concerns regarding expansion of the County Attorney's staff, but noted that to date no legislation has been filed regarding the felony fast track proposal. No one at this time knows whether it will go forward; however, if the County Attorney would like to move her offices to the core, it would be a feasible option since at this time, no one else has committed to lease the space.

Commissioner Babson reported that the County is currently in discussions with the Probation Office. He thanked Representative Ahlgren for the reference. The Probation Office is interested in moving to the complex but has no money available for renovation. They will shortly publish an RFP to which the County must submit a letter of interest. Commissioner Babson said that depending upon the cost of the already required renovation, there may not be enough money left to fit out the office for Probation.

There was general discussion of how much the Probation Office would be willing to pay in rent and how long it would take to recover the cost of the renovations. The possibility of coming to an agreement with the Cooperative Extension was also discussed. (10:42 a.m.)

Business Plan for the Farm

Chairman Umberger asked for an update on the drafting of a business plan for the farm. Commissioner Babson said that it was in progress, but spring was the busiest time of year. In answer to Representative Nelson's question, Commissioner Babson said that the pigs belong to Mr. DeWitte, and that he was consulting with the nursing home to ensure that crops were planted that were useful. He will be storing food in the freezer located in the annex. Commissioner Babson confirmed that neither County employees nor inmates were tasked with taking care of the piglets. There was some discussion of whether the Commissioners were obliged to accept the Delegation's recommendation that the pig project be terminated, but Chairman Umberger declined to revisit the issue.

Representative Ticehurst asked that the Delegation reconsider their decision regarding the pig project and expressed her discomfort with the tone of the discussion regarding the farm, saying that it was adversarial and urging the Delegation to do better.

There was further discussion of whether the pig project was a private operation being run on County land and to some extent at County expense, or whether it was a public/private partnership in which some benefit redounded to the County. Chairman Umberger noted that this was why they needed to see a business plan.

Commissioner Kenney was recognized. She said that the Delegation's vote was a recommendation only, and that no County dollars were devoted to the pig project so that it was inappropriate for the Delegation to try to shut it down. She enumerated several immediate benefits, such as workshops, field trips for schoolchildren, and contributions to farm day. Moreover, she said, the County had made an agreement with Mr. DeWitte and to date he had entirely met his obligations. Representative Umberger agreed that the Commissioners can operate the County any way they choose, and that the Delegation has authority only over the budget.

Representative Ahlgren said that his recollection was that three years ago, the Delegation had voted money to renovate the barn and provide feed for some donated pigs, one of which was provided by then-Chairman Betsy Patton. He recommended that the minutes be found so that the original decision could be understood correctly. (10:59 a.m.)

Report on IT Department

Representative Cordelli reported on the April meeting of the IT Committee. The budget adjustments made in preparation for the formation of an IT Department were discussed. Discussion at the next meeting will center on best IT practices and current County practices. The Committee will ask for input from Matrix as part of the performance audit. A work plan will be developed for discussion of budgeting next year. The Committee recommended installation of a fiber optic network to tie the buildings on the complex together; it will substantially reduce the cost of telephone, computer, internet, and other digital services as well as centralize email services. There are currently three separate contracts with the same firm for copier maintenance, which will be brought before the Commission for review and possible consolidation. Representative Cordelli said that he has heard discussion of a five-year plan for the last two years, but as yet there is no plan.

Representative Umberger asked Ms. DeGroot, Chair of the IT Committee for her input. Ms. DeGroot thanked Representative Cordelli for his report, and said that the IT contractor will bring a plan to the next meeting of the Committee. An RFP will need to be prepared in order to implement it. She also reported that Lakes Region Community College will be sending someone to the meetings to help the County with training.

Representative Cordelli also reported that Kronos is now fully implemented after 3 ½ years. (11:05 a.m.)

First Quarter Expenses and Revenue

Representative Umberger said that she assumed everyone had looked at the first quarter report, which Ms. Garry distributed by email. Representative Cordelli asked if the Commissioners had any concerns.

Commissioner Sorensen said that Advertising and Legal expense were well ahead of the budget for the first quarter and added that the number indicated for Legal expense does not account for the final bill, yet to be received. He said that his intention was to pay the bills and ask the Delegation for permission to move the money from another budget line. In answer to Representative Cordelli's question, he confirmed that the Legal billing represented only the cost of the defense of the County, not the Commissioners individually.

Expenses at the nursing home and from the general fund appear to be down.

Representative Cordelli asked for some details regarding overtime at the jail, which is at 41% of the total budgeted for the year. Commissioner Babson said that more people than expected were out on FMLA, there has been one retirement, and four people terminated. There was discussion of the impact of the staffing shortage represented by those numbers. Commissioner Babson agreed that while people who had left the County's employment were no longer on the payroll, their work had to be done by others; and people out on FMLA were paid until they used up all their sick time and vacation time while their replacements were also paid. He agreed to provide Representative Cordelli with more detail.

Representative McConkey asked for an explanation of the impact on the budget of the recent realignment of staff ranks at the jail. Commissioner Sorensen said that at this time, no raises were contemplated. There was general discussion of the propriety of

raising a person's rank without a raise in pay. Sheriff Richardi explained that the positions had been vacant and had all been filled from in house; there is no increase in the salary lines because the funds were already appropriated and have been reallocated per the Superintendent's discretion. Commissioner Kenney said that Superintendent Johnson had explained that the ranking structure was one that had formerly been in use at the jail and has now been reinstated.

Representative McConkey asked when the funds realized from sale of surplus County equipment would be reflected in the budget; Commissioner Sorensen that in the next quarter they will appear as income from the farm. The realignment of the titles of departments will appear in the next budget (FY 2015).

Representative Cordelli asked for some details regarding the decline in income at the Registry of Deeds, which is at 16%. Ms. Aiton said that there were 1400 fewer registrations this year than this time last year; normally the registry handles 16,000 documents per year. She attributed it to a decline in refinancing due to the rise in interest rates. (11:25 a.m.)

Mr. Chandler reported that revenue is higher than reported at the nursing home because not all the bills have come in; however, he expects income to be up significantly. (11:27 a.m.)

Representative Umberger summarized by saying that all the County's departments were well within the budgeted expenditures; and that revenue was down somewhat but hopefully will pick up in the second quarter.

Commissioner Sorensen reported that he met with Representative Ticehurst a week ago to discuss reformatting the budget reports so that the last column will reflect where expenses are being made. Representative Umberger asked to see a draft of the proposed new report. Representative Ahlgren suggested that it would be helpful

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to have last year's Q1 actual and percentage, since much expenditure is cyclical. Millions of dollars are "waiting to be spent" because the bills are not yet due, as, for instance, payment on the construction bond.

Representative Butler left the meeting. (11:31 a.m.)

There was a general discussion of what columns might be omitted because they are of limited utility. Representative Lavender suggested rounding to the nearest whole dollar to make the columns cleaner and narrower. (11:34 a.m.)

Other Business

Representative Cordelli brought two new issues before the Delegation.

First, he proposed that a member of the Delegation be appointed to represent Carroll County in the Transportation Advisory Committee of the Lakes Region Regional Planning Commission. This would assist in keeping Carroll County's roads on the radar of the state's 10-year plan. The Delegation representative would be non-voting, but each member town may appoint a voting member. Representative Cordelli asked to be appointed so that Carroll County would have a stronger voice in regional transportation planning.

Representative Umberger moved that Representative Cordelli be appointed to the Transportation Advisory Committee of the Lakes Region Regional Planning Commission. Representative Buco seconded for discussion.

There was general discussion of representation in the Committee. Representative Ticehurst asked Representative Cordelli if he supported the overall mission of the Lakes Region Planning

Commission. He said he supported the TAC, but not the larger Commission, which are separate entities.

On Representative Umberger's motion, seconded by Representative Bucu, ***the Delegation voted to appoint Representative Cordelli to the Transportation Advisory Committee of the Lakes Region Regional Planning Commission.*** (Aye: 10. Nay: 1) (10-1-0)

Representative Cordelli then reported that per RSA 24:14, the Delegation may adopt a policy regarding the acceptance of grants. He has drafted a policy for review which he distributed. He was particularly concerned that the acceptance of a grant would fund a new position or create a new obligation that the County would have to support after the grant money was spent, imposing a future obligation on the County. Grants should also be clear about what the County would have to do to qualify, as, for instance, a matching grant, the need to acquire new equipment, or other indirect costs. The policy also provides for a public review and comment period.

Commissioner Sorensen reported that the Commissioners were contemplating a similar policy and the formation of a committee to manage it.

Representative Ahlgren was concerned that the new policy would limit acceptance of monies outside the budget, as, for instance, the victim/witness program. Sheriff Richardi said that all obligations are spelled out in the grant, and monies accounted for in the budget; additionally grants generally have time constraints, and another round of review would slow down the application process. He said the proposed policy was essentially a duplication of what the Commissioners were already doing.

Representative Umberger then called for volunteers to serve on the County Employee Compensation Committee. Representatives

McConkey, Ticehurst, Lavender, and Cordelli raised their hands. Representative Umberger then tasked Representative Ticehurst with calling the first meeting at which the group could elect a chairman. She asked for a final report by October 15, and for a status update by September 15, as the Commissioners start work on the budget long before November and they need to provide some guidance that they can accept or reject. She said the meetings would be open, and that the committee's job was not to establish salaries but to find facts. Ms. Aiton said that proposed departmental budgets are delivered to the Commissioners by September 15. Commissioner Sorensen added that two unions are still without contracts, although one is close. The other unit is going to choose a new union.

Representative Crawford voiced her continued concern regarding Primex coverage of 91A defense and asked for an update. Commissioner Sorensen confirmed that Primex will not cover them. Representative Umberger reported, however, that Representative Butler was working on this problem, and if he was able to put something together, the Delegation could decide whether to fund it.

Convention

On Representative McConkey's motion, seconded by Representative Lavender, ***the Delegation voted unanimously to go to convention.*** (11:56 a.m.)

On Representative McConkey's motion, seconded by Representative Lavender, ***the Delegation voted unanimously to approve the minutes of the meeting of March 28, 2014, as submitted.***

On Representative Umberger's motion, seconded by Representative Merrow, ***the Delegation voted to increase salaries of County's elected officials by \$832 starting in FY 2015, except***

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for the Registrar, whose salary is increased \$5,000. (Aye: 6.
Nay: 5) (11:57 a.m.)

On Representative McConkey's motion, seconded by Representative Lavender, ***the Delegation voted to appoint Representative Cordelli to the Transportation Advisory Committee of the Lakes Region Regional Planning Commission.*** (Aye: 10. Nay: 1) (10-1-0)

On Representative McConkey's motion, seconded by Representative Merrow, ***the Delegation voted unanimously to come out of convention.***

Public Input

Mr. Brown was recognized. He asked for clarification of the amount of the raises voted for the County's elected officials; the amount will be paid in each year, not divided by the two years. Representative Umberger reiterated that the salaries are voted for elected officials at this time so that persons contemplating running for office know how much they will be paid.

Mr. Brown then asked why the IT contractor was assisting in writing the RFP for the IT Department and whether that would exclude him from bidding for the contract. Ms. DeGroot said that Mr. Rich is not a member of the Committee, but rather an invited guest, and he will not be writing the RFP.

Ms. Seamans was recognized. She thanked the Delegation for forming the salary review committee, something that has been needed for some time. Regarding the ranking structure at the jail, she reported that the public perception is that people believe the new titles were put in place after the budget in order to provide a work-around for the \$.40 raise, and that only the jail and the Sheriff's department have a structure that permits them to do that.

There was some further discussion of the new ranks and the process by which it was implemented.

