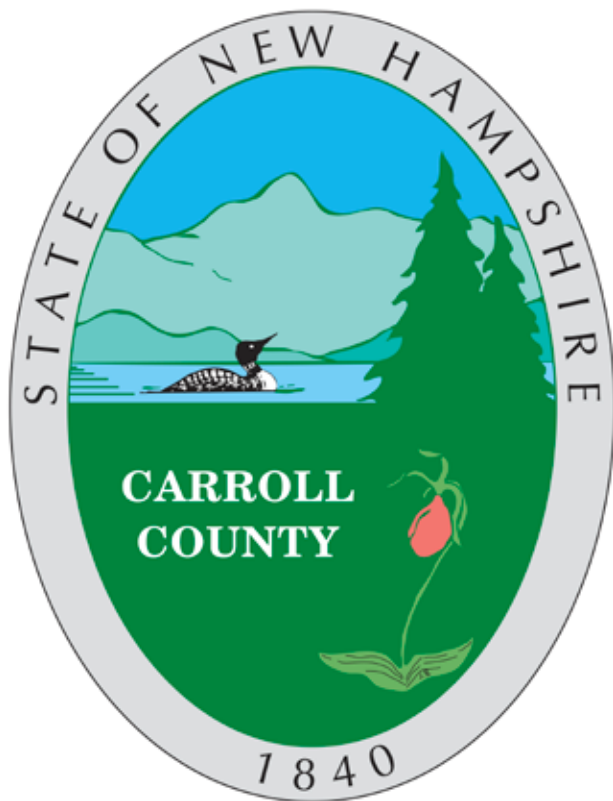


CARROLL COUNTY



ANNUAL REPORT

of the Commissioners, Treasurer,
and other County Officers for
the year ending

December 31, 2016

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DEDICATION



David Sorensen
Carroll County Commissioner
1998 to 2016

David Sorensen represented Carroll County as a Commissioner for 18 years.

David was instrumental for the county building a new jail facility in 2003 that was desperately needed and a new Nursing Home in 2012. In 2002 Commissioner Sorensen also was responsible for updating and improving the water and sewer infrastructure on the complex and water distribution to the village of Ossipee Corners.

David also was elected as President to the New Hampshire Association of Counties an office that he held for 2 years.

He became Chairman of the Board of Commissioners in 2005 and remained Chairman until his retirement in 2016.

Commissioner Sorensen came to the county from the UNH Cooperative Extension where he worked as an educator and retired from the Co-op. David was knowledgeable on fruit bearing trees and bushes and proved invaluable when it came to the County Farm.

Commissioner Sorensen always looked out for the employees of the county and spent a considerable amount of time meeting with and talking to county employees. "Getting to know your employees is immeasurable" he would say.

Commissioner Sorensen also spent time being an umpire for girls softball, and boys baseball through the spring and summer months, all the while never missing a commissioners meeting, as he took pride in being a County Commissioner.

We dedicate the 2016 Annual Report to Commissioner David Sorensen for his 18 consecutive years on the board of Carroll County Commissioners, working for the residents and employees of Carroll County, Thank You, Commissioner Sorensen.

Elected Officials

Board of Commissioners

CHAIR

David Sorensen	Tel	539-2428
Administration Building		
P. O. Box 152		
Ossipee, NH 03864-0152	Fax	539-4287
commissioners@carrollcountynh.net		

VICE CHAIR

David Babson	Tel	539-2428
Administration Building		
P. O. Box 152		
Ossipee, NH 03864-0152	Fax	539-4287
Commissioners@carrollcountynh.net		

CLERK

Chris Ahlgren	Tel	960-2946
Administration Building		
P. O. Box 152		
Ossipee, NH 03864-0152	Fax	539-4287
Commissioners@carrollcountynh.net		

County Attorney

Tom Dewhurst	Tel	539-7769
P.O. Box 218		
Ossipee, NH 03864-0218	Fax	539-2160

Register of Deeds

Lisa Scott	Tel	539-4872
P.O. Box 218		
Ossipee, NH 03864-0218	Fax	539-5239

Sheriff

Domenic Richardi	Tel	539-2284
P.O. Box 190		
Ossipee, NH 03864-0190		
domenic.richardi@carrollcountynh.net.		

Treasurer

Chip Albee	Tel	539-7751
P.O. Box 152		
Ossipee, NH 03864-0152		
	Fax	539-4287

Appointed Staff

County Administrator

Ken Robichaud	Tel	539-7751
Carroll County Finance Office		
P.O Box 152		
Ossipee, NH 03864-0152	Fax	539-4287
krobichaud@carrollcountynh.net		

Finance Director

Chuck Stuart	Tel	539-7751
Carroll County Finance Office		
P.O. Box 152		
Ossipee, NH 03864-0152	Fax	539-4287
cstuart@carrollcountynh.net		

Nursing Home Administrator

Howard "Howie" Chandler	Tel	539-7511
93 Water Village Road		
Ossipee, NH 03864	Fax	539-4233
HChandler@mtnviewnh.org		

Corrections Superintendent

Jason Henry	Tel	539-2282
PO Box 688		
Ossipee, NH 03864	Fax	539-3561
jhenry@cchoc.org		

Human Resources Director

Wynette DeGroot	Tel	539-1721
PO Box 152		
Ossipee, NH 03864	Fax	539-4287
wdegroot@carrollcountynh.net		

County Farm

Will DeWitte	Tel	603-539-5125
30 County Farm Rd.		
Ossipee, NH 03864		
WDewitte@cchoc.org		

Name of Representative	Address	Tel#	Email
Lino Avellani	PO Box 516	858-5196	lacoooks3@aol.com
	Sanbornville, 03872		
Tom Bucu	PO Box 3149	986-5629	tombucu@yahoo.com
	Conway, 03818		
Ed Butler	2 Morey Road	374-6131	EdoftheNotch@gmail.com
	Hart=s Location, 03812		
Gene Chandler	PO Box 296	374-6603	gene.chandler@leg.state.nh.us
	Bartlett, 03812		
Ed Comeau	212 Stoneham Rd.	522-2275	ed@edcomeau.org
	Brookfield, 03872		
Glenn Cordelli	PO Box 209	515-0008	CordelliG@RoadRunner.com
	Tuftsboro, 03816		
Karel Crawford	PO Box 825	253-7857	kacdc@worldpath.net
	Cntr. Harbor, 03226		
Frank McCarthy	PO Box 876	356-9160	serendipity922@gmail.com
	North Conway, 03818		
Mark McConkey	10 Clover Road	520-8275	McConkey2@hotmail.com
	Freedom, 03836		
Bill Nelson	98 Lyford Road	522-5279	BillNelson2012@gmail.com
	Brookfield, 03872		
Harold Parker	PO Box 742	491-6807	hbpnh1@gmail.com
	Wolfeboro Falls, 03896		
Steve Schmidt	59 Spruce Road	569-0848	Jake04@metrocast.net
	Wolfeboro, 03894		
Susan Ticehurst	383 Pease Hill Road	323-8040	ticehurstnhhouse@gmail.com
	Tamworth, 03886		
Karen Umberger	PO Box 186	356-6881	karenumberger@gmail.com
	Kearsarge, 03847		
Ted Wright	160 Sodom Road	941-4899	TedWright4@yahoo.com
	Moultonborough, 03254		

Carroll County Commissioners 2016 Annual Report

The year 2016 began with Carroll County having a “rainy day” surplus of more than 2.1 million dollars up from a \$250,000 deficit at the end of 2014. Our new auditors, Melanson and Heath, completed the 2015 audit and reported that Carroll County’s financial position had turned the corner and was on its way to the Department of Revenue’s recommend figure of 7-10% of undesignated fund balance our annual budget. The hiring of a county administrator has contributed significantly to the County’s financial turnaround.

The year brought layoffs, the first in Carroll County’s history. The Restorative Care Dept. in the nursing home eliminated 3 employees, 2 positions in the Housekeeping Dept. were eliminated, and 1 position in the DPW Dept.

2016 also brought the discussion about the Carroll County “Farm” into the mainstream. The Commissioners formed an independent committee of volunteers to study the “Farm” to attempt to determine if it made money or lost money. The committee was tasked in breaking out the financials of the “farm” and if it was a viable option to continue the 136 year old operation. The committee worked long and hard on studying the financials and in the end found that it made a small amount of revenue. The blueberry fields changed to a pick your own operation as the department budget was reduced and 1 employee had to be laid off in the DPW, which oversees the “Farm” operation. Baled Hay and bagged campfire wood continued to have strong sales. Our entire inventory was sold out by year’s end.

The year also brought elections. Commissioner Dave Sorensen and Commissioner Chris Ahlgren did not run for re-election. Mark Hounsell of Conway was elected to Commissioner Sorensen’s position, and Amanda Bevard replaced Commissioner Chris Ahlgren of Wolfeboro. Commissioner Dave Babson still has two years remaining on his four year term. Treasurer Chip Albee did not seek re-election and was replaced by Joe Costello of Conway. County Attorney Tom Dewhurst was replaced by Asst. Attorney Michaela Andruzzi, of Wolfeboro.

Two new state representatives were elected. Dr. William (Bill) Marsh of Brookfield, and Dr. Jerry Knirk of Freedom replaced Hon. Donald (Ted) Wright and the Hon. Susan Ticehurst respectively.

2016 was a great year for Carroll County as 5 of our employees were rewarded for their achievement by their peers. The NH Association of Counties presented them with awards at their annual county conference in Portsmouth. We want to thank these employees, Katheryn Armstrong, Debbie Erickson, Jason Henry, Lori Lemery, and Wynette DeGroot, and all of the Carroll County employees that make our jobs as commissioners much easier.

We hope 2017 keeps Carroll County moving in the right direction and that we can continue to provide the citizens of Carroll County with exceptional service and programs.

The Board of Commissioners.

OFFICE OF THE COUNTY ATTORNEY

ANNUAL REPORT 2016

The Office of the Carroll County Attorney has a mission to promote truth and justice in our community. I took the reins as a newly elected County Attorney after serving as an Assistant Carroll County Attorney and managing the office during the latter part of 2016. Our office continued the practice of seeking high quality attorneys to assist in the prosecution of felony offenses which occur in Carroll County. Assistant County Attorney Kim Tessari joined the office in late 2016, ACAs Matthew Conley and Steven Briden both began their careers with the office right around the first of this year. Michelle Mills, who has served in a dual role as a certified paralegal as well as assisting with victim/witness coordination, continues to support the attorneys and ensure that all cases are prepared for review. Jessica Reed joined the office in 2016 as an administrative assistant, and has stepped into her role with competence and organizational skills which benefit the office.

Prosecuting felony cases in the county is the primary responsibility of the Carroll County Attorney's Office, and where the bulk of staff time is spent. During 2016, the office opened 270 new criminal cases, representing a total of 747 charges. This is ***an increase of 69%*** over cases filed in 2015, and the office did this while shorthanded for the bulk of the year. During this fiscal year, the attorneys appeared at approximately 1326 court hearings to represent the citizens of Carroll County. Additionally, we reopened dozens of cases for probation violations, annulment petitions, responded to pro se petitions and 91A (Right to Know) requests, and appeared at Sentence Review in Concord for several cases.

Assistant County Attorney Tessari stepped into her role with dedication and energy, taking on a caseload and assisting in clearing the backlog of

cases. Assistant County Attorneys Briden and Conley look forward to doing the same during the upcoming year. We were sad to lose Assistant County Attorney Gallagher, who was with us throughout 2016, and brought an attention to detail to all of his cases. Attorney Gallagher was traveling a great distance every day, and found work with the Sullivan County Attorney's Office. We wish him the very best.

The Victim/Witness Assistance program remains a core component of our office. The dedicated Victim/Witness Coordinator, Wanda Eckhoff, continues her stellar assistance in working with crime victims to guide them through the criminal process and seek restitution on their behalf, as well as coordinating the appearance of all witnesses for Grand Jury, motion hearings, and trials.

As the new County Attorney, I cannot begin to express my gratitude for the hard work and dedication of every member of the staff. The large caseload is supplemented with public safety initiatives designed to keep Carroll County a wonderful place to live and work.

We are soon facing new legislation with regard to the felony case flow, which will demand additional hours of work by the prosecuting attorneys, who will be involved at a much earlier point in the process. The staff has begun the work of crafting the blueprint for how Felonies First will look in Carroll County, and I am humbled to be part of such a devoted team of professionals who care deeply about our community.

We have begun our solution-oriented approach to running the office, and have the mentality of trying to 'work smarter' in order to accomplish our stated goals of promoting justice and rehabilitation. We are working with the Superior Court for the implementation of a drug court, and would like to work with veteran's affairs to address the unique challenges faced by defendants and victims who have served in our military. Chief Judge Nadeau of the Superior Court has been a

tireless advocate and resource for the implementation of solutions designed to make our justice system more effective.

The Carroll County Attorney's Office has continued to work with the Children's Advocacy Center in Wolfeboro and Conway, as well as the Specialized Child Protective Team, which addresses child abuse and sexual assault in Carroll County. The collaborative effort of the CAC, law enforcement, and our office promote the safety and well-being of vulnerable children in our community.

We have continued the maintenance of a federal grant to help fund the Victim/Witness Assistance Program in our office. This grant is managed and maintained by Wanda Eckhoff, who works with our County Commissioners to ensure that the grant is used wisely and appropriately for the needs of our victims and witnesses.

Our office has put building blocks in place for the creation of a Sexual Assault Response Team to address the unique challenges facing victims of sexual assault in our community. This will enable a coordinated, consistent response and assist the County Attorney's Office in obtaining appropriate sentencings on these emotional and traumatic cases.

We have begun to assign cases to the attorneys based upon a set of objective criteria, which will enable our attorneys to develop specialized knowledge and skills. A training regime has been implemented, and we are working to formalize policies and procedures, which have been lacking updates.

The office is implementing centralized filing to minimize time spent by support staff in case management. We have begun to use the electronic Information Management System which we already have in place in order to allow all staff members to handle more work in a productive manner. We have reorganized the archives and created more workspace for the staff and attorneys. The attorneys now have

individual offices, which allows for privacy when dealing with sensitive case material and victim interaction.

The County Attorney's Office is grateful for all of the guidance and assistance we have received over the past few months from our County Delegation, the County Commissioners, and our County Administrator, Ken Robichaud. The hard work and attention to detail which we have seen from our governing entities is appreciated. The support and encouragement we receive from the County Delegation allows us to continue to promote safety in our community, and keeps Carroll County a wonderful and peaceful place to live.