Next, Ms. Seamans said that under RSA 24:17, the Delegation has the authority to investigate claims. She said that at the last meeting of the Board of Commissioners, a claim had been made about the County's employees. She played a portion of the video tape of the May 21 meeting, at which Commissioner Kenney asserted that employees who traveled together to a meeting have each put in for the mileage reimbursement as though they had traveled separately in their own cars. Ms. Seamans said that in the past, she has asked for proof of claims such as these but has been denied. She therefore requested that the Delegation look into the issue of reimbursement fraud.

There was general discussion of the documentation that is required for an employee to be reimbursed for this kind of expense. Commissioner Babson asserted that no one has fudged or double-dipped on his watch, as he looks at the documentation for each check minutely. Ms. Seamans reiterated that she should be provided with documentation for this kind of allegation upon the filing of a 91A request, but thus far she has been unsuccessful in getting it. She added that her only recourse is to file a claim in court, which causes unnecessary expense to taxpayers such as herself and to the County.

Commissioner Kenney was recognized. She said that Ms. Seamans has a private agenda and is on a "witch hunt" using bogus 91A requests. She said that Ms. Seamans's published articles are inaccurate and only target herself (Commissioner Kenney). If Ms. Seamans wants information, she can file a 91A request, but last week she filed one pertaining to a private conversation, and she recommended that Ms. Seamans read the law.

Representative Umberger suggested that if a Commissioner makes a statement of this kind regarding double-dipping, Ms. Garry in the

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business office will have evidence of it. As we all believe in open and transparent government, there is no need for a request of this type to cause a problem. She suggested that Ms. Seamans address her request to Ms. Garry.

Representative McConkey said that what Ms. Seamans asked for and the answer she was provided are two separate things. The statement regarding double-dipping shines a bad light on the County's employees. He asked that the Commissioner provide the information. However, if there is no documentation forthcoming, he will expect something in writing saying that she (Commissioner Kenney) may be incorrect. If there is no response, he asked that Ms. Seamans follow up with the Delegation. Representative Merrow endorsed that view.

On Representative McConkey's motion, seconded by Representative Cordelli, ***the Delegation voted unanimously to adjourn.*** (12:22 p.m.)

Respectfully submitted,
Michelle Hamilton, Recording Secretary

3Jun2014

Meeting of the Carroll County Delegation Delegation Meeting Room, Carroll County Complex

Minutes

Monday, July 7, 2014 @ 10:00 a.m.

This meeting was duly posted for public notice on the Carroll County website and on various public bulletin boards within the Administration Building to reflect that the meeting would convene at its usual and customary place on July 3, 2014 at 10:00 a.m.

Present: Tom Bucu, Ed Butler, Gene Chandler, Glenn Cordelli, Karel Crawford, Tom Lavender, Mark McConkey, Harry Merrow, Bill Nelson, Steve Schmidt, Susan Ticehurst, Karen Umberger (Chair)

Also attending: David Sorensen (Chair, County Commission), David Babson (County Commissioner), Asha Kenney (County Commissioner), Chris Sawyer, Steve Brown, Barry Ellis, Jack Widmer (Treasurer), Kathleen Garry (Finance Manager), Wynette DeGroot (Director, HR), Anne Aiton (Register of Deeds), Domenic Richardi (Sheriff, Carroll County), Dorothy Solomon, Mellisa Seamans

Press: Ed Comeau (www.governmentoversite.com); Daymond Steer (*Conway Sun*)

Recording Secretary: Michelle Hamilton

The Chair called the meeting to order at 10:00 a.m.

Representative Umberger opened the meeting by apologizing for the short notice afforded. She said that based on the auditor's comments at the June 25 meeting of the Board of Commissioners, she felt that it was incumbent upon the Delegation to meet as soon as possible to address issues regarding the financial integrity of the County. There will likely soon be a request for a supplemental budget because the County has come to an agreement with the union representing employees of the nursing home, and it is essential that the Delegation understand the County's financial status. Representative Umberger said that she had invited the auditor, Mr. Ron Beaulieu, to attend, but due to the short notice he had a conflicting obligation that could not be changed. She has spoken with him and presented a synopsis of her understanding based on that discussion. She asked Ms. Garry to correct any misstatement of fact.

Mason & Rich produced both the financial statements and audits of the books through 2009.

In 2010, the financial statements were prepared by John Lyford. It is unclear whether, at that time, he was employed by Mason & Rich or working independently. However, no audit was performed in 2010; no one has been able to say why. The current auditor, Beaulieu has subsequently discovered significant adjustments that must be made before the audit of the 2010 can be performed.

Representative Butler joined the meeting. (10:10 a.m.)

The financial statements of 2011 have been completed and sent to Beaulieu for audit.

The financial statements for 2012 will be prepared by Beaulieu. Monthly reconciliations upon which the statements will be based were performed by the County.

Last year, 2013, the County hired the Beaulieu firm to audit the books of 2011 and 2012. While working on 2011, Beaulieu discovered that no audit had been done in 2010 and Beaulieu was contracted to do that work as well. Substantial problems were discovered, and Beaulieu contacted Commissioner Babson by email to inform him of this. Commissioner Babson asked Beaulieu to send the email to the business office. Representative Umberger said that she had not seen it yet.

On June 7, 2014, Beaulieu sent a draft engagement letter to the County to make the necessary adjustment to the 2010 financials so that the audit could be performed. That letter has not yet been executed. Representative Umberger said that it was evident that people had been aware that there were problems with 2010 financials. On June 25, Beaulieu met with the Commissioners at the regular public meeting to discuss the problems he had found and to ask again that the letter be signed. At that meeting, the Commissioners decided to contact Mason & Rich to see if they were able to do the clean-up of the 2010 books. As of this meeting, they have been unable to get a commitment from Mason & Rich.

Representative Umberger said that Mr. Beaulieu had estimated that it would take his firm two to three weeks to clean up the 2010 books in order to do the audit. Beaulieu is unable to proceed with 2011 until 2010 is correct and complete. There is currently no contract for audit services for 2013 or 2014, although Beaulieu has been contracted to produce the 2013 financials. Beaulieu has also done some work on the Medicare and Medicaid submissions to the federal government for the nursing home so they could receive their annual federal reimbursements. Beaulieu has recommended that the County not spend the current surplus until the 2013 audit is completed, because currently the actual balance is not known.

Representative Umberger distributed some pages from prior years' budget documentation to show what the Delegation has seen regarding audit expenditures. She said the figures seemed inconsistent. Mr. Widmer had reported to her that no monies have been expended for audit services in any year where the County does not have an audit in hand, however, the statements appeared to show that the money had been spent. (10:22 a.m.)

Representative Cordelli was recognized. He reported that he had submitted a 91A request primarily for transaction details in the auditing budget line, which he reviewed. After reviewing the detail accounts, he said that it appeared that the money had been encumbered and asked that it be accounted for. He added that a year ago, when issues regarding the audit first arose, he had asked for copies of the signed contracts for financial services. There is a letter agreement dated January 19, 2012 with John Lyford for the 2011 books, and another for the 2012 books, both signed by Kathleen Garry rather than by the Commissioners; the fees total more than \$15,000.

Representative Umberger added that those contracts were for financial statements, rather than audits. Representative Cordelli agreed and said that it appeared that from 2013, there was no understanding in the business office of what a financial audit was for or what it should contain.

Representative Umberger said that it appeared that no services for financial statements or audits were contracted for FY 2013. (10:32 a.m.)

There was discussion regarding the legal requirement to perform an audit. Representative Cordelli said that the RSA requires municipalities to have their books audited but is silent regarding counties. He has asked the legislative research office to forward him a history of the RSAs in question with an account of the changes that have occurred.

Representative McConkey said that it would seem reasonable that when the County issues a bond, audits would be necessary. He asked Commissioner Sorensen if all communication with the business office was going through the County email, as he was disturbed by Beaulieu's off-line communication with Commissioner Babson. Commissioner Sorensen said that email was supposed to go through the business office account.

There was discussion of whether the Commissioners understood the difference between a financial statement and an audit, and how it came about that the County ceased having its books audited. Both Commissioners Sorensen and Kenney said that they were unaware that audits were not being performed.

McConkey said that based on review of the video tape of the June 25 meeting, it appeared that the Commissioners felt no urgency in dealing with these issues. He said that the No. 1 responsibility of the Commission was to ensure that audits were performed to protect the people of Carroll County and the \$25 million County budget. He was appalled that the auditor was not at today's meeting and suggested that the Sheriff's office be used to summons him when he was needed. He was offended by the Commissioners' request that the Delegation pay for the copies they were requesting from the business office.

Commissioner Babson thanked Representative McConkey for a sarcastic and arrogant spanking, and asked him what the Commissioners should have done. Representative McConkey said he had reviewed the meetings and found it very clear that a lot had been put aside. He said he would follow up after the meeting.

Representative Chandler said that towns could complete their audits by filling out a state form. He asked if the 2009 audit was available, and Sheriff Richardi left the meeting to get copies. It was generally agreed that 2009 was the last fully complete set of books.

Representative Chandler suggested that the Delegation might be wasting their time. Representative Umberger said that she had tried to have Mr. Beaulieu attend today's meeting, but until the Commissioners provide an engagement letter, he is not able to answer questions regarding 2010. In answer to her question, Commissioner Sorensen said that Mr. Lyford has cancer and is very ill. The County's contact at Mason & Rich is on vacation, and the Commissioners are reluctant to engage Mr. Beaulieu for another set of financial statements until they have conferred with Mason & Rich. Representative Chandler said he would like to know whether Mason & Rich or Mr. Lyford agree with Beaulieu's concerns, or whether the old audit is differently organized but not wrong. (10:54 a.m.)

Representative Butler endorsed that view. He said he would like the financials to be audited by another firm. He was uncomfortable with the notion that the pre-paid medical insurance was okay in 2009 but not acceptable in 2010. He said that if Mason & Rich have made errors, they need to be held accountable. He added that he also watched the video of the June 25 meeting, and didn't see any evidence that issues were being skirted or action on them postponed.

Representative Merrow said that he was concerned that the County doesn't know exactly how much money it had, and urged that the matter be settled right now. He was unhappy with the evidence of "incompetence." Representative Umberger said that the reason it needs to be settled is that the Delegation has to decide how to fund the \$71,000 the new nursing home contract requires.

Representative Crawford asked for clarification on which audits were done by Mason & Rich and which ones by John Lyford, and when and how much each of them had been paid. She asked who was taking responsibility. Mr. Widmer was recognized. He said that in 2010, the County paid Mason & Rich for financial

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statements only. There was no audit. At that time, Mr. Lyford was working there, but the check was cut to the firm, not to him individually. In 2011, Mr. Lyford was working for himself and produced the financial statements and was paid for them.

Mr. Widmer reiterated that the County paid for financials only in 2010 and that he did not know why the audit was not performed. He said that they appeared to have been lost in the shuffle when the County changed accountants; he emphasized that that was a reason, not an excuse. The books for 2009 are closed, but now that Beaulieu has found these omissions, it is appropriate to go back to 2010, and that Mason & Rich should discuss the needed corrections with Beaulieu.

Representative Umberger said her concern was with the timing. Mr. Widmer did not disagree and added that he was somewhat frustrated that Beaulieu has not provided the detail he has asked for. There is no question that the interest on the bond was booked incorrectly, but the problem with the pre-paid insurance requires further explanation. Representative Umberger said that Beaulieu would be unable to provide an explanation without an engagement letter; Mr. Widmer suggested that the County was being held hostage for a further \$15,000. Representative Umberger noted that she and Mr. Widmer have different opinions.

Representative Lavender was confused by the awkwardness of the process, saying that in places he has worked, the company provides the financials and somebody else audits them. Representative Umberger said that the County is paying for financial statements because although the County provides the data, it does not have professional accountants working in the office who can prepare the statements.

Representative Cordelli asked to follow up on who was paid for which service. Ms. Garry confirmed that immediately following the June 25 meeting she called Mason & Rich. Representative

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Cordelli reported that other things have also come to light as a result of the preliminary report of the performance auditors. The County is not reconciling to detail often enough, and there is seemingly no policy for dealing with cash transactions. He asked whether the Delegation needed to see the transaction history from the accounts holding the encumbered money. Ms. Garry said that Mason & Rich had been paid from those accounts.

Representative Schmidt suggested that they need to get a registered letter to Mason & Rich immediately. Unless accounting standards have changed, these issues are not “decisions” regarding the format of the report, they are errors. If Mason & Rich does not make the appropriate corrections, the County should complain to the licensing board.

Representative Chandler suggested the County ask Mason & Rich if they agree with Beaulieu, and if not, why not. Representative Schmidt said that accountants are paid to ensure that monies are booked to the right accounts, and there should be no disagreement. The bottom line is that the County does not know how much money is actually in “surplus.”

Commissioner Babson was recognized and clarified two points. First, the discussion about the discrepancy came up in an email sometime in the week preceding the June 25 meeting; the Commissioners called Mr. Beaulieu in to discuss it, and he came. Second, one of the first things Commissioner Babson did upon taking office was ask every department to have a policy regarding the handling of cash. He asked Representative Cordelli why the performance auditors did not find it.

Representative Lavender suggested that the Delegation consider whether the County was using the right accounting system. Mr. Widmer agreed to some extent, but noted that counties were different from most other kinds of entities in that a county government does a great many things, including registering deeds,

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running a nursing home, funding the attorney's office, and maintaining a jail. They are all different functions that normally have their own accounting standards. He agreed that the question should be considered, however.

In answer to Representative Nelson's question, Mr. Widmer said there was absolutely no indication whatever of embezzlement or any other kind of foul play. The only issue was proper application of accounting principles, particularly interest on the bond. He agreed that Mr. Lyford should have picked that up, but did not. No money is "missing." Representative Umberger agreed that Mr. Beaulieu is calling it "maintenance and repair" and that there was no reason for him as an auditor to believe there was anything else going on. No one wants him to issue a negative opinion.

Representative McConkey asked that if the County had a unified cash policy to forward it to Matrix for inclusion in their report. He was also concerned that accounts were not being reconciled for months at a time. Commissioner Sorensen said that presently it is being done monthly. Representative McConkey added that the delegation isn't going to make any decisions about the surplus until the audit of 2013 is completed.

Representative Chandler reiterated that the Delegation needs Mason & Rich to agree or disagree with Mr. Beaulieu's suggestions, and needs Mr. Beaulieu also to make his case that the 2010 financials require revision. Then a meeting should be scheduled with enough prior notice that all concerned can attend. Representative Umberger agreed in principle but also said that the Delegation has only until about mid-August to make the decision regarding the supplemental budget request. The rate-setting process begins in September, as well. Representative Chandler said that nothing can be done about either of those concerns until Mason & Rich and Beaulieu come to agreement regarding the 2010 books.

Representative Umberger asked the Commissioners to let the Delegation know when they will contact a principal at Mason & Rich, as the individual contacted by Ms. Garry may not be someone who can answer their questions or take an effective decision. Representative Umberger suggested that they call one of the partners and follow up the call with a letter. She urged them to do it today. She committed to calling Mr. Beaulieu and determining a date when he is available to meet with the Delegation. She asked the Delegation if it would be a problem if the date were not a Monday.

Mr. Widmer suggested that it was not necessary to have Beaulieu back again, as the first action must be taken by Mason & Rich, who will need to commit to a time frame for completing the requested changes. The only action question to Beaulieu is how quickly they can complete the 2010 audit. If Mason & Rich cannot make the changes, the County will then need to make a decision regarding a new engagement letter with Beaulieu & Co.

Representative Chandler suggested that Mr. Widmer, Representative Umberger, and the Commissioners meet today and draft the letter to Mason & Rich. The Commissioners and Mr. Widmer agreed to do that.

Representative Butler asked for clarification regarding responsibility for the financial statements of 2011, 2012, and 2013. Mr. Widmer said that 2011 is completed, and the Beaulieu firm is doing 2012 and 2013. They will restate 2011 and 2012. Representative Butler was uncomfortable with the firm auditing its own statements, but Mr. Widmer said it is not a concern because of the size of the firm, with its separate and independent departments. Representative Butler asked whether the funds currently encumbered for audits will be sufficient, and Commissioner Sorensen said the County had enough for the present. Beaulieu has already been paid \$61,000 from the encumbered funds.

Representative Umberger called for the meeting to recess and to reconvene after lunch to work on the letter. She asked that during that time, someone from the business office attempt to reach one of the principals at Mason & Rich.

Commissioner Kenney, as clarification of the time line, said that Mr. Beaulieu had a conversation with Commissioner Babson on June 5, the gist of which was put into writing on June 10.

The Delegation then recessed. (11:48 a.m.)

The Delegation meeting re-convened at 12:45 p.m., the body consisting of Chairman Umberger, Representative McConkey, Representative Cordelli, Mr. Widmer, and the members of the Commission. A letter was drafted to Mason & Rich, which will be finalized by Mr. Widmer as soon as Mr. Beaulieu has forwarded a comprehensive list of the changes he recommends to the 2010 financial statements, to be attached to the letter. It is the intention that the letter be sent Tuesday morning, July 8. Commissioner Sorensen agreed to provide the Chairman with a copy of the letter, which will then be forwarded to the members of the Delegation.

On Representative Cordelli's motion, seconded by Representative McConkey, the Delegation voted to adjourn. (1:15 p.m.)

Respectfully submitted,
Michelle Hamilton, Recording Secretary

County of Carroll Delegation Meeting

**Carroll County Administration Building
August 11, 2014
9:00 a.m.**

Attendance

Representatives	Present	Absent
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Ahlgren, Chris		X
Buco, Tom		X
Chandler, Gene		X
Cordelli, Glenn	X	
Crawford, Karel	X	
Lavender, Tom		X
Merrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
White, Syndi	X	
Wright, Donald	X	

Other County attendees: Commissioners David Sorensen, David Babson, Asha Kenney; Acting CCHOC Supt. Jason Henry; Finance Mgr. Kathy Garry; MVC Administrator Howie Chandler; HR Director Wynette DeGroot; Sheriff Domenic Richardi; Treasurer Jack Widmer; Register Ann Aiton; MVC Maintenance Bob Murray

Public attendees: John Ruckenbrod, Ed Comeau, Steve Brown, Rick DeMark, Sandra Brocaar

Rep. Cordelli led attendees in Pledge of Allegiance.

Carroll County Delegation
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Rep. Umberger announced Recording Secretary Michelle Hamilton has resigned to pursue a new career opportunity. She announced the hiring of Mellisa Seamans to fill that position.

Public Comment

Rep. Crawford extended her appreciation to CCSO Dep. Rowe who brought the department's K-9 to her class for a search demonstration in Moultonborough.

Second Quarter Expense and Revenue Report

Representatives were provided with a copy of the January 1 through June 30, 2014 expense and revenue reports.

Deeds Income Register of Deeds Ann Aiton reported revenue as of June 30 about \$100,000 "off the mark" due to decreased income. Aiton submitted two documents to representatives – Year-to-Date Receipts Journal Summary and Revenues to Carroll County General Fund 2007-2014. She indicated she hoped the income at the end of the 2nd quarter 2014 would be at \$400,000 but it is at \$298,411 instead.

Misc. Revenue Finance Manager Kathy Garry reported the County received an unanticipated check for \$60,250.03 that represents a DEAS refund from estate recoveries for 2000-2013.

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CCHOC Income

Interim Superintendent Jason Henry reported there is a new inmate telephone system and revenue from that should increase next month. He said he hopes to increase the work release income by putting more inmates out on electronic monitoring.

Rep. Schmidt expressed disappointment that the pursuit of contracting with the U.S. Marshal's Office to accept federal inmates and gain the resulting income has not materialized yet. He said this should be a priority given the current under-utilization of jail space. Henry said the application process is lengthy and with the superintendent resigning, it is not a priority right now.

CCHOC Expense

Overtime

Regarding the overtime budget which stands at 88% of projection, Henry said several factors have contributed to this – inmate medical issues that require corrections officers assigned to shifts at the hospital, turnover (11-12 staff members lost this year to date), and staff time off for sick days, FMLA, and military service.

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Retention Rep. Umberger encouraged Henry, commissioners, and HR to work on understanding the staffing retention issues at CCHOC. She asked that suggestions be presented to the delegation at next quarter budget review. Rep. Crawford suggested exit interviews for all departing employees. Rep. Umberger said losing 11 people in the first half of the year is “a crisis”. She said HR is putting emphasis on exit interviews but more could be done to analyze the information garnered from those interviews. Henry reported in 2013 CCHOC lost 17 out of 32 employees and low salary is an issue. Rep. Schmidt pointed out during the subcommittee process that it was discussed that if the jail could increase revenue, perhaps salary increase considerations could be made.

Certification Henry reported the cost to certify corrections officers is about \$8,000 each. Rep. Crawford suggested a contract be signed between the County and the officer requiring a length of service following certification. Further, if the length of service commitment is not met, the officer could be

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required to pay back the county for part or all of the certification cost. Henry reported no other NH county has this requirement and the ability to enforce this is questionable.

Legal Expense

At 06/30/14 the legal expense line is at 176% spent. Umberger commented several ongoing court cases and the commissioners have identified this as a problem area. She suggested they look in the budget to find the money to cover these expenses. The delegation previously approved \$2,100 for each commissioner to spend for legal expenses regarding a right-to-know case against them. Babson said the cost has well exceeded this and the commissioners have paid that excess out of their own pockets.

Admin. Medical

An employee's status change occurred and that employee is now taking the County medical insurance benefit.

Sales income

Rep. McConkey where recent income received for selling farm and nursing home equipment is reflected in the income report. Garry said she will research when the income was received and report back to the delegation.

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August 11, 2014

MVC Union Contract

MOTION: “To approve the Mountain View Union Contract” (Rep. Butler, Rep. McConkey 2nd). Motion passed.

VOTE:

Delegates	YES	NO
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Ahlgren, Chris		Absent
Buco, Tom		Absent
Chandler, Gene		Absent
Cordelli, Glenn	X	
Crawford, Karel	X	
Lavender, Tom		Absent
Merrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
White, Syndi	X	
Wright, Donald	X	

MOTION: “Recommend to the Commissioners 1) contracts should be multi-year; 2) no raises should be approved prior to the execution date of the contract; 3) negotiations should include increased contributions by new employees for healthcare insurance beyond single coverage”. Motion passed.