As the County Attorney, I look forward to serving all of the citizens of Carroll County, to continuing my work with law enforcement and the private citizens in order to promote justice. We are proud to serve.

With great respect,

Michaela D. Andruzzi
Carroll County Attorney

Carroll County Victim/Witness Program

ANNUAL REPORT 2016

In 2016, the Victim/Witness Assistance Program in the Carroll County Attorney's Office provided services to 473 victims of crime: this number includes open cases, as well as cases prosecuted in District Court, post conviction and cases during investigation process. As the office is continuing to switch to a new reporting system, the number should be viewed taking into account any discrepancies that might have occurred during the change in our reporting software.

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 of 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.

2016 brought with it a lot of new changes for the office. Attorney Michaela Andruzzi has taken over as County Attorney. She brings with her a great deal of knowledge, new ideas for moving the office forward and a more victim centered approach. Michelle Mills continues to be an incredible asset to the program. Her passion, enthusiasm and hard work

are an incredible asset to the office. Jessica Reed has joined the victim witness program as well. Her organization, new ideas and enthusiasm has been a welcome addition.

The Carroll County Child Advocacy Center continues to be an enormous asset to the community and our office. As a member of the Child Protective Team, I have the opportunity to meet with victims and/or their families early on in the process. This allows me to assist with Victim's Compensation and other resources from the beginning.

I continue to be a member of the Attorney General's Child Abuse and Neglect Task Force and a subcommittee member for the Child Abuse Protocol.

In 2016, I attended the New Hampshire Attorney General's Conference on Domestic Violence and Child Abuse in Manchester, the annual End Violence Against Women conference in Washington, D.C. and the Victim Witness Academy training in Concord, NH. I will continue to further my education through various trainings throughout 2017.

Thank you to the members of law enforcement for their hard work. Also, thank you to the Child Advocacy Center, Starting Point and the medical community for their support throughout the year.

Respectfully submitted,

Wanda Eckhoff, Director
Victim/Witness Assistance Program

CARROLL COUNTY SHERIFF'S OFFICE REPORT 2016

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 2016.

The Uniformed Division is responsible for the timely service of civil process throughout Carroll County. In all there were 1,882 requests for civil process to be served. This resulted in revenue in the amount of \$85,021.80, 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 K-9 team of Deputy Rowe and "Charlie" a (female, Belgian Malinois) is certified in drug detection and trained in tracking persons and articles. The team had 147 deployment calls for the year. These calls involved K9 reviews (air sweeps), Searches (building, articles and evidence), Tracking, Assisting Agencies, Arrest Assists involving Drugs and Demonstrations.

K9 Charlie tracked a suspect involved in a burglary in the Town of Sandwich bringing the track into Moultonborough that covered 6.4 miles.

K9 Charlie was involved in the 1st Lego League Technology challenge for the Conway/Bartlett youths. After the youths interviewed Deputy Rowe the group developed a sensor to measure the K9's body temperature that can be worn to record live data. This group placed first in a state wide competition with this project.

Some of the Sheriff's Office statistics include:

Transports - Adult Prisoners **494**, Involuntary Emergency Admissions **95**, Juveniles **22**

Arrests –**393** – This includes Capiases, Electronic Bench Warrants, Civil, Criminal, Protective Custody and all other arrests.

Investigations – Felony Offenses **122**, Misdemeanor offenses **320**, Violation offenses **58**,
M/V Accidents **140**

The Investigative Division is responsible for handling criminal investigations and assisting local, state, and federal agencies with investigations within the county, state and bordering states.

This division supported and assisted agencies in a number of drug investigations that ended in arrests of dealers around the County. Some of these investigations included the seizure of quantities of drugs and monies that potentially could benefit agencies involved with assets to fight drug crime activity.

This year unfortunately has continued to see the epidemic levels of heroin, fentanyl and opioid abuse and addiction around the country and this community. We are continuing with the fight against the sales and use of these and other illegal drugs. We will advocate prosecuting to the fullest extent any persons charged with the sales of these and other drugs in our community.

This Office took a lead with the Carroll County Chiefs Association in obtaining a grant in the Opioid Abuse Reduction Initiative to help combat the sale and use of drugs throughout the County. This grant will allow Deputies and Local Officers to focus more time beyond their regular duty hours for drug investigations.

We are involved and support the communities push to help those that are addicted and in need of assistance. We will continue to do what we can to provide outreach and inform those in need of the available resources to help them fight their addictions. We are a member of the Police Assisted Addiction and Recovery Initiation (PAARI). We are one of the 25 current law enforcement members from the State of NH. This allows us to assist in contacting

recovery resources within and outside the State of NH for addicted individuals that come to us for help.

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. 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 areas.

The Carroll County 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 is a significant part of Fire, Ambulance, EMS, and Law Enforcement services provided throughout Carroll County. The Communication Center handles the vast majority of E911 calls in Carroll County. The Center dispatches for 31 agencies and in 2016 had 68,168 calls for service into the Communications Center. This is an increase of about 12.5% from the year 2015. It is also the backup Communications for the Towns of Conway, Moultonborough and Wolfeboro dispatch centers.

The Communication Console grant project through the NH Homeland Security Grants to improve and upgrade the obsolete consoles allowed us to complete the first phase of a three phase plan. The grant was for \$349,995.00 and is a 100% reimbursement to the county. The 4 new communications consoles have been installed into the 4 current stations. The project is nearly complete other than some final adjustments and testing.

This year we are hoping to secure grant funding for the 2nd phase of the project for the amount of about \$600,000.00. This will complete upgrades needed on the radio towers and communications infrastructure around the County.

Dispatcher Tiffany Pearce left with over 4 years of dedicated service. Tiffany took a job with the Rochester Police Communications Center. We wish her all the best success and enjoyment in her future endeavors.

With departures brings new employees and during the year 2016 we are fortunate to have hired the qualified individuals below;

Dispatcher Joanna Goddard will train for about 16 weeks in the emergency dispatch center, along with obtaining a SPOTS certification from the NH Department of Safety.

Deputy Dana Littlefield brings over 5 years' experience from the Tamworth Police Department.

Thank you to all the agencies that we work with for their assistance and support throughout the year. The assistance and collaboration of work is needed to keep the citizens and law enforcement communities in Carroll County safe.

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 been a year of added duty for all employees due to a shortage of police coverage for some of the local police departments.

I want to Thank All of Carroll County for electing me to a third term as your Sheriff, it is an honor and privilege I will continue to strive to continue serving with commitment and professionalism throughout the Office.

Respectfully Submitted,

Domenic M. Richardi
Sheriff



**CARROLL COUNTY
DEPARTMENT OF CORRECTIONS**

P.O. Box 688
50 County Farm Road
Ossipee, New Hampshire 03864



Carroll County Department of Corrections Report
Fiscal Year 2016

Operating Budget was approved for \$3,513,355.00

We had big changes in 2016 on how we operate as the jail identified that we need to do more and to be part of the solution not just a holding place for people to be forgotten. This past year with the blessing of the Commissioners and Delegation, they funded and committed to hiring an outside consulting firm to help us start in house meaningful programs for our offenders. As part of the programs we were able to hire a Master Level Mental Health Clinician who is also a Master Level Licensee Alcohol Addiction Counselor. We also augmented staff with Case Manager for the offenders. I am very proud to say that we have made significant progress in 2016 and created a Cognitive Based Program called TRUST. This program is based off a national model that has had a very high success rate in reducing recidivism.

T-Transitional
R-Reentry
U-Under
S-Supportive
T-Treatment

The program is a cooperative plan with the courts, probation, public defenders, county attorneys, and community leaders. It uses evidence based curricula taught by trained staff. Classes include but not limited to: Thinking for a Change, Seeking Safety, Mindfulness, and helping women in recovery. We also have

individual and group counseling. Each offender in the program visits with the case manager to help create a reentry plan into the community and a follow up plan for the following year.

We are happy to report that the first group of eight participants will be graduating in the early months of 2017. We are also applying for grants to help support our programs. We have made a commitment to improve the lives we touch in our facility.

This past year the Commissioners and NCEU Union were able to successfully negotiate a contract that both benefit the employees and the county. This will help us continue to lower our staff turnover rate. In the last two years with the last contract the jail staff has started to stabilize and we are retaining good, well trained and caring staff.

2016 Charge Stats:

1s Degree Assault-5	2 nd Degree Assault-33	2nd Degree Murder-1	Abandoning a Vehicle; Penalty-1
Acts Prohibited - 74	Aggravated DUI-74	Aggravated Felonious Sexual Assault - 6	Allowing an Improper Person-1
Armed Robbery-11	Arrest on Warrant-12	Arson-1	Assault by Prisoner-3
Assaults etc.-3	Attempt to Commit a Crime-1	Bail Jumping-14	Breach of Bail-54
Burglary-70	Carrying a Weapon without a License-2	Certain Use Computer Services Prohibited-2	Child Pornography-30
Civil Contempt-2	Common Nuisances-1	Conceal Identity of Vehicle-1	Conduct after an Accident-14

Conspiracy-5	Contribute to Delinquency of a Minor-2	Control Drug Act-48	Control Premises/Vehicle C/Drug Kept-2
Counterfeit Unauthorized or Forged MV Documents-2	Criminal Contempt-7	Criminal Liability-5	Criminal Mischief-75
Criminal Restraint-6	Criminal Threatening-57	Criminal Trespass-51	Cruelty to Animals-1
Deceptive Business Practices-1	Delivery of Articles Prohibited-4	Detention Hold-3	Disobeying a Police Officer-30
Disorderly Conduct-20	Domestic Violence-67	Driver's License Prohibitions-8	Driving after Suspension-124
Driving without giving Proof-3	DUI-102 Duty to Report-1	EBW-30	Endangering the Welfare of a Child-23
Escape-1	Fail Report Deem Escape-1	Failure to Appear-61	Failure Comply with Order-4
Failure to Make Restitution-1	Failure to Register as a Sex Offender-1	False Imprisonment-5	False Information-2
False Report-5	False Report of an Accident-2	False Swearing-2	Falsifying Physical Evidence-15
Felon in Possession of a Dangerous Weapon-12	Felonious Sexual Assault-5	Financial Exploitation of Elderly-2	Forgery-29
Fraudulent Use of a Credit Card-10	Fugitive from Justice-1	Habitual Offender-31	Harassment-1
Hindering Apprehension-2	Identity Fraud-2	Inchoate Crimes-1	Indecent Exposure-3
Inhale Toxic Vapors-2	Interference with Custody-2	Issuing Bad Checks-10	Kidnapping-2

Known Present of Controlled Drug-3	Liability for Support-1	Loitering or Prowling-3	Manufacturing of Controlled Drug-4
Misuse or Failure to Display Plate-7	Motorcycle License-1	Non-Support-1	Notice of Intent to Cut-1
Obstructing Government Admin-4	Obstructing Report of Crime or Injury-14	OHRV Operation and License-1	Open Container-15
Possession and Transporting Drugs-56	Possession of a Controlled Drug-216	Possession of Burglary Tools-2	Possession of Prescription Drugs-8
Possession with Intent to Sell-21	Probation Hold for 72 hours-2	Prohibited Sales-3	Protective Custody-221
Public Unraticn or Defecation-1	Receiving Stolen Property-74	Reckless Conduct-23	Reckless Driving-8
Reckless Operation-27	Registration Required-3	Resisting Arrest-62	Restraining Orders-1
Right of Way-1	Robbery-15	Sale of a Controlled Drug-25	Sexual Assault-3
Shoplifting-5	Simple Assault-150	Speeding Fines-4	Stalking-52
Suspended Registration-5	Taking a Firearm from Law Enforcement-2	Taking without Owner's Consent-1	Theft-4
Theft by Deception-23	Theft by Unauthorized Taking-70	Theft of Services-3	Transporting Alcoholic Beverages-5
Transportation of Alcohol by a Minor-8	Unauthorized Use of a Propelled Vehicle/Animal-1	Uninspected Vehicle-5	Unlawful Activities-4
Unlawful Possession and Intoxication-15	Unsworn Falsification-2	Violation of Planning Zoning Ordinances-1	Violation of Privacy-1

Violation of Probation-86	Violation of Protective Order-51	Violation of Sentencing Conditions-2	Willful Concealment-27
Witness Tampering-3			

I would like to highlight a few criminal complaints that have increased over 2016 from 2015:

- 1st Degree Assault
- 2nd Degree Assault
- Acts Prohibited
- Armed Robbery
- Burglary
- Control Drug Act
- Driving after Suspension
- Endangering the Welfare of a Child
- Habitual Offender
- Possession of a Controlled Drug
- Possession with Intent to Sell
- Robbery
- Sale of a Controlled Drug
- Simple Assault
- Violation of Probation

I am very concerned with the rise in violent crimes. Many of the other crimes on the rise are directly correlated to the substance abuse problem that we are all dealing with. This is why everyone is trying to work together as a county, state and local communities building programs to support networks that will help people struggling with addiction. The charges listed above don't reflect the collateral damage that impacts families who have someone struggling with addiction and possibly mental health issues. As

staff we see the children, parents, grandparents and other loved ones who visit and it can be heart breaking.

The jail and our staff continue to be proactive in helping work with law enforcement, courts, public defender's office, critical partners, offenders and there families. The demand on the staff is great and continues to challenge them with the amount of offenders they deal with and the mental health and substance abuse issues that come with the population that we work with.

The amount of bookings and releases continues to rise with the turbulence that this community faces. In 2016 we held 896 males and 297 females over the course of the year. The jail staff booked in 1166 offenders and released 1122 over the year. The daily average population was 71.07.

In a positive note in 2015 the jails revenue was \$93,805.00 and in 2016 it was just over \$236,000, this is a 151% increase to help keep taxes down. It is with the entire community support we can continue to achieve our mission to, "provide a safe, secure and humane environment for the staff and detainees."

Respectfully,

Superintendent Henry

Mountain View Community 2016 Annual Report

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

Our overall Resident Census for 2016 was a remarkable 98.2% representing a favorable change of .5% from the previous year. Our Rehabilitation Program (also called Skilled Nursing) saw a very favorable 12.7% increase and represented 5.5% of our overall bed days

In 2016 we welcomed 74 new Residents, an increase of 12 from 2015. Of that number 51 were welcomed as Skilled Residents representing an increase of 21 over the previous year. For comparison purposes it is interesting to note that in 2013 there were only 27 admissions.

With special thanks to our Director of Nursing Services Lori Tetreault, all of our Staff are to be congratulated for making possible this year's truly excellent State Licensure Survey. Each year a 5-10 person team from the State Department of Health and Human Services conducts an on-site review of every aspect of what we do and how we do it. A great survey does not happen by accident. It is the result of all Staff committing to quality in everything that we do. A great Survey only happens with a great Staff and ours is the best!