VOTE:

Delegates	YES	NO
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Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Ahlgren, Chris		Absent
Buco, Tom		Absent
Chandler, Gene		Absent
Cordelli, Glenn	X	
Crawford, Karel	X	
Lavender, Tom		Absent
Morrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve		X
Ticehurst, Susan		X
White, Syndi		X
Wright, Donald		X

Discussion points:

- Rep. Cordelli has “written several times dating back a month” to find out what the cost to the County is for providing free meals to nursing home employees. Sorensen said he will provide that information.
- Rep. McConkey reported that the nursing home subcommittee was in agreement with recommending to the commissioners that:
 1. Union contracts should be multi-year
 2. No retroactive raises would be approved in the future
 3. Negotiations should include increased contribution towards health insurance costs beyond single coverage for new employees

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- Rep. White said that putting too many restrictions on the contracts limits good faith negotiation. Rep. Butler agreed with this but noted the intent of the motion to make the recommendations is to offer suggestion and to open communication.
- Rep. Schmidt suggested the commissioners be given parameters to stay within when negotiating
- Rep. Umberger said there is distrust and historically the commissioners have not heeded the delegation's suggestions when preparing the county budget. She expressed disappointment there was no commissioner on the contract negotiating team
- Rep. Cordelli said giving non-union employees pay increases while the negotiations were going on and predisposed the direction of the union negotiations. He added the negotiations were dragged out, in part, due to the management lawyer cancelling meetings, not showing up, and having no urgency.
- Rep. Cordelli suggested the delegation compensation committee could be involved. Rep. Umberger said she is not in favor of anyone on the delegation "participating in any way, shape, or form" in the union negotiations.
- To fund the \$64,207.94 increase resulting from the 2014 MVC contract being approved after the 2014 budget was set; the delegation will hold a supplemental budget **hearing August 25, 2014**. Garry will publicize the hearing and send notification to all towns in Carroll County.
- On behalf of Rep. Ahlgren who was absent for this meeting, Rep. Butler suggested a supplemental budget is not required but rather the funding could

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August 11, 2014

be found in the already approved county budget. Rep. Umberger asked for a show of hands to approve moving forward with the supplemental budget hearing passed 8-3.

Performance Audit

- Rep. McConkey said it appears the draft performance audit meets the parameters outlined.
- Copies of the 100-page draft document were made in the business office and available to all delegates. Rep. Cordelli asked that the draft also be made available to the public.
- A representative from Matrix will be invited to attend the August 25, 2014 delegation meeting to make a presentation of the draft audit.
- Rep. Ticehurst said she is a member of the performance audit committee but did not receive an advance copy of the draft.
- Rep. Umberger said representatives can also request a copy via email if they prefer.

Financial Audit

- Widmer reported the 2010 financials and audit are “almost complete”. He said no further payments will be made to the auditing company until drafts of the financials and audit are received at the County.
- Rep. Cordelli reported through further research, despite reporting previously to the contrary, counties are required to have audits completed annually by a certified public accountant. (NH RSA 21-J:20)

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- Ron Beaulieu (auditor) will be invited to attend the August 25, 2014 delegation meeting to give a progress report.

MVNH Annex

Kitchen lease

Sandra Brocaar, a farmer and small-scale food producer from Madison, asked that the delegation delay dismantling the Annex kitchen or selling the equipment for two months. During this time, she would work with others to formulate a plan for a private food-producing business to lease the kitchen.

Timeline

Rep. Butler gave a synopsis of the recent decisions and actions that have happened regarding use of the Annex.

1. The Commissioners put out an RFP for the demolition of two wings. They have recommend approval of Excel Construction to move ahead to include the removal of wings A and B, dealing with asbestos flooring, enclosing the wall, putting up a frost wall, as well as repairing the roof and renovating the laundry area.

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2. The contractors who responded to the RFP do not believe the roof does not need to be replaced and that 90% of it is in good shape except for expansion and contraction areas which leak and flashing that have been stepped on that need repair.
3. The subcommittee recommends NOT moving forward with the roof repair after meeting with a representative of Excel at their last subcommittee meeting.
4. The delegation has given until April 2015 for the group proposing a veteran's shelter to bring forth a plan.
5. Commissioners to continuing to pursue possibility of UNH Cooperative Extension moving into the Annex. Further, the commissioners are considering leasing space in the Annex to NH Probation and Parole.
6. Maintenance needs to have work and storage space. Representatives were given a copy of the commissioner's

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proposed floor plan for use of
the Annex.

- Rep. Umberger said if the subcommittee is in favor of leasing to NH Probation and Parole or any other group, a complete cost analysis of the proposal should be presented to the delegation.
- Rep. McConkey said the subcommittee is not in agreement that patching the roof will suffice rather than replacing it. Sorensen said both bids received state the roof can be fixed rather than replaced.
- The subcommittee will meet at 8:30 a.m. August 25, 2014 and a full delegation meeting will follow at 10 a.m. that day. Rep. Umberger asked the commissioners to assure Excel Construction that the project they successfully bid on will not be going out to re-bid.

MOTION: “To move forward with renovation of the laundry not to exceed \$69,310”. By show of hands, motion passed 10-1 with Rep. Ticehurst opposed.

Approval of minutes

MOTION: “Approve the minutes of the July 7, 2014 Delegation meeting”. Motion passed by voice vote 9-2, with Rep. White and Rep. Wright abstaining.

Convention

MOTION: “To go into convention to ratify previously made motions”. Rep. McConkey motion, Rep. Cordelli 2nd. Passed.

The Delegation then proceeded to ratify the following motions:

Carroll County Delegation
August 11, 2014

MOTION: “Approve the minutes of the July 7, 2014 Delegation meeting”.

All in favor

MOTION: “To approve the Mountain View Union Contract”

All in favor

MOTION: “Recommend to the Commissioners 1) contracts should be multi-year; 2) no raises should be approved prior to the execution date of the contract; 3) negotiations should include increased contributions by new employees for healthcare insurance beyond single coverage”

Motion to ratify passed 7-4 with Reps. Schmidt, Ticehurst, White and Wright opposed.

MOTION: “To move forward with renovation of the laundry not to exceed \$69,310”.

Motion to ratify passed 10-1 with Rep. Ticehurst opposed

The Delegation then moved out of Convention.

Public Comment

Brown asked if moving forward with the laundry renovation includes connecting the pellet boiler to the laundry room. Rep. Umberger answered that it does not. Sorensen commented that the commissioners have put out a request for proposals to determine the cost of that connection.

Meeting adjourned at 12:15 p.m. The full delegation will reconvene at 10:00 a.m. August 25, 2014.

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August 11, 2014

Respectfully submitted,

Mellisa Seamans
Recording Secretary

Minutes approved by majority vote of the Delegation on

Rep. Karen Umberger, Chairman

Rep. Mark McConkey, Vice Chairman

Rep. Ed Butler, Clerk

**County of Carroll
Delegation Meeting**

**Carroll County Administration Building
August 25, 2014
10:00 a.m.**

Attendance

Representatives	Present	Absent
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Ahlgren, Chris	X	
Buco, Tom		X
Chandler, Gene		X
Cordelli, Glenn	X	
Crawford, Karel	X	
Lavender, Tom	X	
Merrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
White, Syndi	X	
Wright, Donald	X	

Other County attendees: Commissioners David Sorensen, David Babson, Asha Kenney; Acting CCHOC Supt. Jason Henry; Finance Mgr. Kathy Garry; MVC Administrator Howie Chandler; HR Director Wynette DeGroot; Sheriff Domenic Richardi; Treasurer Jack Widmer; Register Ann Aiton; MVC Maintenance Bob Murray

Public attendees: Chuck Wolfert (NH Probation and Parole), John Ruckenbrod, Ed Comeau, Steve Brown, Kathleen Maloney

Rep. Umberger led attendees in Pledge of Allegiance.

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Public Hearing – Supplemental Budget

Rep. Umberger opened the public hearing on the supplemental budget (\$64,208) for the purpose of funding the Mountain View Community Nursing Home union contract. There were no public comments. Rep. Umberger closed the hearing.

MVNH Annex

Roof work

MOTION: “To tie-in work at the wings which includes metal roofing, flashing, and possibly some rubber EPDM roofing with insulation. Price for this work is \$37,800. (Rep. Butler, Rep. Nelson 2nd). The money for this will come from bond money” (amendment by Rep. Ahlgren, Rep. Wright 2nd) Motion passed.

VOTE:

Delegates	YES	NO
Chair Karen Umberger	X	
Vice Chair Mark McConkey		X
Clerk Ed Butler	X	
Ahlgren, Chris	X	
Buco, Tom		Absent
Chandler, Gene		Absent
Cordelli, Glenn	X	
Crawford, Karel	X	
Lavender, Tom	X	
Marrow, Harry	X	

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Nelson, Bill	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
White, Syndi	X	
Wright, Donald	X	

Discussion Points:

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Misc. Revenue

Finance Manager Kathy Garry reported the County received an unanticipated check for \$60,250.03 that represents a DEAS refund from estate recoveries for 2000-2013.

CCHOC Income

Interim Superintendent Jason Henry reported there is a new inmate telephone system and revenue from that should increase next month. He said he hopes to increase the work release income by putting more inmates out on electronic monitoring.

Rep. Schmidt expressed disappointment that the pursuit of contracting with the U.S. Marshal's Office to accept federal inmates and gain the resulting income has not materialized yet. He said this should be a priority given the current under-utilization of jail space. Henry said the application process is

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lengthy and with the superintendent resigning, it is not a priority right now.

CCHOC Expense

Overtime

Regarding the overtime budget which stands at 88% of projection, Henry said several factors have contributed to this – inmate medical issues that require corrections officers assigned to shifts at the hospital, turnover (11-12 staff members lost this year to date), and staff time off for sick days, FMLA, and military service.

Retention

Rep. Umberger encouraged Henry, commissioners, and HR to work on understanding the staffing retention issues at CCHOC. She asked that suggestions be presented to the delegation at next quarter budget review. Rep. Crawford suggested exit interviews for all departing employees. Rep. Umberger said losing 11 people in the first half of the year is “a crisis”. She said HR is putting emphasis on exit interviews but more could be done to analyze the information garnered from those interviews. Henry reported in 2013 CCHOC lost 17 out of 32 employees and low salary is an issue. Rep.

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Schmidt pointed out during the subcommittee process that it was discussed that if the jail could increase revenue, perhaps salary increase considerations could be made.

Certification Henry reported the cost to certify corrections officers is about \$8,000 each. Rep. Crawford suggested a contract be signed between the County and the officer requiring a length of service following certification. Further, if the length of service commitment is not met, the officer could be required to pay back the county for part or all of the certification cost. Henry reported no other NH county has this requirement and the ability to enforce this is questionable.

Legal Expense At 06/30/14 the legal expense line is at 176% spent. Umberger commented several ongoing court cases and the commissioners have identified this as a problem area. She suggested they look in the budget to find the money to cover these expenses. The delegation previously approved \$2,100 for each commissioner to spend for legal expenses regarding a right-to-know

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case against them. Babson said the cost has well exceeded this and the commissioners have paid that excess out of their own pockets.

Admin. Medical

An employee's status change occurred and that employee is now taking the County medical insurance benefit.

Sales income

Rep. McConkey where recent income received for selling farm and nursing home equipment is reflected in the income report. Garry said she will research when the income was received and report back to the delegation.

MVC Union Contract

MOTION: "To approve the Mountain View Union Contract" (Rep. Butler, Rep. McConkey 2nd). Motion passed.

VOTE:

Delegates	YES	NO
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Ahlgren, Chris		Absent
Buco, Tom		Absent
Chandler, Gene		Absent
Cordelli, Glenn	X	
Crawford, Karel	X	

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Lavender, Tom		Absent
Merrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
White, Syndi	X	
Wright, Donald	X	

MOTION: “Recommend to the Commissioners 1) contracts should be multi-year; 2) no raises should be approved prior to the execution date of the contract; 3) negotiations should include increased contributions by new employees for healthcare insurance beyond single coverage”. Motion passed.

VOTE:

Delegates	YES	NO
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Ahlgren, Chris		Absent
Buco, Tom		Absent
Chandler, Gene		Absent
Cordelli, Glenn	X	
Crawford, Karel	X	
Lavender, Tom		Absent
Merrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve		X
Ticehurst, Susan		X
White, Syndi		X
Wright, Donald		X

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Discussion points:

- Rep. Cordelli has “written several times dating back a month” to find out what the cost to the County is for providing free meals to nursing home employees. Sorensen said he will provide that information.
- Rep. McConkey reported that the nursing home subcommittee was in agreement with recommending to the commissioners that:
 1. Union contracts should be multi-year
 2. No retroactive raises would be approved in the future
 3. Negotiations should include increased contribution towards health insurance costs beyond single coverage for new employees
- Rep. White said that putting too many restrictions on the contracts limits good faith negotiation. Rep. Butler agreed with this but noted the intent of the motion to make the recommendations is to offer suggestion and to open communication.
- Rep. Schmidt suggested the commissioners be given parameters to stay within when negotiating
- Rep. Umberger said there is distrust and historically the commissioners have not heeded the delegation’s suggestions when preparing the county budget. She expressed disappointment there was no commissioner on the contract negotiating team
- Rep. Cordelli said giving non-union employees pay increases while the negotiations were going on and predisposed the direction of the union negotiations.