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. Our Therapeutic Recreation Staff do a wonderful job in making available a multitude of different recreation opportunities for all of our Residents. This year our Dining Services Department introduced a new individualized menu program that allows each Resident to make daily customized menu selections using a computer tablet. Special diets and special requests are always welcome at Mountain View!

As a County facility we take the stewardship responsibility that we have to the taxpayers very seriously and we are always looking for the most cost effective way to provide the very best in care and services. This

past year we combined our Maintenance, Housekeeping and Laundry Departments in one Environmental Services Department. While these departments have always worked collaboratively with each other in the past – combining them has streamlined supervision, provided for cross-training, simplified ordering and inventory management – and has resulted in savings.

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 four Memory Support/Alzheimer's Care Resident Neighborhoods. 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.

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 a 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. We know that when someone is in the hospital that he/she can choose where they want to receive follow-up rehabilitation care and we are proud that Mountain View Community is the rehabilitation/skilled nursing center of choice.

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 and Finance Office, the County Human Resources Department, the Farm, the House of Corrections and the Sheriff'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 Legislative Delegation Sub-Committee who are willing to spend the time needed to meet with us to review our budget requests. We especially want to acknowledge the help and support of the County Administrator Kenneth Robichaud together with Commissioners David Sorensen, David Babson and Christopher Ahlgren. I would like to take this opportunity to thank our 'retiring' Commissioners David Sorensen and Christopher Ahlgren, not only for their general service to the County, but also for their support of Mountain View and the care that we provide to the elders of Carroll County.

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 social and cultural 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!

Our Residents have an active Resident Council which meets regularly to discuss plans for the future, address any concerns as well as also serving as advocates for all Residents. Their ongoing advice and assistance is very much appreciated!

An organization the size of Mountain View Community requires a team effort in order for it to both provide the best care – and to do so in the most efficient manner possible. I am pleased to report that our Managers and Supervisors are a great group of professionals with whom it is a pleasure and honor to serve.

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 Mission of the Carroll County Department of Human Resources is to provide exceptional service to constituents throughout the County with efforts focused on the County's most valuable asset, its employees. The Department works strategically and 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 2016 the County hired 70 employees. Unfortunately, the turnover rate continues to be a challenge for some departments as we experienced 81 departures throughout the year. The Department of Corrections significantly *decreased* their turnover from previous years which is a celebrated improvement. Included in the Department of Corrections hiring numbers are two new positions that were approved in the 2016 budget. Those positions, Mental Health Clinician along with the Case Manager, are welcomed and necessary positions for the County in order to move forward with programs.

Human Resource also provides invaluable assistance to the departments 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, the Human Resources Department is here to help in any way possible to ensure a well-rounded environment for all employees.

This past September we were able to recognize and appreciate our employees by providing an “Employee Appreciation Luncheon” which was well- received by many. Those who participated were also entered into raffles and the winners were pleasantly pleased when their name was

drawn as a winner! We hope to continue with an “Annual” appreciation day for all employees in order to show our gratitude for such dedication.

Please be sure to visit the County website which is an excellent source of information and can be found at www.carrollcountynh.net.

Human Resource’s door is always open!

Sincerely,

Wynette DeGroot

REGISTRY OF DEEDS ANNUAL REPORT 2016

The Registry of Deeds is the official land record keeper for Carroll County, processing documents that relate to the selling and buying of real property in the county. The Registry is committed to ensuring real estate documents are recorded in a timely manner, accurately indexed and safely archived. The office is open to anyone interested in researching property records. In addition to deeds, mortgages, liens and attachments, there are many other types of documents pertaining to land records filed with the Registry. For example, survey plans, covenants for developments, and by-laws for condominium associations. The permanent and official records maintained at this location are dated from 1840 to present. There is much information available in the early volumes, and anyone interested in local history or genealogy may find it useful to research the records. The office is open to the public on a daily basis, 8:00 AM – 4:00 PM, and documents are available for public viewing on the website www.nhdeeds.com 24 hours a day, 7 days a week.

The Registry of Deeds deposited \$873,659.46 to Carroll County's funds in 2016. The operating cost of running the office was \$386,965.18. The balance, \$486,694.28, was contributed to the Carroll County general fund and a small fraction to the deeds equipment account. 2016 revenue collected by the Registry is detailed further down in this report.

Modernization of the Carroll County Registry of Deeds technology systems continues to advance. The Registry provided online Internet access on April 5, 2016, allowing the public free access to view Registry records 24/7 from the convenience of home or office. The web address is www.nhdeeds.com. Registry Internet records are fully redacted, protecting sensitive personal data i.e., Social Security numbers, bank account numbers, and credit card numbers. Frequent Registry Internet users in need of copies are offered an Internet account where one can charge and print clean copies of recorded documents in the office or home for an annual maintenance fee. To date, 212 Internet accounts

have been opened, earning \$25,440 in revenue for the county, over and above the cost of the copies purchased online. In lieu of opening an account, an occasional Internet user may choose to use the service of Tapestry, available on the web site, which makes copies available via credit card payment. Visiting the Registry office and/or sending a note with funds via United States Postal Service delivery is available, as well.

A comprehensive review of the land records management system was undertaken and completed in preparation for contract renewal. Specifications for modernizations were detailed in a request for proposal, bids were sought and proposals reviewed. A contract was awarded for a term of five years to Fidlar Technologies Inc.

A comprehensive review of the state of preservation of the Carroll County official land record housed at the Registry was undertaken and a ten year restoration plan has been developed to restore and preserve the records before more data is lost forever. By law, it is the duty of the Register of Deeds to undertake archival restoration, preservation and conservation. NH RSA 478:1 Defines these Duties: – The register of deeds shall carefully keep in the office provided by the county at all times, except when he may be required by a court to produce them as evidence or when the same may be removed for the purposes of repair, all books, records, files and papers belonging thereto, and when not in use shall keep them in a safe location where their protection from fire, theft, water and the elements is insured, and he shall permit no paper there deposited for record to be taken from his office before it is recorded. Whenever any of the volumes of records in his office shall be in need of repair, he shall seasonably cause them to be suitably repaired at the expense of the county, and, if necessary, he may allow such volumes to be taken out of his office for a reasonable time for that purpose.

The Carroll County Commissioners recognized the need and provided startup funds to address restoration needs in the 2017 budget. It is my hope that the Carroll County Delegation will endorse these efforts and fund the plan as presented for this year and for the years to come, so that the official record will be made as whole as possible.

Security in the Registry of Deeds office was enhanced by increasing visibility in the work area and placing monitoring cameras in the vault.

A program to alert landowners to potential property fraud is available free to landowners. This program alerts subscribers of transactions that involve specified names. If someone records a fraudulent document in the Registry of Deeds office, the named party will be alerted and notified. Protect your valuable real estate investment by signing up, free of charge, for property fraud alert at www.propertyfraudalert.com.

Volume of recording at the Registry of Deeds:

When compared to 2015, 2016 was a very busy year for the Carroll County real estate market. Registry recording volume increased 7%, collections from real estate transfer tax stamps increased 14% and recording fee revenue increased 6%.

Recorded volume of deeds increased eight percent (>8%)
Recorded volume of mortgages increased twelve percent (>12%)
Recorded volume of foreclosures increased five percent (>5%)
Recorded volume of liens increased thirty four percent >34%)
Recorded volume of plans increased 60 percent >60%)

The following chart shows transactions per municipality in Carroll County:

ALBANY	162	JACKSON	377
BARTLETT	1229	MADISON	671
BROOKFIELD	195	MOULTONBOROUGH	1718
CHATHAM	48	OSSIPEE	1081
CONWAY	2052	SANDWICH	300
EATON	106	TAMWORTH	562
EFFINGHAM	320	TUFTONBOROUGH	615
FREEDOM	623	WAKEFIELD	1237
HALE'S LOCATION	25	WOLFEBORO	1544
HART'S LOCATION	20		

2016 Revenue Collected by Register of Deeds:

	Gross Tax Receipts	County Revenue
State Transfer Tax (RETT)	\$ 8,686,439.00	
4% RETT County commission		\$ 347,457.56
State LCHIP tax	\$ 241,700.00	
4% LCHIP County commission		\$ 9,668.00
Copies/Faxes/Tapestry/Online Account Maintenance Fee		\$ 122,093.84
Recording Fees, Postage, Refunds, Misc. Deposits & Interest		\$ 367,825.06
Total Revenue to County General Fund		\$ 847,044.46
Total Revenue to Deeds Equipment Account - (RSA 478:17-j)		\$ 26,615.00
Total Revenue to County of Carroll		\$ 873,659.46

It has been a pleasure to work with the dedicated staff here at the Registry. Exceptional teamwork has made it possible to navigate through a very busy year while maintaining the accuracy and attention to detail that the office demands. The Registry is proud of Lori Lemery, a dedicated sixteen year employee of the Registry of Deeds, who was awarded New Hampshire Registry of Deeds employee of the year award for her outstanding service to Carroll County. The Registry of Deeds mission statement is as follows: As official land record keeper, we strive to professionally serve, timely record, protect and provide access to our historical records.

Lastly, I would like to commend all the staff of Carroll County, the Carroll County Commissioners and the Carroll County Delegation for their support and help throughout the year.

Respectfully Submitted,

Lisa Scott

CARROLL COUNTY FARM/PUBLIC WORKS REPORT

The farm products that were produced this year were sold to roadside stands and the public. The value of the products includes \$704 for produce, \$36,397 for hay, and \$39,890 for firewood.

The campfire wood program had a huge improvement this year, selling almost twice as many bags as last year, about 11,443 bags. The county jail again has been extremely helpful in providing as many inmates as possible to complete all the tasks that the farm is given. This year the jail also was able to get inmates bagging wood inside the secure perimeter. By accomplishing this more inmates were able to work and more bags bagged. DPW staff have been experimenting with new ways to be more efficient and cost effective at the same time in bagging wood. So we are excited to see how this improves our operation!

We had about a 50% increase in hay production due to an improved fertilization program and sold out of hay by late September. The hoop house was used primarily by the UNH Cooperative Extension again this year. They did an experiment on peppers and the results will be shared with local farmers to help grow the best varieties.

This year the Public works department was dealt a huge challenge in regards to its budget. Almost a 30% reduction was the ending result after a much debated budget ended in late March. Due to the lack of funding an already small department lost a position. This was hard for the department to go through but has adjusted well. The positive side to the cut is that it has led to many discussions and committees to be formed to shape the future of the farm. We are excited to see what is in store for the future!

The Public Works 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

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

Respectfully Submitted,
William DeWitte, Public Works Director

Carroll County Highlights 2016

Community and Economic Development (CED)

County residents participated in our programs, which foster resilient communities and build strong local economics. Overall, CED programs helped community leaders engage 73 citizens in local decision-making and action. More than 21% of them took on new leadership roles in their communities. More than 124 businesses county-wide benefited from CED programs focused on developing local strategies for business retention and expansion.

Food and Agriculture

County residents turned to Cooperative Extension for current, research-based information in the pursuit of profitable and sustainable agriculture. Extension specialists trained food producers, processors and restaurant workers to handle and prepare food safely, resulting in a reduction in food-borne illness. Farmers learned agricultural practices that protect water and soil quality and provide citizens with year-round access to high quality, locally-grown food.

Natural Resources

Across the county Cooperative Extension assisted 140 landowners with advice on conservation practices and referrals to New Hampshire licensed foresters and certified loggers. Community resource managers, municipal officials, volunteers and natural resource professionals received advice and training on forest and wildlife management, geographical information systems (GIS), the forest industry, invasive species, land and water conservation, and water resources via workshops and trainings. Our work impacted 9,678 acres county-wide.

UNH Professional Development & Training (PD&T)

For over 25 years PD&T has conducted workshops, certificate programs and conferences for New Hampshire's business professionals and educators. Now part of the Cooperative Extension family, PD&T

provides its students with access to a wide range of high-quality trainings in business, teaching, school administration, grant-writing and much more. You can find PD&T's catalog online (unh.edu/training) or at the Carroll County Cooperative Extension office.

Youth and Family

Our staff and volunteers build resiliency and life skills, develop workforce-ready young leaders, and help families avoid addiction and obesity. In 2016, more than 1,149 Carroll County citizens participated in our 4-H and nutrition programs. 132 local educators were trained in STEM and Youth Development.

Respectfully submitted

A handwritten signature in cursive script that reads "Ann M. Hamilton". The ink is dark and the signature is fluid.

Ann M. Hamilton
County Office Administrator

Child Advocacy Center 2016 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.

2016 was the busiest year to date for the CACCC. The Center served 129 children and their families out of two offices in Carroll County, one in Wolfeboro and one in Conway. As a fully accredited member of the National Children's Alliance, the Center ensured that best practice guidelines were utilized in the investigation and intervention of all child abuses cases in Carroll County.

In addition to providing services to victims of crime in Carroll County the CACCC has increased our community outreach and education initiatives. In 2016 we provided training to 85 community members. Six of the presentations were made to staff and volunteers at organizations that serve youths in our community, the others were to local civic agencies.

The report outlined below represents our statistics for 2016:

Total number of new cases since January 1: 129

Sexual Abuse Allegations 76

Physical Abuse Allegations 44

Child Witnesses/Other 30

Drug Endangerment 17

(Children who present with multiple issues may be counted more than once)

Age range of victims:

0-6 years 29

7-12 years 64

13-19 years 32

Adult Victims 4

Number of forensic interviews conducted to date: 118

Number of interviews conducted in Wolfeboro 45

Number of interviews conducted in Conway 71

Number of interviews conducted off-site 2

**County of Carroll
Delegation Meeting**

**Carroll County Administration Building
March 4, 2016
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 Clerk: Mellisa Seamans

I. Pledge of Allegiance

- II. Approval of minutes MOTION: “Approve the minutes of the January 25, 2016 Delegation meeting”. Motion Rep. Comeau, 2nd Rep. Schmidt. Motion passed 14-0 on a voice vote.**

III. Wakefield Police Chief Ken Fifield

Chief Fifield was joined by Madison Police Chief James Mullen, Wolfeboro Police Chief Stuart Chase, and Tuftonboro Police Chief Andrew Shagoury and spoke on behalf of Carroll County Police Chief’s Association. He asked the Delegation to be in favor of SB 527 that has great support in the NH Senate. Historically, NH Police Standards and Training has been funded by penalty

assessments. The fund has been raided over time. Training calendar is based on “hopeful” revenue which means available funds will ebb and flow. This mostly impacts in-service training. SB 527 puts the penalty assessment collection in the state general fund. Chief Fifield stressed the importance of appropriately funding NH Police Standards and Training so police can continue to get the same training across all agencies which is of great benefit out in the field. Rep. Umberger thanked Chief Fifield for his comments and suggested he and others interested in the bill testify before the NH House when the bill comes up for a vote.

IV. \$30,000 Appropriation for Drug Study

MOTION: “To use \$30,000 from fund balance for a drug study for the County” by Rep. McConkey, 2nd Rep. Butler. Motion passed by show of hands 12-2 with Reps. Buco and Chandler opposed.

Rep. Umberger explained this action is necessary to correct the motion passed at the 01/25/16 Delegation meeting that had approved taking the \$30,000 from the contingency fund. At the end of 2015, the contingency fund, along with all other unexpended appropriations lapsed and remaining monies went to the fund balance. Because the vote did not happen prior to end of year 2015, the \$30,000 could not be encumbered and charged to the contingency line.

Rep. Comeau asked for clarification about how the \$30,000 will be spent. Carroll County Department of Corrections Lt. Ian Phillips explained the study will determine the best course of action for the DOC in terms of the demographics and needs of our area and provide guidance developing sustainable programs based on the needs of our area.

Rep. Chandler acknowledged the issue is important but suggested holding off on the study for a couple of months to see if State funds might be made available for this purpose.

Carroll County Delegation
March 4, 2016

Rep. Cordelli asked that the request for proposals be made publicly available on the County website.

V. Frank Riley

Mr. Riley (Ossipee resident, Ossipee selectman, Carroll County Farm Bureau President) read a statement expressing support for Carroll County Farm.

VI. 2016 Budget Review

Account #	Account Name	Amount Approved	Action
100.4100.0 07	Commissioners Dues/Licenses/Subscriptions	\$2,800	MOTION: Rep.Cordelli motion, 2nd Rep.Schmidt to reduce to \$2,800 passed 9-5 on a roll call with Reps. Butler, Crawford, Parker, Ticehurst, Umberger opposed.
100.4100.0 70	Commissioners Travel Expense	\$4,950	Reduction from \$5,500 to \$4,950 recommended by county administrator. Passed 14-0 on voice vote.
100.4100.0 85	Commissioners Ossipee Town Taxes	\$7,540	Reduction from \$9,000 to \$7,540 recommended

Carroll County Delegation
March 4, 2016

			by county administrator. Passed 14-0 on voice vote.
100.4100.0 17	Commissioners Education & Conference	\$2,600	MOTION: Rep. McConkey, 2nd Rep. Parker to reduce to \$2,600 passed 10-2 with Reps. Bucu and Ticehurst opposed.
100.4100.0 08	Commissioners Business Office Salary	\$86,200	MOTION: Rep. McConkey, 2nd Rep. Cordelli to reduce to \$86,200 passed 11-3 with Reps. Butler, Chandler, Ticehurst opposed.
100.4101	Treasurer	\$6,952	MOTION: Rep. Chandler, 2nd Rep. Parker to approve \$6,952 passed 14-0
100.4102	Special Fees & Services	\$542,200	MOTION: Rep. Chandler, 2nd Rep. Parker

Carroll County Delegation
March 4, 2016

			to approve \$542,200 passed 13-1 with Rep. Buco opposed.
100.4104.0 17	County Administrator Education & Conferences	\$1,450	MOTION: Rep. McConkey, 2nd Rep. Crawford to approve \$1,450 passed 14-0
100.4104.0 37	County Administrator Dues, Licenses, Subscriptions	\$300	MOTION: Rep. Parker, 2nd Rep. Schmidt to approve \$300 passed 14-0
100.4104.0 70	County Administrator Travel	\$800	MOTION: Rep. Parker, 2nd Rep. Butler to approve \$800 passed 14-0
100.4104	County Administrator	\$138,275	MOTION: Rep. Schmidt, 2nd Rep. Avellani to approve the county administrato r budget as amended at \$138,275 passed 14-0
100.4110	County Attorney	\$438,705	MOTION:

Carroll County Delegation
March 4, 2016

			Rep. Parker, 2nd Rep. Avellani to approve the county attorney budget at \$438,705 passed 13-1 with Rep. Butler opposed.
100.4150	Medical Referee	\$17,900	MOTION: Rep. Parker, 2nd Rep. Butler to approve the medical referee budget at \$17,900 passed 14-0.
100.4111	Victim/Witness Assistance	\$89,846	MOTION: Rep. Parker, 2nd Rep. Avellani to approve the victim/witness assistance budget at \$89,846 passed 14-0.
100.4120.068	Registry of Deeds Telephone	\$2,000	MOTION: Rep. Chandler, 2nd Rep. Avellani to approve \$2,000 passed 14-0.

Carroll County Delegation
March 4, 2016

100.4120.070	Registry of Deeds Travel	\$750	MOTION: Rep. Chandler, 2 nd Rep. Parker to approve \$750 passed 14-0.
100.4120	Registry of Deeds	\$445,028	MOTION: Rep. Parker, 2 nd Rep. Avellani to approve the registry of deeds budget as amended at \$445,028 passed 14-0.
100.8360.001	Cooperative Extension	\$239,079	MOTION: Rep. Parker, 2 nd Rep. Avellani to approve \$239,079 passed 14-0
100.9180	Regional Appropriations	\$217,000	MOTION: Rep. Chandler, 2 nd Rep. Parker to approve \$217,000 passed 13-1 with Rep. Comeau opposed.
100.9370	Carroll County Convention	\$15,426	MOTION: Rep. Parker, 2 nd Rep. Butler to approve

Carroll County Delegation
March 4, 2016

			\$15,246 passed 13-1 with Rep. Comeau opposed.
100.4140	Sheriff's Department	\$1,561,971	MOTION: Rep. Crawford, 2nd Rep. Chandler to approve the sheriff's department budget at \$1,561,971 passed 13-1 with Rep. Cordelli opposed.
100.4142	Dispatch Center	\$706,883	MOTION: Rep. Chandler, 2nd Rep. Parker to approve the dispatch center budget at \$706,883 passed 13-1 with Rep. Cordelli opposed.
100.4190	Human Services Department	\$4,925,077	MOTION: Rep. Parker, 2nd Rep. Comeau to approve \$4,925,077 passed 11-3 with Reps.

Carroll County Delegation
March 4, 2016

			Comeau, McConkey and Parker opposed
100.6100.0 05	Jail & House of Corrections Overtime	\$30,000	MOTION: Rep. Schmidt, 2nd Rep. McCarthy to approve \$30,000 passed 13-0
100.6100.0 11	Jail & House of Corrections Mental Health Salary	\$24,000	MOTION: Rep. Parker, 2nd Rep. McConkey to approve \$24,000 passed 13-0
100.6100.0 82	Jail & House of Corrections Equipment Repairs	\$75,000	MOTION: passed 13-0

Discussion points

- **Dues/Licenses/Subscriptions:** There was lengthy discussion surrounding Rep. Cordelli's motion to cut \$8,500 from 100.4100.006 to eliminate funding for NH Association of Counties dues. The discussion centered on NHAC President George Maglaras "making false statements" about the Carroll County Delegation at a NH House subcommittee hearing. Rep. Cordelli took issue with NHAC recently hiring a lobbyist and questioned if taxpayer dollars should be used for lobbying. Rep. Butler said membership and the lobbyist are important and provide broad-based benefit during "these difficult times". Mr. Robichaud said if the dues are not paid Carroll County corrections officers will not be allowed to participate in the certification program at NHAC. Rep. McConkey countered that there are other avenues to obtain this training. The commissioners were asked to invite Mr.

Carroll County Delegation
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Maglaras to the March 14 delegation meeting. Rep. Umberger will send a letter to NHAC to express the delegation's concerns and vote results. Rep. Ticehurst said people give false testimony all the time in Concord and the benefit of NHAC membership should not be based on alleged false statements made by one person. Rep. Crawford questioned why the certification of officers is "being held hostage" over the comments of one person. Mr. Robichaud said the nursing home and human resources staff also receive valuable training from NHAC. Rep. Comeau said it is likely membership in NHAC is not necessary and that agency can instead be contracted to provide training. A Right-to-Know request was submitted by Mr. Maglaras and copies provided to the delegation.

- **Commissioners Salary:** Elected officials' salaries are set by the Delegation in May.
- **Medical Insurance:** Lengthy discussion ensued regarding line 100.4100.012 (Medical Insurance). Action on this line item was passed over and will be considered at the 03/14/16 meeting.
- **Business Office Salary:** Rep. McConkey asked if any employees incurred overdraft charges when their paychecks were not direct-deposited due to a "hiccup" in payroll processing. Mr. Stuart said the employees were paid on time with payroll checks but direct deposit is a convenience. Rep. Babson said no employees have brought forth evidence of overdraft charges. Rep. Umberger announced that someone send out an email to all employees asking them to bring forward any overdraft costs they may have incurred. Rep. Umberger reported estimates for outsourcing payroll processing as provided to her by Mr. Stuart (Checkmate \$20,442.50; Paychex \$20,000; Sure Payroll \$17,705.74). Mr. Stuart said these companies would simply print paychecks based on data compiled by County staff so an employee would still need to be assigned to payroll. Mr. Stuart said there is money in the budget for Kronos training for

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employees and supervisors. Rep. Crawford contacted ADP whose representative has offered to do a free evaluation of the County payroll system and give a quote. Rep. Crawford offered the contact information to Mr. Stuart. Rep. Umberger suggested this evaluation occur prior to the 03/14/15 delegation meeting. The budget reduction of \$15, 600 represents the proposed salary of a part-time employee to manage payroll processing. Rep. Umberger questioned why there remains such a struggle for employees and supervisors to correctly log information into the timekeeping system. Mr. Robichaud said payroll procedures have been written down but not adopted. Mr. Stuart said additional training is needed for employees and supervisors and Kronos needs to be properly programmed. Mr. Stuart said he spends a combined week of time processing payroll and related duties in each two-week pay period. Rep. Butler spoke in support of the part-time position to free up the finance director to focus on higher-level tasks.

- **Special Fees & Services:** Rep. Butler disagreed with zeroing out the contingency fund but noted the fund balance could be used “in time of crisis”. Rep. Avellani asked for and received confirmation that Accrued Benefit Pay Fund (100.4102.096) will be used only to fund matching of employee health insurance deductibles and monies will not be transferred out of this line to fund other expenses. County administration requested an additional \$60,600 for Special Auditors (100.4102.102) to add to the \$139,400 for a forensic audit but subcommittee opted not to approve the additional \$60,600. Rep. Buco asked the status of the forensic audit that was approved months ago. Rep. Umberger noted that nothing has been done towards the audit.
- **Registry of Deeds:** An amendment by Rep. Cordelli to remove \$4,195 from the new equipment line failed 2-12. Rep. Cordelli will re-send a list of all new equipment requested throughout the county budget to the delegation.

- **Regional Appropriations:** Rep. Ticehurst suggested the responsible thing to do is to consider these budgets at the end of the budget rather than mid-point.
- **Dispatch Center:** This budget was amended to remove the \$349,995 grant (100.4142.096). Mr. Stuart will be creating an account to separate this grant from the County budget.
- **Administration Building:** A portion of the County Maintenance Supervisor (\$12,000) is charged to this account and the bulk of his salary is charged to the nursing home. Rep. McConkey suggested his full salary be moved to the DPW budget. Mr. Robichaud provided a copy of the Constellation electric rate contract. It was asked whether or not the Constellation contract is contingent on membership in NHAC and if there is a penalty for early contract termination. He was also asked to provide this information as well as documents by to justify the increase in the care of grounds (100.4170.080) by 03/10/16.
- **Jail & HOC:** Mr. Stuart was asked to recalculate the Mental Health payroll expense and benefits based on a half year rather than the current budget's full year for this yet-to-be-filled position. Mr. Stuart was asked to recalculate line 4100.27 ensure there is enough funding for this contracted position until the mental health counselor is hired. CCDOC Superintendent Jason Henry submitted a two-page letter in support of the Mental Health/Drug Counselor position and a one-page letter outlining proposed changes to the CCDOC budget.

VII. Holding Meetings at Different Locations

Rep. Cordelli suggested holding delegation meetings at various locations throughout the county. There was discussion about the value of having the meetings at the county complex because it provides access to available resources – staff and documents. Rep. Umberger asked that proposals for community-based meetings be brought forward at a future meeting.

VIII. Hale's Location Budget (1:18 p.m.)

The Hale's Location 2016 budget was presented for consideration but decision held until the March 14, 2016 delegation meeting.

IX. Public Comment

Peter Kasprzyk of Wakefield commended the delegation for keeping an eye on the bottom line of the budget. He said he has no problem with the County Farm and its use relative to the county complex. As a small business owner, however, he is concerned that his tax dollars are being used to fund the farm operations when the farm, in turn, is competing with him and other small businesses/farmers.

Lee Fritz of Freedom read a letter supporting the county farm.

Eleanor Stokes of Freedom read a letter supporting the county farm.

Susan Wiley of Sandwich made comments supporting the county farm and submitted a flyer outlining the current operations and the value of having a county farm task force.

Rep. Ticehurst read a letter from Town of Albany selectmen in support of the commissioner's proposed 2016 budget and of the county farm.

Convention

MOTION: "To go into convention to ratify previously made motions" by Rep. Parker, 2nd rep. McCarthy. Motion passed by voice vote. The Delegation then proceeded to ratify the following motions and actions taken during today's full Delegation meeting:

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1. **"Approve the minutes of the January 25, 2016 Delegation meeting".** Motion passed on a voice vote 12-0 with Rep. Parker abstaining.
2. **"To use \$30,000 from fund balance for a drug study for the County".** Motion passed on a voice vote 12-1 with Rep. Buco opposed.

Rep. Umberger said the delegation will hold off on ratifying the budget votes because the 2016 budget remains a work in progress.

Motion by Rep. McConkey, 2nd Rep. Butler to move out of Convention passed on voice vote.

Motion to adjourn passed unanimously on a voice vote.

Minutes approved by majority vote of the Delegation on

Rep. Ed Butler, Clerk

Attachments:

1. Letter (Frank Riley, President Carroll County Farm Bureau)
2. E-Mail (George Maglaras Right-to-Know request)
3. Letter (CCDOC Supt. Henry re: mental health/drug counselor)
4. Letter (CCDOC Supt. Henry re: CCDOC budget changes)
5. Report (County Treasurer Chip Albee)
6. Email (Lee Fritz, Freedom resident)
7. Letter (Eleanor Stokes, Freedom resident)
8. Flyer (Susan Wiley, Sandwich re: Carroll County Farm)
9. Letter (Town of Sandwich selectmen)
10. Meeting attendance sheet (2 pages)

**County of Carroll
Delegation Meeting
Carroll County Administration Building
March 14, 2016 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 Clerk: Mellisa Seamans

I. Pledge of Allegiance

II. Approval of Minutes

MOTION: “Approve the minutes of the March 4, 2016 Delegation meeting as amended”. Motion Rep. McConkey, 2nd Rep. Butler. Motion passed 14-0 on a voice vote.