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He added the negotiations were dragged out, in part, due to the management lawyer cancelling meetings, not showing up, and having no urgency.

- Rep. Cordelli suggested the delegation compensation committee could be involved. Rep. Umberger said she is not in favor of anyone on the delegation “participating in any way, shape, or form” in the union negotiations.
- To fund the \$64,207.94 increase resulting from the 2014 MVC contract being approved after the 2014 budget was set; the delegation will hold a supplemental budget **hearing August 25, 2014**. Garry will publicize the hearing and send notification to all towns in Carroll County.
- On behalf of Rep. Ahlgren who was absent for this meeting, Rep. Butler suggested a supplemental budget is not required but rather the funding could be found in the already approved county budget. Rep. Umberger asked for a show of hands to approve moving forward with the supplemental budget hearing passed 8-3.

Performance Audit

- Rep. McConkey said it appears the draft performance audit meets the parameters outlined.
- Copies of the 100-page draft document were made in the business office and available to all delegates. Rep. Cordelli asked that the draft also be made available to the public.
- A representative from Matrix will be invited to attend the August 25, 2014 delegation meeting to make a presentation of the draft audit.

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- Rep. Ticehurst said she is a member of the performance audit committee but did not receive an advance copy of the draft.
- Rep. Umberger said representatives can also request a copy via email if they prefer.

Financial Audit

- Widmer reported the 2010 financials and audit are “almost complete”. He said no further payments will be made to the auditing company until drafts of the financials and audit are received at the County.
- Rep. Cordelli reported through further research, despite reporting previously to the contrary, counties are required to have audits completed annually by a certified public accountant. (NH RSA 21-J:20)
- Ron Beaulieu (auditor) will be invited to attend the August 25, 2014 delegation meeting to give a progress report.

MVNH Annex

Kitchen lease

Sandra Brocaar, a farmer and small-scale food producer from Madison, asked that the delegation delay dismantling the Annex kitchen or selling the equipment for two months. During this time, she would work with others to formulate a plan for a private food-producing business to lease the kitchen.

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Timeline

Rep. Butler gave a synopsis of the recent decisions and actions that have happened regarding use of the Annex.

1. The Commissioners put out an RFP for the demolition of two wings. They have recommend approval of Excel Construction to move ahead to include the removal of wings A and B, dealing with asbestos flooring, enclosing the wall, putting up a frost wall, as well as repairing the roof and renovating the laundry area.
2. The contractors who responded to the RFP do not believe the roof does not need to be replaced and that 90% of it is in good shape except for expansion and contraction areas which leak and flashing that have been stepped on that need repair.
3. The subcommittee recommends NOT moving forward with the roof repair after meeting with a representative of Excel at their last subcommittee meeting.

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4. The delegation has given until April 2015 for the group proposing a veteran's shelter to bring forth a plan.
 5. Commissioners to continuing to pursue possibility of UNH Cooperative Extension moving into the Annex. Further, the commissioners are considering leasing space in the Annex to NH Probation and Parole.
 6. Maintenance needs to have work and storage space. Representatives were given a copy of the commissioner's proposed floor plan for use of the Annex.
- Rep. Umberger said if the subcommittee is in favor of leasing to NH Probation and Parole or any other group, a complete cost analysis of the proposal should be presented to the delegation.
 - Rep. McConkey said the subcommittee is not in agreement that patching the roof will suffice rather than replacing it. Sorensen said both bids received state the roof can be fixed rather than replaced.
 - The subcommittee will meet at 8:30 a.m. August 25, 2014 and a full delegation meeting will follow at 10 a.m. that day. Rep. Umberger asked the commissioners to assure Excel Construction that the project they successfully bid on will not be going out to re-bid.

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MOTION: “To move forward with renovation of the laundry not to exceed \$69,310”. By show of hands, motion passed 10-1 with Rep. Ticehurst opposed.

Approval of minutes

MOTION: “Approve the minutes of the July 7, 2014 Delegation meeting”. Motion passed by voice vote 9-2, with Rep. White and Rep. Wright abstaining.

Convention

MOTION: “To go into convention to ratify previously made motions”. Rep. McConkey motion, Rep. Cordelli 2nd. Passed.

The Delegation then proceeded to ratify the following motions:

MOTION: “Approve the minutes of the July 7, 2014 Delegation meeting”.

All in favor

MOTION: “To approve the Mountain View Union Contract”

All in favor

MOTION: “Recommend to the Commissioners 1) contracts should be multi-year; 2) no raises should be approved prior to the execution date of the contract; 3) negotiations should include increased contributions by new employees for healthcare insurance beyond single coverage”

Motion to ratify passed 7-4 with Reps. Schmidt, Ticehurst, White and Wright opposed.

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August 11, 2014

MOTION: “To move forward with renovation of the laundry not to exceed \$69,310”.

Motion to ratify passed 10-1 with Rep. Ticehurst
opposed

The Delegation then moved out of Convention.

Public Comment

Brown asked if moving forward with the laundry renovation includes connecting the pellet boiler to the laundry room. Rep. Umberger answered that it does not. Sorensen commented that the commissioners have put out a request for proposals to determine the cost of that connection.

Meeting adjourned at 12:15 p.m. The full delegation will reconvene at 10:00 a.m. August 25, 2014.

Respectfully submitted,

Mellisa Seamans
Recording Secretary

Minutes approved by majority vote of the Delegation on

Rep. Karen Umberger, Chairman

Rep. Mark McConkey, Vice Chairman

Rep. Ed Butler, Clerk

**County of Carroll
Delegation Meeting**

**Carroll County Administration Building
October 6, 2014
9:00 a.m.**

Attendance

Representatives	Present	Absent
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Ahlgren, Chris	X	
Buco, Tom		X
Chandler, Gene		X
Cordelli, Glenn	X	
Crawford, Karel	X	
Lavender, Tom	X	
Morrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
White, Syndi	X	
Wright, Donald		X

Other County attendees: Commissioners David Sorensen, David Babson, Asha Kenney; Interim CCHOC Supt. Jason Henry; Finance Mgr. Kathy Garry; MVC Administrator Howard Chandler; HR Director Wynette DeGroot; Sheriff Domenic Richardi; Register Ann Aiton; MVC Maintenance Bob Murray

Public attendees: John Ruckenbrod, Ed Comeau

Rep. Crawford led attendees in Pledge of Allegiance.

Rep. Umberger acknowledged Rep. Morrow as he is not seeking re-election next month. She thanked him for his longtime service

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as a state representative and said his wise counsel and thought processes will be missed at the County and State level. She encouraged anyone watching the meeting to go out and vote November 4.

Approval of minutes

MOTION: “Approve the minutes of the August 25, 2014 Delegation meeting”. Motion passed by voice vote with no discussion.

Public Comment

None.

Performance Audit

MOTION: “The Delegation accepts the September 2, 2014 Performance Audit of the county commissioners; commissioners provide the delegation a report that addresses the shortcomings listed in said report, no later than December 10, 2014.” (Motion by Rep. McConkey, Rep. Cordelli 2nd)
Motion passed.

VOTE:

Delegates	YES	NO
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Ahlgren, Chris	X	
Buco, Tom		Absent
Chandler, Gene		Absent
Cordelli, Glenn	X	

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Crawford, Karel	X	
Lavender, Tom	X	
Merrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve	X	
Ticehurst, Susan		X
White, Syndi		Absent for this vote
Wright, Donald		Absent

Discussion Points:

- In addition to his motion, McConkey read into the record five points from the audit findings. Those points are attached as an addendum to these minutes.
- Rep. Ticehurst asked if all changes that were requested during review of the draft report have been incorporated in the final report. Rep. McConkey said through a cursory review it appears the changes have been made.
- Regarding the second half of the motion, Rep. Ticehurst acknowledged the delegation has authority (NH RSA 24:6) to conduct a performance audit of county departments. She said while she supports the commissioners preparing a report, she questions the delegations' authority to direct them to do so.
- Rep. Butler said in the spirit of the commission and delegation working together it makes sense to have a report but

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acknowledge the limits to delegation authority.

- Rep. Cordelli said the performance audit findings highlight very serious problems.
- Rep. Umberger said it will be up to the commissioners to make budgetary recommendations in response to the audit findings.

2015 Budget Discussion

IT Budget

Rep. Umberger reminded the group that the delegation has asked that all IT expenses be pulled from individual department budgets and placed in a new budget line. Rep. Lavender suggested an addendum be added to the county budget detailing all IT expenses in addition to creating a new “department” for IT.

Public Works

Rep. Umberger reminded the group the delegation has renamed Farm/Maintenance “Public Works” and should include farm, maintenance, as well as water/sewer budgets. She said the delegation also asked for an analysis of the water/sewer department to determine if the department is self-sustaining and, if not, how it could get to that point. Rep. Butler asked, and Sorensen confirmed, that the analysis of the water/sewer system

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will also take into account what impact future use of the old nursing home will have on the system.

Performance Audit

Sorensen said he was told that if the commissioners implement all of the audit recommendations it will raise County taxes by \$1 million.

Fiscal Year

Rep. Ticehurst recommended that the newly elected delegation look at the possibility of moving to a system of budgeting on a fiscal year rather than a calendar year.

Orientation

Rep. Ticehurst suggested it would be beneficial if newly elected representatives undergo a formal orientation to better understand county functions.

Collective Bargaining

Sorensen said two of the three labor unions have presented their proposals. Upcoming union negotiation meetings have been scheduled. The goal is to have all three contracts set by December 1. Negotiations will include recommendation of the performance audit to stagger the contracts. Rep. Umberger cautioned the need to keep in mind the “Cadillac tax” impact on union negotiations. Rep. Umberger left the decision to sub-

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committee Chair Rep. Lavender whether to continue with the work of the compensation committee.

Other

Rep. Umberger asked if the commissioners have given thought to increases/decreases in the 2015 budget. Babson said the legal line needs to be increased. He spoke in support of developing capital reserve funds. Rep. Schmidt said he has always been a proponent of capital reserve accounts but commissioners have never put such accounts in their budget.

Rep. Umberger suggested the county attorney look very seriously at the option of forming a drug court as well as understanding the impact of the proposed changes to felony case flow.

Rep. Umberger mentioned both candidates running for the office of Register of Deeds favor putting the deeds online and asked that the commissioners think about budgetary impact of this.

Sorensen said it would be helpful if the county attorney would assist the commissioners and help cut down on county legal costs.

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Henry said there are a lot of expensive maintenance issues that occurred at the jail this year that caused some line items to be overspent. Henry said his research indicates that every year proposed maintenance budgets have been cut. The commissioners will make a recommendation at the December delegation meeting as to where money can be taken from in the budget to cover those over-expenditures.

MVNH Annex

Thank You

Given that he is not seeking re-election, Rep. Umberger thanked Rep. Ahlgren for his service as the “nursing home guru”

Demolition

Murray reported that last week the work began to tear off two wings of the old nursing home.

Starting Home

Rep. Ahlgren said at the last sub-committee meeting, representatives of the “Starting Home” group gave an update as to their progress on the proposal to convert two wings into a veteran’s shelter.