III. NHAC President – Strafford County
Commissioner George Maglaras

Mr. Maglaras was invited to attend to explain testimony he gave at a committee hearing in Concord regarding HB1585. He said NHAC objected to the bill because it does not represent the best way for the commissioners and delegation to work together. After the hearing and in followup email, Mr. Maglaras reached out to Rep. Cordelli to help work on the bill but Rep. Cordelli refused. Mr. Maglaras distributed copies of the email to the delegation and said he agrees with most points in the bill. Mr. Maglaras said he offered to return to the committee to amend his testimony but was told by the committee chair it was not necessary. Mr. Maglaras said when the legislature takes a particular action to solve a political problem it does not serve the people well. Rep. Umberger asked Mr. Maglaras to send her an email detailing the reasons for his objection to the bill. Mr. Maglaras addressed the concern that NHAC has hired a lobbying firm which he said is not true. He distributed the RFP written to recruit a legislative liaison for NHAC. This has been awarded to the Dupont Group. That firm was hired to “be the eyes and ears” for county governments.

IV. 2016 Budget Review

Account #	Account Name	Amount Approved	Action
100.9160	Long Term Debt	\$537,834	MOTION: Rep. McConkey motion, 2nd Rep. Butler to approve \$537,834 passed 15-0 on a voice vote.

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100.9500.061	MVNH Annex – Electric	\$11,500	MOTION: Rep. Chandler motion, 2nd Rep. Crawford to approve \$11,500 passed 15-0 on a voice vote.
100.4111.017 200 Fund	Victim/Witness Grant Education & Conference Victim/Witness Grant	\$58,046 \$32,500	MOTION: Rep. McConkey motion, 2nd Rep. Parker to approve \$58,046 passed 150 on a voice vote. MOTION: Rep. McConkey motion, 2nd Rep. Parker to accept \$32,500 Victim/Witness grant passed 15-0 on a voice vote.
100.6100.051	Jail & House of Corrections Meals	\$195,000	MOTION: Rep. Schmidt motion, 2nd Rep. Parker to approve \$194,618 passed 15-0.

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100.6100.027	Jail & House of Corrections Mental Health	\$17,200	MOTION: Rep. Schmidt, 2nd Rep. McCarthy to approve \$17,200 passed 15-0
100.9400.096	Capital Expenditures Information Technology	\$80,000	MOTION: Rep. Butler, 2nd Rep. Crawford to approve \$80,000 for fiber optic passed 10-5 with Reps. Chandler, Comeau, McCarthy, McConkey, and Parker opposed.
100.9400	Capital Expenditures	\$94,500	MOTION: Rep. Butler, 2nd Rep. Crawford to approve \$94,500 passed 12-2 with Reps. Cordelli and Comeau opposed.

Discussion points

- **Commissioners – Business Office Salary:**
MOTION: “Add \$15,600 back to the business office salary line to fund the part-time payroll position with a review in six months” by Rep. Parker, 2nd Rep. Avellani. Rep. McCarthy said the finance director

has more important things to do than process payroll. Rep. Butler spoke in support of the part-time position. **MOTION: “To table this”** by Rep. Cordelli, 2nd Rep. McCarthy passed. Rep. Umberger reminded the group that while the cost of the parttime position is in the business office salary line item, the commissioner’s intention is that the person also work in the human resources department.

- **Budget Format:**

There was discussion about the need for the “Adopted Budget” column on budget presentation sheets to reflect what the delegation approves for the annual budget. This year, the column was adjusted throughout the year as line item transfers were made to cover overages and no longer reflects the delegation’s adopted budget. Rep. Umberger suggested administration add a new column to show the transfers rather than changing the “Adopted Budget” column.

MOTION: “Once an appropriation is approved by the delegation and entered into the official budget as an adopted that is not be changed in any future copies of the budget” by Rep. McCarthy, 2nd Rep. Bucu. Rep. McCarthy said changing the adopted budget column, as was done throughout this year, gives a false impression and gives false numbers in the budget. Rep. Ticehurst said the motion is symptomatic of a larger problem differentiating between the role of the delegation and the role of the commissioners. Mr. Robichaud said when there is a supplemental budget (as in 2015), the amount has to be added to the adopted budget. Rep. McCarthy withdrew his motion after receiving confirmation from administration that, in the future, the adopted budget column will not be changed once approved.

- **Victim/Witness Assistance Grant**

MOTION: ‘To reconsider this previously approved budget’ by Rep. McConkey, 2nd Rep. Parker. Motion

passed on a voice vote. Rep. McConkey explained that the grant funds received are \$700 more than originally anticipated. Mr. Stuart explained the grant is now reflected in the 200 Fund (\$32,500) and non-grant-funded expenses are in the general fund line 100.4111 (\$58,046). The total budget for this department is \$90,546.

· **Enterprise Fund – Mt View Community – 300.5190**

Physical Therapy Department Rep. Nelson said the other county nursing homes in NH do not provide restorative care. At the request of county administration, three restorative care staff positions have been cut from the 2016 budget. He said the subcommittee agreed that the activities performed by these staff can be picked up by other employees. Administrator Chandler said it was not a staff recommendation to cut these positions. Mr. Chandler said the current staff spend about 20 percent of their time in direct patient contact doing restorative care. Rep. Butler said he was reassured in subcommittee that reducing these positions will not diminish quality of care. Mr. Chandler said it would be “exceedingly helpful” if the delegation would add one full-time LNA position if the restorative care department is cut.

· **Jail & House of Corrections**

Supt. Henry said medical insurance budgeting in the past was based on the plans employees were on at the time the budget was prepared. This year, the finance director is instead calculating all vacant positions based on a two-person plan. Regarding staff turnover, Henry said the facility lost 11 staff last year and 11 replacements were hired. To date in 2016, four employees have left.

· **Capital Expenditures**

Rep. Cordelli reported county administration is proposing to fund the IT projects through a five-year lease at a cost of

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\$51,100 annually including interest of \$33,330. Rep. Cordelli expressed concern that timeline does nothing to establish an interface to the nursing home system any time in the next two years. Another concern is that department heads will not be given access to the financial system for at least a year. There is no analysis of the option to have our financial system vendor host the system rather than the county administering the system. Rep. Cordelli does not see the need for \$3,600 modules for purchasing and for doing purchase orders, because neither will be installed until next year. Rep. Cordelli is still waiting for information about what functionality human resources wants in its HRIS software and the cost of \$25,000. He reported there is \$25,000 in the human resources budget for the HRIS software, \$10,000 for computer projects at the nursing home, and \$75,000 in the jail budget for a security system upgrade. Mr. Stuart said though he presented the lease purchase option as asked, he does not support that manner of funding. Jon Rich of Cybertron explained the fiber optic project will take five to six months. An RFP will go out including a walk through by potential bidders. The project will have to be complete before winter. The IT projects in the jail and nursing home are not contingent on the fiber optic being installed.

- **Interest Expense**

A decision on this budget is delayed pending further explanation from the treasurer regarding the \$300,000 additional requested for Tax Anticipation Line of Credit interest.

- **Forensic Audit**

Mr. Robichaud distributed the draft Request for Proposals focusing on four items for the auditor to review and an addendum containing 14 additional items. The addendum items will be completed based on priority as funding permits.

MOTION: “The request for proposals be titled ‘forensic audit’ rather than special audit” by Rep. McConkey, 2nd Rep. McCarthy. Rep. Parker read a definition of special audit as “an assessment based on auditor’s report for further analysis of business practices”. Rep. Wright read the definition of forensic audit as “examination and evaluation of a firm or individual’s financial information for use as evidence in court. A forensic audit can be conducted in order to prosecute an individual for fraud or embezzlement”. Motion passed 11-3 with Reps. Butler, Crawford and Ticehurst opposed.

• **Budget work for 3/21/16**

Rep. UMBERGER reviewed the list of budget items that will be addressed at the next meeting:

Nursing Home/Annex
Interest
Capital Reserves
Human Resources
Dispatch Grant
Administration
Building
DPW
Medical Insurance

HRIS system \$25,000
Gas and Pellets
Care of Grounds
Electricity
Payroll clerk/Human
Resources position
Information
Technology

V. Public Comment

Kathy Day, a 33-year Mountain View Community employee currently working as an RNA said hers will be one of the jobs cut if the restorative care unit is eliminated. She said the care provided by this department (pain management) will not be done if the department is eliminated. To the comment by Mr. Chandler that the staff operate at a 20% efficiency rate, Ms. Day said this should be dealt with by management rather than cutting the department.

Rebecca Mason (former MVC Director of Nursing) spoke to the value of the RNA staff and that quality of care will suffer if this department is eliminated. To try and train 60 LNAs to absorb the work of this department (fitting equipment, handling alarms, providing this direct specialized care) is unrealistic.

Ms. Mason made comment about the possible elimination of the county farm and the need for a true cost analysis. She encouraged the delegation to give one more year for a group of volunteers to do this work and present for next year's budget.

Mark Longley read a statement from Peter Pohl of Sandwich regarding the value of the county land and its timber.

VI. Other Business

Rep. Umberger noted the 2014 audit has been sent out by county administration to the full delegation via email. The audit is available on the county website. Rep. McCarthy asked for true cost of the line items that have been merged together, i.e., medical insurance.

Convention

MOTION: "To go into convention to ratify previously made motions" by Rep. Parker, 2nd Rep. Cordelli. Motion passed by voice vote. The

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Delegation then proceeded to ratify the following motions and actions taken during today's full Delegation meeting:

1. **"Approve the minutes of the March 4, 2016 Delegation meeting as amended"**. Motion passed on a show of hands 14-0.
The request for proposals be titled 'forensic audit' rather than special audit" Motion passed on a show of hands 13-1 with Rep. Ticehurst opposed.

Motion by Rep. McConkey, 2nd Rep. Cordelli to move out of Convention passed on a show of hands.

Motion to adjourn passed unanimously on a voice vote.

**Minutes approved by majority vote of the Delegation on
___03/21/16_____**

Rep. Ed Butler, Clerk

**County of Carroll
Delegation Meeting
Carroll County Administration Building
March 21, 2016 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 Clerk: Mellisa Seamans

I. Approval of minutes

Hold approval of the March 14, 2016 meeting minutes to March 28, 2016.

II. Treasurer Report – Chip Albee

The tax anticipation note (TAN) interest was increased from 1.5% to 2.3%. The bank was a bit nervous because the county ended the 2014 in the red. Borrowing is done only as needed. The TAN for 2016 is \$18.5 million (this represents the amount to be raised through taxes in 2016). The total interest exposure for 2016 is \$323,000. Mr. Albee's expectation is the interest should be under \$250,000 but that is contingent on other revenue sources. Mr. Albee confirmed Rep. McCarthy's statement that about \$1 million of the 2015 TAN was used to

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pay 2014 expenses. Rep. McCarthy asked Mr. Albee to study NH RSA 33:7.

Rep. Cordelli said he was told the \$1 million of the 2015 supplemental appropriation that was not spent was encumbered to 2016. Mr. Albee corrected this and said the money was rolled into the unreserved fund balance and not encumbered. Mr. Albee reported there is \$1.3 million in the fund balance at year-end 2015.

III. Budget Review

Account #	Account Name	Amount Approved	Action
100.9100.100	Interest Expense Tax Anticipation Notes	\$250,000	MOTION: Rep. McConkey motion, 2nd Rep. Butler to approve \$250,000 passed 15-0 on a show of hands.
100.9100	Interest Expense	\$302,633	MOTION: Rep. Avellani motion, 2nd Rep. Parker to approve \$302,633 passed 15-0 on a show of hands.
300.5150.061	MVC – Plant Operations Electricity	\$215,000	MOTION: Rep. Avellani, 2nd Rep. Butler to approve \$215,000

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			passed 15-0 on show of hands.
100.4170.065	Administration Building Electricity	\$50,000	MOTION: Rep. Chandler, 2nd Rep. Parker to approve \$50,000. Motion passed 15-0 on a show of hands.
100.6100.061	Jail & House of Corrections Electricity	\$115,000	MOTION: Rep. Chandler, 2nd Rep. Wright to approve \$115,000. Motion passed 15-0 on a show of hands.
100.4103	Human Resources & Services	\$142,595	MOTION: Rep. Cordelli 2nd Rep. Chandler to approve \$142,595. Motion passed 11-3 with Reps. Comeau, Cordelli, Ticehurst opposed.
200 Fund	Dispatch Grant	\$349,995	MOTION: Rep. McCarthy, 2nd Rep. Parker to approve \$349,995.

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			Motion passed 13-1 with Rep. Comeau opposed.
100.4170	Administration Building	\$147,781	MOTION: Rep. Chandler, 2nd Rep. McConkey to approve \$147,781. Motion passed 121 with Rep. Cordelli opposed.
100.8000.098	Information Technology County Wide Contracts	\$143,000	MOTION: Rep. Cordelli, 2nd Rep. Avellani to reduce this line to \$143,000 to remove HRIS software and allow purchase of the payables and purchasing modules and interface with the nursing home". Motion passed 11-2 Reps. Crawford and Ticehurst opposed.

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100.8000	Information Technology	\$245,503	MOTION: Rep. Schmidt, 2nd Rep. McConkey to approve \$245,503 passed 11-2 with Reps. Crawford and Ticehurst opposed.
100.9500.080	MVNH Annex Care of Grounds	\$0	MOTION: “To reduce this line to \$0” by Rep. Cordelli, 2 nd Rep. Wright passed 12-1 with Rep. Ticehurst opposed.
100.9500	MVNH Annex	\$31,400	MOTION: Rep. Chandler, 2nd Rep. Wright to approve \$31,400 passed 12-1 with Rep. Ticehurst opposed.
300.5150.080	MVC Care of Grounds	\$17,500	MOTION: Rep. McConkey, 2nd Rep. Cordelli to reduce to \$17,500 to remove \$10,000 for

Carroll County Delegation
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			gardens passed 10-2 with Reps. Ticehurst and Umberger opposed.
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- **Medical Insurance:**

Rep. Umberger asked administration to provide the total spent on medical insurance for June-December 2015. No action was taken on medical insurance budget lines.

Electricity:

Mr. Stuart provided a handout detailing electricity usage and proposed budget. Three budget lines were approved and noted in the table above.

County Farm (DPW Budget):

MOTION: To reduce the DPW (Department of Public Works) budget by \$180,000 [for a bottom line of \$162,389] by Rep. McConkey, 2nd by Rep.

Avellani for discussion. **WITHDRAWN**

MOTION: To reduce DPW cut by half to \$90,000 for a bottom line of \$252,389 to fund the farm through June 30” by Rep. Schmidt, 2nd Rep. Parker

Amendment: “DPW funding will be \$342,389” by Rep. Wright motion, 2nd Rep. Crawford “to fund through end of August”. The amendment failed on a roll call vote (5-10) with Reps. Bucu, Butler, Crawford, Ticehurst, Wright in favor and Reps. Avellani, Chandler, Comeau, Cordelli, McCarthy, McConkey, Nelson, Parker, Schmidt and Umberger opposed.

Amendment: “DPW bottom line will be \$294,000” by Rep. Wright, 2nd Rep. Crawford. The amendment failed on a roll call vote (5-10) with Reps. Bucu, Butler, Crawford, Ticehurst, Wright in favor and Reps. Avellani, Chandler, Comeau, Cordelli, McCarthy, McConkey, Nelson, Parker, Schmidt and Umberger opposed.

Amendment: “To remove the January to June 30 timeframe” by Rep. Bucu, 2nd Rep. Butler. Motion passed on a show of hands 8-7.

MOTION: “To reduce DPW cut by half to \$90,000 for a bottom line of \$252,389” by Rep.

Schmidt, 2nd Rep. Parker. **Motion passed on a roll call vote (12-3)** with Reps. Avellani, Bucu, Chandler, Comeau, Cordelli, Crawford, McCarthy, McConkey, Nelson, Parker, Schmidt, Umberger in favor and Butler, Ticehurst, Wright opposed.

MOTION: “To reconsider the DPW budget of \$252,389” by Rep. McConkey, 2nd Rep. Chandler failed on a roll call 1-12 with Rep. Ticehurst in favor and with Reps. Bucu, Crawford, Cordelli, Wright, Nelson, McCarthy, Umberger, McConkey, Schmidt, Comeau, Avellani, Chandler opposed.

Rep. McConkey presented several points:

1. Baled Hay Sales – Production at its high in 2013 was 8,472 bales. Production since is down 40% (2,131 bales in 2014 and 929 bales in 2015). Commissioner’s budget had just shown gross revenue. When factoring in actual cost to produce – personnel costs, fertilizer and not accounting for fuel, machinery upkeep or overtime, the revenue realized for 2015 is \$8,798.
2. Bundled Wood Sales – 2014 production was down 24% (13,645 bundles in 2013, 3,430 in 2014, and 3,615 in 2015). A \$40,000 wood processor was supposed to increase efficiency. Labor to produce wood in 2015 was \$25,712.37, annual wood processor payment \$9,800, log length wood purchased for production average \$15,000 per year. In 2015

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there was a revenue loss estimated at \$16,332 without factoring in fuel, machinery upkeep, chain saws, or protective gear.

3. Garden Production – Labor to produce vegetables or fruit was \$3,367.60. Farm gross income was \$7,923.05 in 2015. This segment of the farm produces little to no income when you then factor in production costs.
4. The County Farm is not what it is represented to be. Production has been dropping 40% over the years. The Farm as it exists has value – hayfields, forest, high tunnel and in and of itself has potential but that potential should be achieved by others and not through tax dollars.
5. A package has been prepared for the file addressing the 11 points brought forward by Save the Farm.
6. The delegation has no current intention of selling any County-owned land.
7. It is time for the farm to evolve from a government subsidy to a resource the farming community can avail themselves of.

Rep. Cordelli presented a slideshow introducing “Carroll County Cooperative Extension Learning Center” and made the following points:

1. “The UNH Cooperative Extension brings information and education into the communities of the Granite State to help make New Hampshire’s individuals, businesses, and communities more successful and its natural resources healthy and productive.”
2. A lunchtime presentation was given by Extension to the delegation about a month ago. This concept builds on some representative’s thoughts on how to use Carroll County resources in a new and better way.

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3. An ad hoc group (Reps. Cordelli, Avellani, McConkey, Buco, Comeau) have met and developed “this very exciting opportunity for the County.”
4. The Learning Center concept could include nursing home programs, partnering with the culinary academy, working with community-technical colleges in the area, inmate programs, community education, local farm programs, community gardens, and the development of a local advisory council to drive this project.
5. UNH is discussing a business model for this and revenue options.
6. “Fantastic opportunity” for residents and the University.
7. With this concept, there are vastly more possibilities than problems. The current operation has limited resource to the community but with learning center model opportunities are endless. I hope the community is excited about the possibilities.

Rep. Ticehurst:

- o The ad hoc group did not share this concept with the DPW subcommittee when that budget was approved and the subcommittee does not recommend this
- o The committee of citizens that volunteered could have more information including why the wood production is down including the decision by the delegation limiting the amount of wood they could buy. They could learn more about inmate job skills and why we are working at much higher capacity than presented here with inmates. The citizen group has not been given a full picture.
- o The delegation has hobbled the farm and they have been doing the best they can.

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- o The role of the delegation is to approve the budget and the commissioners administer that. We can't put in conditions to how they do that.

Rep. Crawford:

With no dollar amounts in the concept presentation will the delegation now increase the Extension budget? Will cuts to the budget result in layoffs? o Education is a great idea. Concerned if cut off all funding and educational program does not come to fruition. What next? Sell the land? I don't even want to go there. What I am hearing from my constituents is the land belongs to the county and should never be sold. Voting no on defunding farm.

Rep. Umberger:

- o The ad hoc group Not an official subcommittee – an initiative taken by some members. This group felt it needed to do something to satisfy the farm aspect of the county without the associated cost.

Rep. Chandler:

We've been doing this for 32 years. The farm has been losing money for the past 32 years. o \$252,389 is enough to run the farm through August if they manage it.

Rep. Wright:

The concept is a great idea. Positive direction but premature to defund the farm. I have been inundated with emails, letters and phone calls from people I have known most of my life and respect. I cannot that quickly defund a program that has that much support. I am all for saving money but not at expense of my constituents. o I hope we can get past the relationship with commissioners which has a great deal of animosity to do something positive and make the farm so it doesn't cost us money. To just cut it off is the wrong approach.

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- o In all fairness this is the first time I have seen any proposal like this in the four years I have been here.

Rep. Butler:

- o Three months is not enough time to transition or make a plan from the state budget point of view. Making a transition from what we have to what is being proposed as a conceptual model is something that cannot be done easily. Farm and learning center could integrate successfully and grow to revenue producing farm with learning component. Heard from lots of residents about the farm and moving forward with it existing as it has for 162 years. We can make it better if we are willing to invest energy. We have not invested and that is why we are in this position now. Our constituents are asking us to support the farm. o There has been less and less support from us for the farm for the past three years.

They can't have increased or consistent production without support.

- o The proposal has several interesting and positive points Rep. McCarthy:
- o Very excited about the concept. Farm is a losing proposition as it is now. Concerned that cutting all funding and everything lay fallow until something positive comes out of concept...cutting off feet may dampen enthusiasm for learning center. Wish to keep farm partially open – just wood or hay or both for now to build on with UNH center.

Rep. Buco:

- o According to the 2014 audit the Farm budget shows positive in revenue and expenses. If it is breaking even why not continue to break even while we go through this transition?
- o I am the delegation representative to the advisory council that governs the Cooperative Extension. The budget is set for this year so any additional

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funds will need to come in the 2017 state budget. The University budget is always a battle in the state budget. The Extension gets its funding from federal, state, and county.

Rep. Schmidt:

Learning Center proposal is promising. This whole thing hinges on the Extension coming back with a business plan. To be fair, fund out 6 months, to demonstrate our willingness to do something new while considering taxpayers and embrace changes. Rep. Nelson: o During my four years the farm topic and concerns brought up. There has been plenty of opportunity to make the farm work, an opportunity the commissioners have not taken advantage of.

Rep. Avellani:

- The \$252,389 allows them to operate the farm for eight months (through August)

Rep. McConkey:

o I asked several weeks ago for the commissioners to come forward with a number by line item if farm was eliminated, taken out of budget, what would the budget look like. The response I received was the commissioners were not interested in discussion or providing numbers and if the delegation wanted to remove the farm they should come up with the number. Not the level of cooperation I was looking for. Went through the budget. A reduction of \$180,000 I believe represents costs associated with the farming activities. It will be up to the commissioners to determine how that will be apportioned. o The finance officer has concluded looking back at previous years the revenue assigned to the farm was false and did not take into account labor and cost to produce, etc. and this practice will no longer continue.

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- I have never had so many handwritten notes from nice ladies in my community as I have in the past few months. I also have letters from constituents that it is time to stop funding the farm.
- If we completely fund the farm/dpw at the rate in commissioner's budget, it fully funds all the activities demonstrated to have lost over 40% and have cost the taxpayers over 5 years \$500,000 or more. If we do nothing and keep it the same we go nowhere.
- The county taxpayers buy the seed, fertilizer and our employees provide most of the labor to grow, cultivate and pick the crop. The Farm then sells the produce to the nursing home at a wholesale price. The nursing home has little say over what product is delivered nor a say on the quantities they receive. In 2014, the farm delivered 1,000 pounds of squash to the nursing home and after blight was discovered the majority of the squash was destroyed, but the taxpayers paid for all that was delivered. I suggest that local farmers work with the nursing home going forward to sell local farm fresh.
- Bundled wood sales are down 39% yet we bought a \$40,000 wood processor. If you consider the cost of the wood, our labor to produce the product, the cost of the wood processor, this like vegetable production makes little to no money.
- Prior to 2015 the average number of inmates that were released for county maintenance or farm work was 2.5 persons per day. In 2015 that doubled but still no more than 10% of the incarcerated population. While it has benefits for the county and the inmates the County must pay for their supervision. The average stays for an inmate is 40 days and few if any will gain outside employment having participated in wood splitting or blueberry

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picking. Without the farm, inmates will still continue to perform ground care or services to towns and non-profit organizations. o The County Extension, Farm Bureau, 4H and others will continue to hold educational workshops and outreach programs on our property. o The Farm is just one function of the Public Works Department. Water, sewer, care of grounds are functions that still need to be performed.

- o The business office falsely reported revenue and accounting for labor or all the other production cost that private farmers or wood producers must account for. The new financial officer has stated repeatedly that this false revenue accounting will not be employed going forward. Production has declined over the past three years and that trend may be greater if other years are analyzed.
- o It is time for the farm to evolve from a governmental subsidy to a resource that local farming community can avail themselves of. This transition should become the mission of the Cooperative Extension, Soil Conservation, the Farm Bureau and other interested parties.

Mr. Robichaud asked the delegation to fund the farm through August so the 100 cords of wood on hand can be processed and one or two cuts of hay can be done.

Ms. Hamilton confirmed the Extension director and the University are looking at the learning center concept and different business models. She said that in no way will the Extension stop supporting the Farm.

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Subcommittee – Carroll County Agricultural Learning Center

MOTION: “To make the ad hoc committee a subcommittee of the delegation with all due authority and to name Carroll County Agricultural Learning Center” by Rep. Parker, 2nd Avellani. Motion passed 10-1 with Rep. Ticehurst opposed and with Reps. Butler, McConkey, Chandler and Wright absent from the vote.

Rep. Comeau reminded those present that subcommittee meetings are open to the public.

Part-time payroll/HR position

Mr. Robichaud said he would like to see this position focus mainly on assisting the finance director with payroll. Rep. Schmidt said he is not opposed to the idea but would like to see a definitive timeline that addresses the ongoing “problem” with fully implementing the KRONOS timekeeping system. Mr. Robichaud said representatives from ADP gave a presentation regarding payroll processing. The work includes creating a bridge from Kronos to the ACS financial system (\$5,000) and an annual cost of \$17-18,000. The cost estimate is preliminary only.

Commissioner Ahlgren maintained that even if payroll processing is outsourced a part-time payroll assistant is still needed. The prep work done at County will be the same.

Mr. Stuart said proofing is 90% of payroll and the actual printing of the checks, what would be sent to outside vendor, takes a very short time. Mr. Stuart said he has to verify information in Kronos and

ACS. ADP can directly interface with Kronos, do direct deposit, file IRS forms, print checks, but would need an interface to send the information back to ACS. ADP could be paid to retain the history back to 2010.

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This line item (100.4100.008) was reduced by \$15,600 for the part-time position previously (3/4/16) and there was no motion at this meeting to reconsider.

Medical Insurance

Rep. Umberger said she sent an email to administration 3/14/16 regarding health insurance but has yet to receive a response.

Human Resources

If the part-time position is reconsidered, this budget will need to be re-visited.

Administration Building

Mr. Stuart explained that “false revenue” for care of grounds is no longer being listed on the revenue side. The money in this line includes sidewalk repair (\$4,000), equipment, materials, septic pumping, trash removal, and elevator maintenance.

Mr. DeWitte said there is a septic tank at the administration building that holds solids and the gray water goes out to the main system/leach field. Rep. McConkey suggested that if the tank is of proper size it should not have to be pumped twice a year but rather once every five years.

Jail and House of Corrections

Approval of this budget was passed over awaiting follow-up to Rep. Umberger’s questions regarding medical insurance.

Information Technology

Rep. Cordelli said the timeline for IT implementation has the HRIS software not being implemented until 2017 and therefore recommended removing it from this year’s budget. He said it is more important to look at accounts payable, purchasing modules and interface with the nursing home this year.

MOTION: “To remove \$25,000 from line 100.8000.098”
by Rep Cordelli, 2nd Avellani. **WITHDRAWN**

Commissioner Ahlgren said the HRIS module purchase will go out to bid but will likely be part of the Kronos network that is countywide. Having the module will allow human resources to start integrating it with Kronos and be ready for the fiber optic that will

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increase performance speed. He said the HRIS software is recommended in the performance audit.

MVNH Annex

Mr. Murray said the \$6,000 listed in care of grounds is an error and should be reduced to \$0.

Mountain View Community

Rep. Nelson gave explanation for line items previously questioned by the delegation.

Administration

New Equipment – Intranet, website, panic alarm, security system Dietary Department

Dietary

New Equipment – Utility cart, food processor, replace dishes/utensils

Plant Operations

Care of Grounds – Rep. McConkey said the vote to remove garden funding could be re-visited if a formal plan is brought forward.