Probation Lease

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October 6, 2014

MOTION: “Charge the commissioners with coming back with a viable plan relative to capital improvements and rental with Probation for the delegation to make a final decision” (Motion by Rep. Butler, Rep. Crawford 2nd)
Motion passed.

VOTE:

Delegates	YES	NO
Chair Karen Umberger	X	
Vice Chair Mark McConkey		X
Clerk Ed Butler	X	
Ahlgren, Chris	X	
Buco, Tom		Absent
Chandler, Gene		Absent
Cordelli, Glenn	X	
Crawford, Karel	X	
Lavender, Tom	X	
Merrow, Harry	X	
Nelson, Bill	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
White, Syndi	X	
Wright, Donald		Absent

Discussion Points:

- According to figures received from State of NH Dept. of Administrative Services

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(<http://admin.state.nh.us/bpm/Lease%20List.pdf>) the lease on the space where Probation is currently housed in Wolfeboro is set to expire 11/30/14. That space is 424 square feet. The lease is \$8,334.72 per year. The proposed space in the Annex is 1,600 square feet.

- Two bids were received for renovating the space: Excel Construction Management, \$52,980; and Parsonage Millwork, \$58,375. Murray presented copies of the bids and his recommendation and these were distributed to all representatives present.
- Rep. Umberger asked Sorensen to notify her when the commissioners had a proposal ready for the delegation to vote on and she will schedule the next meeting.
- Rep. Umberger said the maintenance department has been cramped for many years and has not had the space to do the things they need to. She will be looking for assurance from the maintenance department that it will have sufficient space in the core of the Annex if the Probation lease is approved.
- Sorensen said the commissioners expect to fund the renovations with money left over from the bond for the new nursing home. Rep. Umberger said she expects to see a bond repayment schedule to accompany the proposal.

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- Rep. Umberger said all information pertaining to this will be distributed to all representatives

Update on Financial Audit

Rep. Umberger asked Garry for an update on the 2010 financial audit. Garry gave an explanation about the “financial statements” and various exchanges between her and the accounting firm regarding requests for more information. Garry said when a “clean” copy of the financial statements is received it will be posted to the county website.

Garry said adjustments will be brought forward and included in the 2013 audit.

Garry said in the past bond payments have been reflected in the “100 fund” but going forward they will be reflected in the “300 fund”.

Rep. Cordelli asked Garry if she has an expected date for receipt of the “bottom line” for 2010, 2011, 2012 adjustments and general fund which might impact budgetary discussions. Rep. Cordelli asked the commissioners what their plan is for letting NH Department of Revenue know about the County’s current financial situation. Garry said, “We have been keeping them informed of the progress.” As for the expected date, Garry said she doesn’t get a clear answer from the accounting firm.

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Rep. Umberger said there is nothing that can be done about the impact incorrect numbers had on setting the property tax rates for previous years. However, she said incorrect forms submitted by the County in September will impact the tax rate setting this year.

Rep. McConkey asked what the plan of the commissioners is to make the general fund whole if it is determined not to be when the audits are complete. Rep. Umberger said the commissioners need a plan and hopefully they will present that at the December 10 delegation meeting.

Rep. Cordelli said the situation the County is in now is because financial audits were not done for years. He has submitted legislation to make it law that counties are required to have annual audits.

Other

Rep. Merrow said there is more to the proposed veteran's homeless shelter than just finances, including the impact it will have on the local community. He asked that representatives be cognizant of all aspects of the project before approving it.

Rep. Ahlgren said it has been a pleasure serving and wished the representatives good luck in the future. Sorensen congratulated Rep. Ahlgren for doing an excellent job on the nursing home subcommittee.

Carroll County Delegation
October 6, 2014

Convention

MOTION: “To go into convention to ratify previously made motions”. Rep. McConkey motion, Rep. Butler 2nd. Passed.

The Delegation then proceeded to ratify the following motions:

MOTION: “Approve the minutes of the August 25, 2014 Delegation meeting”.
All in favor.

MOTION: “The Delegation accepts the September 2, 2014 Performance Audit of the county commissioners; commissioners provide the delegation a report that addresses the shortcomings listed in said report, no later than December 10, 2014.” Motion passed with Rep. Ticehurst opposed.

MOTION: “Charge the commissioners with coming back with a viable plan relative to capital improvements and rental with Probation for the delegation to make a final decision”
Motion passed with McConkey opposed.

The Delegation then moved out of Convention.

Public Comment

None.

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Respectfully submitted,

Mellisa Seamans
Recording Secretary

Minutes approved by majority vote of the Delegation on
_____12/8/14_____

Rep. Karen Umberger, Chairman

Rep. Mark McConkey, Vice Chairman

Rep. Ed Butler, Clerk

**County of Carroll
Delegation Meeting**

**Carroll County Administration Building
December 8, 2014
9:00 a.m.**

Attendance

Representatives	Present	Absent
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Avellani, Lino	X	
Buco, Tom	X	
Chandler, Gene	X	
Comeau, Ed	X	
Cordelli, Glenn	X	
Crawford, Karel	X	
McCarthy, Frank	X	
Nelson, Bill	X	
Parker, Harold	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
Wright, Donald	X	

Recording Secretary: Mellisa Seamans

Other County attendees:

Commissioners David Sorensen
 Sheriff Domenic Richardi
 Commissioner David Babson
 County Farm Mgr. Will DeWitte
 Commissioner Asha Kenney
 Registrar Ann Aiton
 Commissioner-Elect Dennis Miller
 CCDOC Supt. Jason Henry

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Treasurer Jack Widmer

CCDOC Admin Asst. Lori Baggio

MVC Maintenance Bob Murray

UNH

Extension Ann Hamilton

Finance Manager Kathy Garry

Public attendees:

Carol DeLoria, Sandra Brocaar, and John Ruckenbrod who recorded the meeting for www.governmentoversite.com

To open the meeting, attendees recited the Pledge of Allegiance and then each attendee introduced themselves to the group.

Election of officers

On nomination by Rep. Schmidt and a unanimous voice vote, Rep. Umberger was re-elected as Chair of the Carroll County Delegation.

On nomination by Rep. Cordelli and a unanimous voice vote, Rep. McConkey was re-elected as Vice-Chair of the Carroll County Delegation.

On nomination by Rep. Umberger and a unanimous voice vote, Rep. Butler was re-elected as Clerk of the Carroll County Delegation.

Rep. McCarthy asked that it be noted that while in other New Hampshire counties an executive committee made up of members of the Delegation is also appointed, in Carroll County the entire

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delegation also serves as the executive committee. Rep. Umberger, noting no objection to this being added to the record, asked the Clerk to cast one vote on behalf of the Delegation, making this official.

Public Hearing – 2015 Budget

Sorensen presented for review the commissioner's proposed 2015 Carroll County budget.

Discussion Points:

- The overall budget is up 8% over 2014
- New additions in the 2015 budget include funding for a compensation study as recommended by the performance audit, inmate medical expense contingency fund, an accrued benefits contingency fund, and a part-time position for human resources.
- As requested by the Delegation, information technology expenses have been removed from individual department budgets and are now listed in a newly created combination account.
- As requested by the Delegation, the farm/maintenance/sewer budgets will be combined into a single account, "Public Works" and presented to the subcommittee.
- The commissioners have tentative agreements with two of the three labor unions – nursing home and jail. The nursing home union voted and approved their two-year contract and the jail union is expected to vote in support of the proposed

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contract. Salary and insurance changes resulting from the contract negotiations are included in the proposed 2015 budget. Sorensen said the sheriff's department union has presented a proposal that "we don't particularly care for" and the negotiating team will be responding to it.

- Widmer presented a document titled, "Carroll County 5-Year Debt Service Analysis". Widmer said NH Department of Revenue recommends the County have a surplus equal to 5-10% of the operating budget.

Currently, he said, as submitted on the MS-45 form to NH DRA, the County surplus stands at a deficit of \$73,000. Widmer said the Delegation has depleted the reserve balance by using \$6,695,000 of it over the past five years to reduce taxes while the debt service obligations have also increased. Widmer said, "Up to this point we haven't asked the taxpayers to help fund the nursing home." Widmer said NH DRA is "very concerned" about the county's lack of reserve fund.

McConkey countered that the Delegation was given misinformation about the available funds in the reserve during decision making about use of reserve funds to offset the tax rate.

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December 8, 2014

Sorensen pointed to the financial problems as the reason why the commissioners voted to recommend the hiring of a financial officer. The salary proposal for this position is in the proposed budget and the commissioners will provide a sample job description to the subcommittee.

- In response to the Delegation request that the commissioners provide a report “addressing the shortcomings listed” in the performance audit by December 10, 2014, Sorensen gave a verbal overview of a few of the items the items being worked on. These include the county bank accounts are now being reconciled monthly, the finance manager and treasurer are working on writing financial policies for the county, and performance evaluation reminders are now being sent out.

Rep. Umberger called for any public comment. Hearing none, the public hearing portion of the meeting was closed.

Approval of minutes

MOTION: “Approve the minutes of the October 6, 2014 Delegation meeting”. Motion passed by voice vote with no discussion. (Reps. McCarthy, Parker, Comeau, and Wright abstained from this vote)

Probation Lease

Carroll County Delegation
December 8, 2014

There was general discussion about the prospect of NH Probation and Parole leasing office space in the Annex.

The commissioners were asked to submit a proposal, in writing, to the Delegation prior to the January 9, 2015 Delegation meeting. This proposal should include:

1. Rationale for leasing the space to Probation
2. Approved bid for renovation and all associated costs
3. The proposed rent and a breakdown of what is included
4. What funding source will be used to pay for renovations

Babson said that the deadline for contractors to submit renovation bids for the 1,300 square feet is 12/09/14.

Legal Fees

Regarding the court case “Ed Comeau versus Carroll County Commissioners”, Sorensen asked the Delegation to approve paying the \$3,880 out-of-pocket attorney’s fees that he and Babson have incurred. The County’s insurer, Primex, does not extend its coverage to municipal officials in cases such as this that involve alleged violation of RSA 91:a “Right to Know” law.

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Discussion ensued but no action was taken.

1. The Delegation will reconsider the request at their 1/9/15 meeting.
2. Kenney was asked to submit invoices for her legal expenses, if applicable, by that date.
3. Rep. Butler offered to explore further the “non-coverage” issue with NH Insurance Commission.

Registry Copier

MOTION: “Approve the copier purchase at \$5,799.00 as requested by Ann Aiton.” (Rep. Parker motion, Rep. Wright 2nd). Motion passed by a show of hands 14-1 with Rep. Comeau opposed.

The funds for this purchase will be taken from the Registry surcharge account. In accordance with NH RSA 478:17-j(c) this expenditure also required approval from the county commissioners. Aiton received that approval at the December 3, 2014 commissioner’s meeting.

Meeting Change

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On a request by Rep. Avellani, the Delegation agreed to change their past practice of meeting on Mondays to meeting on Fridays.

Audits/Statements

Rep. Umberger asked that the commissioners extend the contract with the current auditor to complete and submit the MS-45 "Annual County Financial Report" to NH Department of Revenue by the March 31, 2015 due date.

Rep. McConkey asked if all documents related to the 2010 County audit have been uploaded to the County website. Widmer said that the audit and all recommendations are on the website. Rep. Umberger asked that a copy of the complete packet be emailed to all representatives.