New Equipment – Carpet repair, hand tools

Laundry Department

New Equipment – Commercial washer and dryer, installation, miscellaneous supplies

Physical Therapy Department

Because the restorative care department was eliminated, an additional LNA is requested in the nursing department. Mr. Robichaud said the administration supports eliminating the department and that no other county homes have restorative care departments.

IV. Public Comment

Roberta Whiting, retired 43-year county nursing home restorative care LNA spoke in defense of the program and that it is an injustice to cut the program.

Rebecca Mason UNH is state-run government and to give management of the Farm to that organization, we lose local control and we should not depend solely on

them to make this work. Historically, the county has not been able to produce good numbers or business plans.

V. Convention

MOTION: “To go into convention to ratify previously made motions” by Rep. McConkey, 2nd Rep. Avellani. Motion passed by show of hands. The Delegation then proceeded to ratify the following motions and actions taken during today’s full Delegation meeting:

1. Interest Expense – Tax Anticipation Notes

MOTION: To approve \$250,000
(Ratified 11-0)

2. Department of Public Works

MOTION: “To reduce DPW cut by half to \$90,000 for a bottom line of \$252,389”
(Ratified 9-2 with Reps. Ticehurst, Wright opposed)

3. Department of Public Works

“To reconsider the DPW budget of \$252,389”
by Rep. McConkey, 2nd Rep. Chandler failed on a roll call 1-12 with Rep. Ticehurst in favor and with Reps. Buco, Crawford, Cordelli, Wright, Nelson, McCarthy, Umberger, McConkey, Schmidt, Comeau, Avellani, Chandler opposed. (Ratified 10-1 with Rep. Ticehurst opposed)

4. Subcommittee

MOTION: “To make the ad hoc committee a subcommittee of the delegation with all due authority

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and to name Carroll County Agricultural Learning Center” by Rep. Parker, 2nd Avellani. Motion passed 10-1 with Rep. Ticehurst opposed and with Reps. Butler, McConkey, Chandler and Wright absent from the vote. (Ratified 10-1 with Rep. Ticehurst opposed)

A motion to move out of Convention passed on a show of hands.

Motion to adjourn passed unanimously on a voice vote.

The next meeting will be Monday, March 28 at 9:00am

Minutes approved by majority vote of the Delegation on

___03/28/16_____

Rep. Ed Butler, Clerk

**County of Carroll
Delegation Meeting**

**Carroll County Administration Building
March 28, 2016
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 Clerk: Mellisa Seamans

I. Pledge of Allegiance

II. Part-Time Employee (Business Office)

Rep. Cordelli presented a proposed list of budget cuts (nine line items) totaling \$15,600 as a way to fund the proposed new part-time position in the business office.

MOTION: “To adopt these budget cuts and fund the part-time person for the business office” by Rep. Cordelli, 2nd Rep. McCarthy.
[WITHDRAWN]

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Mr. Robichaud anticipates the new hire will begin May 1 for an adjusted budget of \$12,600. He explained this is a temporary, part-time position.

Rep. Butler spoke against Rep. Cordelli's proposed budget cuts and in favor of the new position.

Rep. Cordelli offered adjustments to the proposed cuts but ultimately withdrew his motion.

Rep. McConkey brought forth a concern that when MVC Café customers use their debit card to pay for their purchase; their bank accounts are not being charged for weeks, months. Mr. Stuart said the issue was brought to his attention last week and the transactions are being traced. He believes a resolution is imminent and appears to be a one-month problem.

Rep. McCarthy said the new finance officer took over "a bag of worms" and the part-time position will free him up to focus on finance issues.

MOTION: "\$12,600 to create the part-time position in the finance office" by Rep. Schmidt, 2nd Rep. Butler.

Amendment: "To give the part-time position an end date of December 31, 2016" by Rep. Wright, 2nd Rep. Parker passed 13-2 with Reps. Butler and Ticehurst opposed.

MOTION as amended: "To move \$12, 600 to create a part-time position for the finance office (line item to be a temporary position with an end date of December 31, 2016" passed 15-0.

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III. Budget Review

Account #	Account Name	Amount Approved	Action
100.4100.008	Commissioners Business Office Salary	\$12,600	MOTION: Rep. Schmidt motion, 2nd Rep. Butler to add \$12,600 passed 15-0 on a show of hands. [Total of this line item now approved at \$98,800]
100.4100.016	Commissioners Dental Insurance	\$6,214	MOTION: Rep. McCarthy motion, 2nd Rep. McConkey to approve \$6,214 passed 15-0 on a show of hands.
100.4100.010	Commissioners Social Security	\$10,472	MOTION: Rep. Butler, 2nd Rep. Crawford to approve \$10,472 passed 15-0 on show of hands.
100.4100.018	Commissioners Medicare Expense	\$2,523	MOTION: Rep. Butler, 2nd Rep. Parker to approve \$2,523. Motion passed 15-0
100.4100.037	Commissioners Dues/Licenses/Subscriptions	\$6,130	MOTION: Rep. Chandler, 2nd Rep. McConkey to approve \$6,130 to include paying \$3,330 dues to NH Association of Counties Motion passed 14-1 with Rep. Comeau opposed.

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100.4100.012	Commissioners Medical Insurance	\$572,126	MOTION: Rep McCarthy 2nd Rep. Avellani to approve \$572,126. Motion passed 11-3 with Reps. Buco, Crawford, Ticehurst opposed.
100.6100.012	Jail & House of Corrections Medical Insurance	\$448,845	MOTION: Rep McCarthy 2nd Rep. Avellani to approve \$448,845. Motion passed 11-3 with Reps. Buco, Crawford, Ticehurst opposed.
300.5100.012	Nursing Home Admin Medical Insurance	\$1,491,367	MOTION: Rep McCarthy 2nd Rep. Avellani to approve \$1,491,367. Motion passed 11-3 with Reps. Buco, Crawford, Ticehurst opposed.
100.4170.061	Administration Building Electric Expense	\$50,000	MOTION: Rep. McCarthy, 2nd Rep. Parker to approve \$50,000".
100.4170.081	Administration Building Maintenance/Bldg Repairs	\$8,000	MOTION: Rep. Avellani, 2nd Rep. Butler to approve \$8,000 passed with Reps. Wright and Comeau opposed.

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100.4170.	Administration Building	\$151,781	MOTION: Rep. Chandler, 2nd Rep. Avellani to approve \$151,781 passed 12-3 with Reps. Comeau, Ticehurst and Wright opposed.
100.6100	Jail & House of Corrections	\$3,513,355	MOTION: Rep. Avellani, 2nd Rep. Parker to approve \$3,513,355 passed 13-2 with Reps. Comeau and Ticehurst opposed.
100.4100	Commissioners	\$817,190	MOTION: Rep. Butler, 2nd Rep. Avellani to reduce to approve \$817,190 passed 10-5 with Reps. Comeau, Cordelli, Parker, Ticehurst and Wright opposed.
300.5150.080	MVC-Plant Operations Care of Grounds	\$27,500	MOTION: Rep. Nelson, 2nd Rep. Avellani to approve \$27,500 passed 12-3.
300.5150.066	MVC-Plant Operations Pellets	\$39,000	MOTION: Rep. Avellani, 2nd Rep. Parker to reduce to \$17,500 to remove \$10,000 for gardens passed 12-3 with Reps. Ticehurst, Comeau and Wright opposed.

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300.5100	MVC – Administration	\$2,820,246	MOTION: Rep. Wright, 2nd Rep. Cordelli to approve \$2,820,246 passed 12-3 with Reps. Ticehurst, Comeau and Cordelli opposed.
300.5130	MVC-Dietary	\$1,577,770	MOTION: Rep. Chandler, 2nd Rep. Avellani to approve \$1,577,770 passed 14-1 with Rep. Comeau opposed.
300.5140	MVC-Nursing Department	\$5,650,712	MOTION: Rep. Avellani, 2nd Rep. Butler to approve \$5,560,712 passed 12-3 with Reps. Ticehurst, Comeau and Wright opposed.
300.5150	MVC-Plant Operations	\$784,940	MOTION: Rep. Nelson, 2nd Rep. Chandler to approve \$784,940 passed 12-3 with Reps. Ticehurst, Comeau and Wright opposed.
300-5160	MVC-Landry Department	\$132,695	MOTION: Rep. Nelson, 2nd Rep. Parker to approve \$132,695 passed 12-3 with Reps. Ticehurst, Comeau and Cordelli opposed.

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300.5170	MVC- Housekeeping Dept	\$372,706	MOTION: Rep. Nelson, 2nd Rep. Avellani to approve \$372,706 passed 13-2 with Reps. Ticehurst and Comeau opposed.
300.5180	MVC- Physicians & Pharmacy	\$100,300	MOTION: Rep. Nelson, 2nd Rep. Avellani to approve \$100,300 passed 15-0.
300.5190	MVC-Physical Therapy Dept	\$164,586	MOTION: Rep. Nelson, 2nd Rep. Parker to approve \$164,586 passed 13-2 with Reps. Ticehurst, Comeau opposed.
300.5191	MVC- Recreational Therapy	\$383,385	MOTION: Rep. Nelson, 2nd Rep. Parker to approve \$383,395 passed 14-1 with Rep. Comeau opposed.
300.5192	MVC-Social Services Dept	\$132,902	MOTION: Rep. Nelson, 2nd Rep. Parker to approve \$132,902 passed 14-1 with Rep. Comeau.
300.5193	MVC-Special Services Dept	\$336,495	MOTION: Rep. Nelson, 2nd Rep. Avellani to approve \$336,495 passed 12-3 with Reps. Ticehurst, Comeau and Parker opposed.
300.9100.099	MVC-Interest	\$659,469	MOTION: Rep.

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	Expense		Nelson, 2nd Rep. Parker to approve \$659,469 passed 13-2 with Reps. Comeau and Wright opposed.
300.9160.099	MVC-Long Term Debt	\$1,175,000	MOTION: Rep. Nelson, 2nd Rep. Parker to approve \$1,175,000 passed 14-1 with Rep. Comeau opposed.
300 Fund	MVC	\$14,291,206	MOTION: Rep. Butler, 2nd Rep. Avellani to approve \$14,291,206 passed 12-3 with Reps. Ticehurst, Comeau and Cordelli opposed.
REVENUE			
100.4010.018	Sheriff's Income Special Details	\$15,000	MOTION: Rep. Cordelli, 2nd Rep. Butler to approve \$15,000 passed 11-3 with Reps. Comeau, Avellani, and McCarthy opposed.
100.4010	Sheriff's Income	\$256,319	MOTION: Rep. Crawford, 2nd Rep. Butler to approve \$256,319 passed 12-2 with Reps. Comeau and Avellani, opposed.
100.4020.011	Registry of Deeds Income	\$327,517	MOTION: Rep. McConkey, 2nd

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	Recording Fees		Rep. Butler to approve \$327,517 passed 13-1
100.4020.013	Registry of Deeds Income Sales of Copies	\$103,129	MOTION: Rep. Avellani, 2nd Rep. Parker to approve \$103,129 passed 13-1
100.4020.014	Registry of Deeds Transfer Tax Commission	\$276,014	MOTION: Rep. Avellani, 2nd Rep. Parker to approve \$276,014 passed 12-2
100.4020.015	Registry of Deeds Bank Account Interest	\$189.00	MOTION: Rep. McConkey, 2nd Rep. Cordelli to approve \$189 passed 13-2
100.4020.038	Registry of Deeds Postage	\$4,223	MOTION: Rep. McConkey, 2nd Rep. Butler to approve \$4,223 passed 13-2 with Reps. Ticehurst and Chandler opposed.
100.4020.039	Registry of Deeds LCHIP	\$8,373	MOTION: Rep. Avellani, 2nd Rep. Parker to approve \$8,373 passed 14-1 with Rep. Ticehurst opposed.
100.4020.040	Registry of Deeds Surcharge	\$24,095	MOTION: Rep. Avellani, 2nd Rep. McCarthy to approve \$24,095

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			passed 14-1with Rep. Ticehurst opposed.
100.4020	Registry of Deeds	\$765,204	MOTION: Rep. McConkey, 2nd Rep. Parker to approve \$765,204 passed 14-1 with Rep. Ticehurst opposed.
100.6040	Jail & HOC Income	\$78,800	MOTION: Rep. Schmidt, 2nd Rep. Avellani to approve \$78,800 with .040 increased to \$6,000 passed 15-0
100.7000	Farm Income	\$65,000	MOTION: Rep. McConkey, 2nd Rep. Butler to approve \$65,000 passed 11-3 with Reps. Avellani, Butler, McConkey opposed
300.5000	MVC Nursing Home Fund	\$10,859,018	MOTION: Rep. Nelson, 2nd Rep. Avellani to approve \$10,859,018 passed 13-2 with Reps. Comeau and Cordelli opposed.
100.4000.010	County General - Income from Taxes	\$17,623,594	MOTION: Rep. McConkey, 2nd Rep. Butler to approve \$17,623,594

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			passed 11-3 with Reps. Avellani, Comeau and Ticehurst opposed.
	Revenue-Grand Total	\$30,071,423	MOTION: Rep. McConkey, 2nd Rep. Butler to approve \$30,071,423 passed 11-3 with Reps. Avellani, Comeau and Ticehurst opposed.

Budget Discussion

- Reps. Buco and Umberger will, at some point in the near future, present a limited tutorial about the BEAS budget line.
- Rep. Crawford said she is embarrassed by and regrets her vote on March 21 against the county farm. She said she was under the impression that the farm budget was going to be reconsidered in August. She apologized to the commissioners and farm employees.
- Rep. Ticehurst said she is disappointed with this budget process. She filed a right-to-know request asking for minutes of all Carroll County Delegation meetings and subcommittee meetings of 2015 and 2016.

IV. Minutes

MOTION: "To approve the minutes of March 14" passed 15-0.

MOTION: "To approve the minutes of March 21 minutes as amended" by Rep. Chandler, 2nd Rep. Schmidt passed 14-1

V. Hale's Location Budget

MOTION: “To approve the 2016 Hale’s Location operating budget of \$243,918” by Rep. Chandler, 2nd Rep. Butler passed 14-1 with Rep. Avellani opposed.

MOTION: “To approve the 2016 Hale’s Location revenue of \$40,050” by Rep. Chandler, 2nd Rep. Butler passed 12-3 with Reps. Avellani, Comeau, and Cordelli opposed.

- There was an unanswered question why the Hale’s budget in 2015 was \$236,016 but \$351,705 was collected in property taxes.
- It was noted that it does not appear Hale’s Location has paid the \$9,000 annual business administration fee to the county in at least two years.