Subcommittee Assignments

Subcommittee	Members
Sheriff/Dispatch Center	Rep. Crawford, Chair Rep. Chandler Rep. Wright Rep. Comeau Rep. Parker Rep. McCarthy Rep. Ticehurst

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December 8, 2014

Nursing Home Nursing Home Annex	Rep. Nelson, Chair McConkey Rep. Butler Avellani	Rep. Rep.
Jail	Rep. Schmidt, Chair McConkey Rep. Ticehurst Avellani Rep. Comeau McCarthy	Rep. Rep. Rep.
Multi-Department I County Attorney Victim Witness Medical Referee Farm UNH Cooperative Extension Carroll Cty. Conservation Dist VNA of Carroll County RSVP Child Advocacy Center	Rep. McConkey, Chair Rep. Ticehurst Rep. Schmidt Rep. Buco	
Multi-Department II Administration Building Commissioners Treasurer Special Fees & Services Human Resources Human Services Long Term Debt Capital Reserves	Rep. Umberger, Chair Rep. Cordelli Rep. Butler	

Carroll County Delegation
December 8, 2014

County Convention Information Technology Capital Expenditures	
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Rep. Cordelli asked that the Performance Audit Subcommittee also be continued as an active committee to monitor the progress towards the report goals and also to consider other audits to be conducted of County departments. Rep. Umberger said the commissioners are expected to give the Delegation a status report regarding the performance audit action items by January 9, 2015.

Rep. Umberger said the County budget must be finalized by 3/31/15 but it is her goal that the Delegation finalizes the budget by March 16, 2015.

Appropriations Policy

Reps. Wright, Cordelli, Parker, McCarthy and Ticehurst will be working on this draft policy and will bring a recommendation to the January 9, 2015 meeting.

Tax Anticipation

MOTION:

“The Delegation grants County Treasurer Jack Widmer permission to borrow up to \$18 million on a line of credit from Bank of New Hampshire in anticipation of taxes for fiscal year 2015.” (Motion by Rep. McCarthy, Rep. Schmidt 2nd)

Carroll County Delegation
December 8, 2014

Motion passed on a show of hands
with all in favor.

Convention

MOTION: “To go into convention to ratify previously made motions”. Rep. Crawford motion. Passed on voice vote. The Delegation then proceeded to ratify the following motions and actions taken during today’s full Delegation meeting:

1. **MOTION: “Approve the minutes of the October 6, 2014 Delegation meeting”.**
2. **MOTION: “The Delegation grants County Treasurer Jack Widmer permission to borrow up to \$18 million on a line of credit from Bank of New Hampshire in anticipation of taxes for fiscal year 2015.**
3. Rep. Umberger was re-elected as Chair of the Carroll County Delegation.
4. Rep. McConkey was re-elected as Vice-Chair of the Carroll County Delegation.
5. Rep. Butler was re-elected as Clerk of the Carroll County Delegation.
6. The Clerk cast one vote on behalf of the Delegation that “all Carroll County Delegation members are to be members of the Executive Committee”.
7. **MOTION: “Approve the copier purchase at \$5,799.00 as requested by Ann Aiton.”**

The Delegation then moved out of Convention.

Public Comment

None.

Carroll County Delegation
December 8, 2014

Meeting adjourned.

Signature page follows

Respectfully submitted,

Mellisa Seamans
Recording Secretary

Minutes approved by majority vote of the Delegation on

Rep. Karen Umberger, Chairman

Rep. Mark McConkey, Vice Chairman

Rep. Ed Butler, Clerk

**County of Carroll
Delegation Meeting**

**Carroll County Administration Building
December 19, 2014
9:00 a.m.**

Attendance

Representatives	Present	Absent
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Avellani, Lino	X	
Buco, Tom		X
Chandler, Gene		X
Comeau, Ed	X	
Cordelli, Glenn	X	
Crawford, Karel	X	
McCarthy, Frank	X	
Nelson, Bill	X	
Parker, Harold	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
Wright, Donald		X

Recording Secretary: Mellisa Seamans

Other County attendees:

Commissioners David Sorensen

Commissioner David Babson

County Farm Mgr. Will DeWitte

UNH

Extension Ann Hamilton

Commissioner Asha Kenney

MVC

Maintenance Bob Murray

Commissioner-Elect Dennis Miller

Carroll County Delegation
December 19, 2014

Public attendees:

Mike Ricker (Primex), Steve Brown, Mark Hounsell, Daymond Steer (Conway Daily Sun), Frank Riley, Ellen White, and John Ruckenbrod who recorded the meeting for www.governmentoversite.com

To open the meeting, Rep. McCarthy led the group in the Pledge of Allegiance.

Public Comment

- Mr. Brown suggested the Delegation wait until the court case is settled before deciding whether or not to pay the commissioner's legal fees.
- Mr. Steer said by the end of the meeting he would like to know the status of the payment of the commissioner's legal fees.
- Mr. Hounsell said it is unseemly that someone would seek election to an office and then set conditions before being sworn in.

Approval of minutes

MOTION: "Approve the minutes of the December 8, 2014 Delegation meeting as corrected". Motion passed by voice vote.

Primex (NH Public Risk Management Exchange)

Carroll County Delegation
December 19, 2014

At the request of Rep. Butler, Mr. Ricker attended this meeting to provide information and answer questions about Primex liability insurance coverage as it relates to defending elected officials.

- Primex is a tax-payer funded risk pool
- Board comprised of municipal officials
- The liability coverage offers several layers:
 1. Public Officials coverage – errors and omissions
 2. Law Enforcement
 3. Employment practices
 4. General liability – premises (slips, trips, and falls)
- Liability means to compensate someone with monetary relief for personal injury or property damage.
- If you make a mistake and harm someone else's interest and have to compensate them financially, insurance addresses this. There are also civil rights claims
- 91-A suits differ because they do not seek monetary relief so they do not fit the definition of liability
- Errors and omissions coverage is meant to protect public officials to the extent that decisions they made

Carroll County Delegation
December 19, 2014

result in a “ripple effect” that led to resulting harm to person or property.

- A cultural assessment is done of potential members. The level of risk a member presents to the pool is constantly under re-evaluation and high volume users could see an increase in premiums.
- RSA 5b:7 provides for confidentiality of claims records. Without further research, Mr. Ricker was unable to answer whether members of the delegation could be privy to general information such as number of claims, cost of claims, and the impact this is having on the premium being paid by the County.
- If training on handling 91A cases is needed by the county attorney's office, Mr. Ricker is willing to provide this training.

Comeau vs Carroll County Commissioners

The Delegation voted previously to pay \$700 per commissioner for legal fees incurred in their individual defense in this case. The Board of Commissioners is named as a defendant as well as each commissioner individually.

Carroll County Delegation
December 19, 2014

Commissioner Babson and Sorensen provided proof that, as of December 10, 2014, their legal fees total \$5,992.50. Of that amount, the County has paid \$1,110. To date, Commissioner Kenney has not submitted any written request for payment.

Rep. Umberger conceded that she made a “huge” mistake by not insisting that the county attorney take over this case.

MOTION: “Provided that County Commissioner Asha Kenney has been dismissed from personal suit in the Comeau versus Commissioners case, she should forward any of her legal bills to date regarding this case to the county attorney’s office for consideration by January 9, 2015” (Rep. Schmidt, Rep. Parker 2nd). The motion passed as follows:

Representatives	Yes	No
Chair Karen Umberger	X	
Vice Chair Mark McConkey	X	
Clerk Ed Butler	X	
Avellani, Lino		X
Buco, Tom	Absent	
Chandler, Gene	Absent	
Comeau, Ed	Abstained	
Cordelli, Glenn	X	
Crawford, Karel	X	
McCarthy, Frank		X
Nelson, Bill	X	
Parker, Harold	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	

Carroll County Delegation
December 19, 2014

Wright, Donald	Absent	
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Commissioner Sorensen said that a proposed agreement was reached but Commissioner Kenney refused to sign it. Given that, he added, the plaintiff's attorney (Seth Hipple) agreed to drop her from the case to "move it along".

MOTION: "In accordance with NH RSA 29-A:2, the Carroll County Attorney shall defend all 91-A cases going forward from this date." (Rep. Parker, Rep. Nelson 2nd). The motion passed by a show of hands with 11 in favor, 0 opposed, and Rep. Comeau abstaining.

MOTION: "Further legal expense payments will not be made until the settlement is received and the case is closed" (Rep. McConkey, Rep. Parker 2nd). The motion passed as follows:

Representatives	Yes	No
Chair Karen Umberger		X
Vice Chair Mark McConkey	X	
Clerk Ed Butler		X
Avellani, Lino	X	
Buco, Tom	Absent	
Chandler, Gene	Absent	
Comeau, Ed	Abstained	
Cordelli, Glenn	X	
Crawford, Karel		X
McCarthy, Frank		X
Nelson, Bill	X	
Parker, Harold	X	
Schmidt, Steve	X	
Ticehurst, Susan	X	
Wright, Donald	Absent	

Carroll County Delegation
December 19, 2014

Commissioner Sorensen noted that the commissioners first went to the county attorney who referred them to Attorney Peter Malia to handle their case. Commissioner Sorensen further noted that if the commissioners thought they were guilty, they could have just paid the \$2,000 fine and the case would have ended. He does not, however, think the commissioners are guilty of any wrongdoing.

Rep. Umberger said the law allows that if the officials are not found to have acted in a wanton or reckless manner, the legal bills should be paid.

Commissioner Babson and Commissioner-Elect Miller have announced they will not take their oath of office January 7, 2015 if the Delegation does not pay the legal expenses in this case and if they do not have assurance that they will be protected in the future for decisions they make as a board.

Rep. Umberger directed the Delegation to NH RSA 653:1, VI (b) which states that the current board of commissioners remains in place until their successors are "chosen and qualified". She said the term "qualified" means sworn in.

Rep Umberger noted the "other option" is for Miller and Babson to take the oath of office and then resign if they choose not to serve in their elected roles. If one or more commissioners resign, NH RSA 661:9 provides that the Delegation shall appoint a replacement who will serve the remainder of the term of office.

Carroll County Delegation
December 19, 2014

Rep. Umberger asked that the four people involved (Babson, Sorensen, Kenney, Miller) let her know their intention prior to January 7, 2015. She further reported that there is no time limit or deadline date by which the commissioners have to take the oath of office.

Other

Ms. Garry reported that on Dec. 18 she received an “enhancement” to the County financial software that allows budget information to export to an Excel file. Rep. Umberger said once Ms. Garry prepares the new file format she will send it out to all representatives and the Delegation will then decide which format to use this budget season.

Convention

MOTION: “To go into convention to ratify previously made motions”. Rep. Crawford motion. Passed on voice vote. The Delegation then proceeded to ratify the following motions and actions taken during today’s full Delegation meeting:

1. MOTION: “Approve the minutes of the December 8, 2014 Delegation meeting as corrected”.
2. MOTION: “Provided that County Commissioner Asha Kenney has been dismissed from personal suit in the Comeau versus Commissioners case, she should forward any of her legal bills to date regarding this case to the county attorney’s office for consideration by January 9, 2015”
3. MOTION: “Provided that County Commissioner Asha Kenney has been dismissed from personal suit in the Comeau versus Commissioners case, she should forward any of her legal bills to date regarding this case to the

Carroll County Delegation
December 19, 2014

county attorney's office for consideration by January 9, 2015"

4. MOTION: "In accordance with NH RSA 29-A:2, the Carroll County Attorney shall defend all 91-A cases going forward from this date."
5. MOTION: "Further legal expense payments will not be made until the settlement is received and the case is closed"

The Delegation then moved out of Convention.

Annex - Probation Renovation/Lease

All representatives were given a copy of the "State of NH Carroll County Probation Office Lease Term Recommendations" prepared by Mr. Murray. This will be further discussed at the January 9, 2015 Delegation meeting.

Public Comment

Mr. Steer was directed to speak to representatives individually outside of the meeting for further clarification of their votes during the payment of commissioner's legal fees consideration.

Mr. Hounsell pointed to NH RSA 655:17-a "Declaration of Intent" that candidates sign when filing and intention to run for office. He said Miller and Babson not being sworn in is "disrespectful" to the voters. He asked if they choose not to serve to at least be sworn in and then resign.

Meeting adjourned.

Respectfully submitted,

Carroll County Delegation
December 19, 2014

Mellisa Seamans
Recording Secretary

Minutes approved by majority vote of the Delegation on
_____01/09/15_____

Rep. Karen Umberger, Chairman

Rep. Mark McConkey, Vice Chairman

Rep. Ed Butler, Clerk

	2014 EXPENDITURES	BUDGET	ACTUAL
100	GENERAL FUND		
4100	COMMISSIONERS	237,939.00	243,860.05
4101	TREASURER	6,267.00	5,792.50
4102	SPECIAL FEES & SERVICES	33,300.00	59,778.20
4103	HUMAN RESOURCES AND SERVICES	175,230.00	180,879.81
4106	WATER WORKS	58,728.00	54,377.13
4110	ATTORNEY	489,781.00	463,105.48
4111	VICTIM/WITNESS ASSIST. GRANT	113,927.00	113,258.70
4120	REGISTRY OF DEEDS	551,274.00	480,083.12
4140	SHERIFF'S DEPARTMENT	1,809,294.00	1,805,868.67
4142	DISPATCH CENTER	848,795.00	840,260.56
4150	MEDICAL REFEREE	14,400.00	17,874.93
4170	ADMINISTRATION BUILDING	160,422.00	167,438.11
4190	HUMAN SERVICES DEPARTMENT	4,310,708.00	4,408,800.07
4193	MAINTENANCE	160,168.00	158,385.09
4197	SEWER SYSTEM	46,103.00	29,616.32
6100	JAIL & HOUSE OF CORRECTIONS	3,223,302.00	3,239,875.80
7100	FARM	128,261.00	-116,684.08
8360	COOPERATIVE EXT. SERVICES	229,259.00	229,259.00
9100	INTEREST EXPENSE	937,627.00	939,592.89
9160	LONG TERM DEBT	1,852,487.00	1,852,486.85
9180	REGIONAL APPROPRIATIONS	206,425.00	206,425.00
9370	CARROLL COUNTY CONVENTION	17,651.00	19,283.42
9400	CAPITAL EXPENDITURES	34,001.00	33,348.18
9500	MVNH ANNEX	24,000.00	27,294.64
TOTAL	GENERAL FUND	15,669,349.00	15,693,628.60
300	ENTERPRISE FUND		
5100	NURSING HOME ADMINISTRATION	1,194,289.00	1,162,890.58
5130	NURSING HOME DIETARY DEPT.	1,708,567.00	1,681,913.67
5140	NURSING DEPARTMENT	6,508,807.00	6,327,376.02
5150	PLANT OPERATIONS	805,919.00	914,852.97
5160	LAUNDRY DEPARTMENT	145,389.00	143,767.29
5170	HOUSEKEEPING DEPARTMENT	440,508.00	478,622.83
5180	PHYSICIANS AND PHARMACY	90,500.00	94,888.30
5190	PHYSICAL THERAPY DEPARTMENT	336,934.00	314,488.14
5191	RECREATIONAL THERAPY DEPT.	435,907.00	442,115.53
5192	SOCIAL SERVICES DEPARTMENT	166,437.00	165,064.17
5193	SPECIAL SERVICES DEPARTMENT	475,200.00	303,739.68
TOTAL	ENTERPRISE FUND	12,308,457.00	12,029,719.18
	GRAND TOTAL	27,977,806.00	27,723,347.78

	2014 REVENUE	BUDGET	ACTUAL
100	GENERAL FUND		
4000	COUNTY GENERAL	14,431,922.00	14,492,831.51
4010	SHERIFF'S INCOME	263,360.00	335,076.07
4020	REGISTRY OF DEEDS INCOME	840,354.00	731,145.93
6040	JAIL & HOC INCOME	42,000.00	30,453.80
7000	FARM INCOME	88,500.00	97,210.39
7093	MAINTENANCE INCOME	46,000.00	46,000.00
9000	INTEREST INCOME	2,000.00	994.31
9500	OTHER REVENUE	1,095,000.00	1,095,000.00
TOTAL	GENERAL FUND	16,809,136.00	16,828,712.01
300	ENTERPRISE FUND		
5000	MT. VIEW NURSING HOME INCOME	11,168,670.00	10,326,691.97
TOTAL	ENTERPRISE FUND	11,168,670.00	10,326,691.97
	GRAND TOTAL	27,977,806.00	27,155,403.98

PROOF

CARROLL COUNTY COMMISSIONERS' REPORT FOR 2014

MS-42

NH Department of Revenue Administration
Municipal Services Division
P. O. Box 487, Concord, NH 03302-0487
(603) 230-5090

STATEMENT OF COUNTY APPROPRIATIONS AND REVENUE AS VOTED

For County of : CARROLL

DATE OF CONVENTION: March 28, 2013 Fiscal Year Ending: 2014

Mailing Address: P. O. Box 152, 95 Water Village Road, Ossipee, NH 03864

Phone #: 603-539-7751 Fax #: 603-539-4287 E-Mail: kgarry@carrollcountynh.net

Prepared by: Kathleen F. Garry

This form is used to report the voted appropriations, as required under RSA 24:24, to the Secretary of State and to the Commissioner of the Dept. of Revenue Admin. It is due by September 1 per RSA 21-J:34.

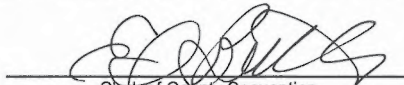
CERTIFICATE OF VOTE

This is to certify that the appropriations entered on this form are those voted by the county convention.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and com


Chairperson

Karen Umberger


Clerk of County Convention

Ed Butler

FOR DRA USE ONLY

MS-42
Rev. 12/11

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CARROLL COUNTY COMMISSIONERS' REPORT FOR 2014

MS-42

Budget - County of _Carroll_ FY _2014_

1	2	3	4
Acct.#	APPROPRIATIONS	Appropriations as Voted	DRA USE
GENERAL GOVERNMENT			
4110	County Convention Costs	17,651.00	
4120	Judicial		
4122	Jury Costs		
4123	County Attorney's Office	489,781.00	
4124	Victim Witness Advocacy Program	113,927.00	
4130	Executive	237,939.00	
4150	Financial Administration		
4151	Treasurer	6,267.00	
4153	Other Legal Costs	33,300.00	
4155	Personnel Administration	175,230.00	
4191	Planning and Zoning for Uninc.Places		
4192	Medical Examiner	14,400.00	
4193	Register of Deeds	551,274.00	
4194	Maintenance of Government Bldg.	344,590.00	
4196	Insurance, Not Otherwise Allocated		
4198	Contingency		
4199	Other (specify) water/sewer	104,831.00	
PUBLIC SAFETY			
4211	Sheriff's Department	1,809,294.00	
4212	Custody of Prisoners		
4214	Sheriff's Support Services		
4219	Other Public Safety Dispatch	848,795.00	
CORRECTIONS			
4230	Corrections	3,223,302.00	
4235	Adult Probation and Parole		
COUNTY FARM			
4301	Administration		
4302	Operating Expenditures	128,261.00	
4309	Other County Farm Expenditures		
COUNTY NURSING HOME			
4411	Administration	1,194,289.00	
4412	Operating Expense	11,049,960.00	
4439	Other Health		
HUMAN SERVICES			
4441	Administration		
4442	Direct Assistance	4,310,708.00	

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CARROLL COUNTY COMMISSIONERS' REPORT FOR 2014

MS-42

Budget - County of Carroll FY 2014

1	2	3	4
Acct.#	APPROPRIATIONS	Appropriations as Voted	DRA USE
HUMAN SERVICES (continued)			
4443	Board and Care of Children		
4446	Diversion Program		
4447	Special Outside Services		
	Other (Specify)		
COOPERATIVE EXTENSION			
4611	Administration	229,259.00	
4619	Other Conservation		
ECONOMIC DEVELOPMENT			
4651	Administration		
4652	Economic Development		
4659	Other Economic Development	206,425.00	
DEBT SERVICE			
4711	Principal Long-Term Bonds/Notes	1,852,487.00	
4721	Interest Long-Term Bonds/Notes	937,627.00	
	Other (Specify)		
INTERGOVERNMENTAL TRANSFERS			
4800	Intergovernmental Transfers		
CAPITAL OUTLAY			
4901	Land and Improvements		
4902	Machinery		
4903	Buildings		
4904	Improvements Other than Bldg.	34,001.00	
INTERFUND OPERATING TRANSFERS			
4912	To Special Revenue Fund		
4913	To Capital Projects Fund		
4914	To Proprietary Funds		
4915	To Capital Reserve Funds		
4916	To Trust and Fiduciary Funds		
TOTAL APPROPRIATIONS		27,913,598.00	

MS-42
Rev. 10/10

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CARROLL COUNTY COMMISSIONERS' REPORT FOR 2014

MS-42

Budget - County of Carroll _____ FY 2014 _____

1	2	3
Acct.#	SOURCES OF REVENUES	Estimated Revenue Ensuing Fiscal Year
ASSESSMENTS/TAXES		
3110	Property Taxes Levied for Unincorporated Places	
3120	Land Use Change Taxes for Unincorporated Places	
3180	Resident Taxes for Unincorporated Places	
3185	Yield Taxes for Unincorporated Places	
3186	Payments in Lieu of Taxes for Unincorporated Places	
3187	Payments in Lieu of Taxes	
3189	Other Taxes	
3191	Penalties on Delinquent Municipal Assessments	
3200	Licenses, Permits, and Fees	
3319	REVENUE FROM THE FEDERAL GOVERNMENT	
REVENUE FROM THE STATE OF NH		
3351	Shared Revenue for Unincorporated Places	
3352	Incentive Funds	
3354	Water Pollution Grants	
3355	Housing and Community Development	
3356	State & Fed. Forest Land Reim. in Unincorporated Places	
3359	Other (Specify)	
3379	INTERGOVERNMENTAL REVENUES	
REVENUES FROM CHARGES FOR SERVICES		
3401	Sheriff's Department	263,360.00
3402	Register of Deeds	840,354.00
3403	County Corrections	42,000.00
3404	County Nursing Homes	11,104,462.00
3405	County Farm	88,500.00
3406	Cooperative Extension Service	
3407	Maintenance Department	46,000.00
3409	Other (Specify)	
REVENUE FROM MISCELLANEOUS SOURCES		
3501	Sale of County Property	
3502	Interest on Investments	2,000.00
3503	Rents of Property	59,000.00
3508	Contributions and Donations	4,002.00
350_	Other (Specify) Victim Witness	25,000.00
350_	Other (Specify) Unincorporated	9,000.00

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Rev. 10/10

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CARROLL COUNTY COMMISSIONERS' REPORT FOR 2014

MS-42

Budget - County of _Carroll_____ FY _2014____

1	2	3
Acct.#	SOURCES OF REVENUES	Estimated Revenue Ensuing Fiscal Year
OTHER FINANCIAL SOURCES		
3912	Transfer from Special Revenue Funds	
3913	Transfer from Capital Projects Funds	
3914	Transfer from Proprietary Funds	
3915	Transfer from Capital Reserve Funds	
3916	Transfer from Trust and Agency Funds	
3934	Proceeds from Long-Term Notes/Bonds	-
ESTIMATED REVENUE SUBTOTAL		12,483,678.00
FUND BALANCE TO REDUCE TAX RATE		1,095,000.00
TOTAL ESTIMATED REVENUES		13,578,678.00

BUDGET SUMMARY

Total Voted Appropriations	27,913,598
Total Revenues	13,578,678
Amount Certified to be Raised by Taxes	14,334,920

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Rev. 10/10