VI. Learning Center

Rep. Umberger submitted comments into the record she received from Ken LaValley of UNH Cooperative Extension. She proposed the formation of a subcommittee to study the future of the Farm with a report back to the delegation by July 15. She said the proposal for the Learning Center is not viable because LaValley said in order for the Learning Center to move forward, there has to be a working farm. Rep. Umberger read a proposed list of members for the subcommittee: delegation member, commissioner, Save the Farm member, Farm Bureau member, Thompson School person, At-large District One member, Cooperative Extension representative.

Rep. Schmidt suggested the Learning Center subcommittee meet quickly and better define their scope of work.

MOTION: “To establish an exploratory committee to include members in the listing as well as members of the learning center subcommittee members to study the viability of the farm” by Rep. Ticehurst, 2nd Rep. Crawford failed on a roll call vote of 5-9 with Reps. Avellani, Bucu, Chandler, Comeau, Cordelli, McCarthy, McConkey, Nelson and Schmidt opposed and with Reps. Butler, Crawford, Ticehurst, Umberger and Wright in favor.

VII. Other Business

Rep. Cordelli proposed a resolution that requests the following of the county commissioners:

MOTION: “Be it resolved that the Carroll county delegation asks that the commissioners and administration consider the following:

- **Bi-monthly report on status of financial policies and procedures**
- **Department heads granted access to ACS Financial system to monitor their own budgets**
- **Payroll problem analysis**
- **Analysis of payroll and HR integration with ACS including where it would be hosted.**

by Rep. Cordelli, 2nd Rep. McConkey failed by 7-7 vote with Rep. Parker absent for the vote.

VIII. Convention

MOTION: “To go into Convention” by Rep. Chandler, 2nd Rep. Wright passed 14-0

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The delegation then proceeded to ratify the following motions:

1. **MOTION: "To approve the minutes of March 14"** passed 14-1
2. **MOTION: "To approve the minutes of March 21 minutes as amended"** passed 13-1 with Rep. Ticehurst opposed.
3. **MOTION: "To approve the 2016 Hale's Location operating budget of \$243,918"** passed 14-1.
4. **MOTION: "To approve the 2016 Hale's Location revenue of \$40,050"** passed 14-1.
5. **MOTION: "To ratify the expenditures for all departments as approved by the delegation"** by Rep. Chandler, 2nd by Rep. Butler passed 10-4 with Reps. Avellani, Comeau, Cordelli and Ticehurst opposed.
6. **MOTION: "To ratify the revenues for all departments as approved by the delegation"** by Rep. Chandler, 2nd by Rep. Butler passed 10-4 with Reps. Avellani, Comeau, and Ticehurst opposed.
7. **MOTION: "To move \$12, 600 to create a part-time position for the finance office (line item to be a temporary position with an end date of December 31, 2016)"** passed 12-2 with Reps. Butler and Ticehurst opposed.

A motion passed to move out of Convention.

IX. Public Comments

Ann Hamilton read into the record the previously submitted UNHCE Position Statement from Ken LaValley.

Lee Fritz of Freedom chastised those who voted to cut the Farm budget.

Carol Delorea spoke in favor of the Learning Center idea but expressed concern of current farm operations ceasing.

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Becky Mason of Tamworth reminded the delegation there is an educational farm in Tamworth, Remick Farm, and certainly the Learning Center would not want to compete with that.

Daymond Steer of Conway Daily Sun asked for clarification on a few discussion items.

David Babson, on behalf of a Wolfeboro resident (Mr. Perry), presented a page from History of Carroll County book regarding the formation of the county farm (1869).

Mellisa Seamans thanked the delegation and subcommittees for their work this year. She asked the commissioners to consider working with members of the community as had offered in the past including a business plan for the farm, a capital improvement committee, fundraising campaigns etc.

Motion to adjourn passed unanimously on a voice vote.

Minutes approved by majority vote of the Delegation on

Rep. Ed Butler, Clerk

County of Carroll Delegation Meeting

**Carroll County Administration Building
May 16, 2016
10:00 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

Other Meeting Participants:

Commissioner David Sorensen
Commissioner David Babson
Commissioner Christopher Ahlgren
County Administrator Ken Robichaud
County Finance Director Chuck Stuart
MVC Administration Howard Chandler
CCHOC Superintendent Jason Henry

Recording Clerk: Mellisa Seamans

Meeting called to order at 10:02 a.m.

I. Pledge of Allegiance

II. Approval of Minutes

MOTION: “To approve the minutes of March 28 as amended” by Rep. Parker, 2nd Rep. Butler passed 10-0.
(Amendment by Rep. Ticehurst – Page 6 under heading “Minutes” *passed 14-1 with.*)

III. Salaries – Elected Officials

MOTION: “That the salaries of the treasurer, attorney, sheriff, and registrar be held to the current level” by Rep. Cordelli, 2nd Rep. Parker.

Amendment: “To discuss each salary individually” by Rep. Butler, 2nd Rep. Nelson passed 9-1 with Rep. Cordelli opposed.

MOTION AS AMENDED: “To discuss each salary individually” passed 8-2

MOTION: “To keep the treasurer salary at \$5,557” by Rep. Butler, 2nd Rep. McConkey passed 10-0.

MOTION: “To keep the county attorney salary at \$72,932” by Rep. McConkey, 2nd Rep. Butler passed 10-0

Amendment: “To increase the county attorney salary to \$74,932” by Rep. Nelson, 2nd Rep. Crawford failed 3-7 with Reps. Comeau, Cordelli, Parker, Avellani, Ticehurst, McConkey, Umberger opposed.

MOTION: **"To keep the sheriff salary at \$63,018"**
by Rep. McConkey, 2nd Rep. Avellani passed 9-1 with Rep. Butler opposed.

MOTION: **"To set the registrar salary at \$53,000"** by Rep. Butler, 2nd Rep. Parker failed 5-5 with Reps. Cordelli, Comeau, McConkey, Ticehurst and Avellani opposed.

MOTION: **"To keep the registrar salary at \$50,000"** by Rep. McConkey, 2nd Rep. Cordelli passed 8-2 with Reps. Butler and Umberger opposed.

MOTION: **"For the commissioner's salary to be adjusted to \$9,500"** by Rep. McConkey, 2nd Rep. Parker passed 6-4 with Reps. Umberger, Butler, Ticehurst, and Crawford opposed.

Amendment: **"To keep the commissioner's salary at \$11,332"** by Rep. Butler, 2nd Rep. Ticehurst failed 4-6 with Reps. Nelson, Cordelli, Comeau, Parker, McConkey, Avellani opposed.

Amendment: **"To set the commissioner's salary at \$11,000"** by Rep. Ticehurst, 2nd Rep. Butler failed 4-6 with Reps. Nelson, Cordelli, Comeau, Parker, McConkey, Avellani opposed.

Discussion:

Rep. Umberger distributed a spreadsheet comparison of elected officials' salaries (attached).

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Mr. Robichaud said he requested a performance audit of the county attorney's office and the registry of deeds in the 2016 budget but that was not funded.

Rep. Crawford said the county attorney salary should be raised to entice qualified people to run for office. Mr. Robichaud said the county attorney was paid \$70,000 in 2011, \$72,100 in 2013, and \$73,300 in 2014.

Rep. Butler said the registry is a demanding job and an increase is warranted. Mr. Robichaud was unable to give the historical data regarding the registrar salary because that salary is lumped into the registry of deeds department salary line with other staff. Register of Deeds Lisa Scott sent a letter to the delegation seeking an increase in salary for this position (attached).

Rep. Umberger said that because Commissioner David Babson is currently serving a four-year term the salary decrease does not affect him. His salary remains at the 2014 level of \$11,332.

Rep. McConkey said with the hiring of a county administrator and finance officer, the commissioners will be moving more into the role of policy maker. He suggested the salary reduction could be used in the coming year for employee merit pay increases.

Rep. Ticehurst said the delegation is asking more of the commissioners and not less. Rep. Butler spoke against the commissioner's salary decrease. He said it has been an incredibly stressful time for the commissioners and administration and the salary decrease can be seen as a result of the contention between the delegation and commission.

Commissioner David Sorensen announced he is not seeking re-election this Fall.

It was noted that the commissioners also receive mileage reimbursement and dental insurance in addition to their salary.

IV. 1st Quarter Budget Review

Revenue

Mr. Stuart said the revenue is “pretty much on target” with no red flags.

Mr. Henry said “Jail Income” includes a variety of miscellaneous sources including reimbursement from Social Security as inmate benefits terminate while they are incarcerated.

Rep. Crawford asked if Medicare and Medicaid are billed at 100%. Mr. Chandler said both are billed the private pay rate but both will only pay contractual rate of about 80%, the rest is shown as a write-off in the “contractual allowance” lines of the revenue budget.

Rep. McConkey noted that therapy income is down. Mr. Chandler said this is “disappointing” but the plan of correction is that the service provider is changing from Genesis to Rehab Pro June 1. He expects to see a “sudden and drastic” increase in these revenue areas starting in June.

Rep. McConkey asked about past due debt. Mr. Stuart said this is tracking and doing very well and currently about \$200,000 is owed.

Commissioner Ahlgren said it takes about 90 days to collect from Medicare/Medicaid.

MOTION: “Strongly request that the commissioner’s office provides the delegation with a quarterly report on bad debt and recovery metric progress at future meetings” by Rep. McConkey, 2nd Rep. Cordelli passed 9-1 with Rep. Parker opposed.

Rep. Avellani asked if the “issue with café meals” has been resolved. Mr. Stuart said “it is very close”. Mr. Chandler said

the credit/debit card vendor has been changed and he believes the issue of uncollected payments has been resolved. Rep. McConkey asked him to provide confirmation of this to the MVC Subcommittee.

Expenses

Mr. Stuart said the lines that are over expended are as a result of employee termination payoffs but everything else is "on track".

Mr. Robichaud said the County currently has one certified septic operator but two are required. A second employee is enrolled in the certification course and the County has an agreement with NH Department of Environmental Services and has provided NHDES with a plan.

Amounts charged in the farm, water, and sewer budgets represent an accounting adjustment. These related expenses are now being charged correctly to the DPW budget.

V. Carroll County Agricultural Learning Center Subcommittee

Rep. Cordelli reported an organizational meeting of this committee was held in April. A second meeting is being held this evening (May 16) at 7 p.m. at Remick Farm in Tamworth.

Commissioner Babson reported that on Tuesday, May 24 at 10 a.m. Andy Kendall of Kendall Foundation will be visiting the county complex to view the property and has agreed to do an assessment of the county farm operations and offer possibilities.

Commissioner Sorensen confirmed that the commissioners are forming a committee to analyze the farm and its potential future uses.

Rep. Butler said these two efforts are happening at the same time but not integrated in any way. He said the efforts should be

integrated in which the commissioners and delegation are working together. He questioned the authorization of the delegation to create a formal subcommittee that is not budgetary in nature. Rep. Umberger said she is disappointed the commissioners chose to do something different and are not participating in the delegation effort. She suggested perhaps Mr. Kendall can “come up with something” to bring the sides together. She said she is looking forward to someone bidding on the request for proposals for haying the fields but, as of this date, no bids have been received.

Rep. Ticehurst said the Learning Center subcommittee was appointed by and is only open to the delegation members. Rep. Ticehurst said she applauds the commissioners for any effort they are making regarding the farm because that is exactly what the citizens want.

Commissioner Babson said the commissioners were never asked to join the delegation effort and never declined.

VI. Forensic Audit/2015 Audit

Mr. Stuart said, “We’ve had extended discussions with the current auditors about the forensic audit. They indicated some of the items on the list will be wrapped into the 2015 audit. They will come back with their suggestion for how to structure and handle the rest of the items on the list. I expect that response within the next couple of weeks. As part of your next meeting in July or August, they will be present to make a presentation on both the forensic audit and the 2015 audit as well.” Depending on what the recommendation is depends on how the forensic audit RFP will be structured, if necessary.

Mr. Stuart said it is his intent to move forward with the forensic audit based on what the professionals tell him is the most prudent, cost-effective and still achieves the goal.

The 2015 audit should be completed by the end of June 2016.

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Rep. Cordelli said it is his strong opinion that a separate RFP needs to be done for the forensic audit and not just handed to the current auditor. Rep. Umberger said this is the commissioner's option.

Commissioner Ahlgren said the auditor is looking at the "nursing home bond issue" and credit card payments as part of the 2015 audit.

Rep. Comeau asked if the auditors will examine the dental premiums issue. He said the only way to find out what was expended 1998-present is a forensic audit.

VII. Other Business

Rep. Umberger presented a packet of information from ServiceLink about their veterans' outreach program "Ask a Veteran". The packet is available in the County business office.

Rep. Umberger presented a packet of information about Carroll County Coalition for Public Health. The packet is available in the County business office.

Rep. Avellani asked for an update on the hiring of a payroll clerk. Mr. Stuart said they are having trouble finding a payroll clerk and that the labor market is not conducive at the moment.

Rep. Nelson asked the status of the culinary academy. Mr. Robichaud said they are running into an issue with NH Department of Education and getting certified. Mr. Robichaud they have started doing work in the old nursing home.

Rep. Umberger said the County has several new internal controls policies - payroll, accounts payable, and cash receipts/deposits, approved vendor, employee reimbursement, investment, fraud.

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May 26 from 6-8 p.m. at MVC is the CCHOC Officer Appreciation Banquet.

VIII. Non-Public Session

MOTION: “To go into non-public session under RSA 91-A:3, II, e - Consideration or negotiation of pending claim or litigation” by Rep. Umberger, 2nd Rep. McConkey. Roll Call vote with the following voting “aye” - Reps. Ticehurst, Avellani, McConkey, Umberger, Comeau, Parker, Cordelli, Nelson.

Following the non-public session, the delegation returned to public session.

MOTION: “To seal the minutes of the non-public session until the matter is adjudicated” by Rep. Ticehurst, 2nd Rep. Comeau passed 7-1 with Rep. Parker opposed.

Ms. Seamans read the vote that was taken during the non-public session: “To transfer \$100,000 from the undesignated fund balance to the Legal line (4102.003) for the sole purpose of settling a legal claim”.

VIII. Convention

MOTION: “To go into Convention” by Rep. McConkey, 2nd Rep. Parker passed.

The delegation then proceeded to ratify the following motions:

1. MOTION: “To keep the treasurer salary at \$5,557” passed 8-0.

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2. **MOTION: "To keep the county attorney salary at \$72,932" passed 8-0.**
3. **MOTION: "To keep the sheriff salary at \$63,018" passed 8-0.**
4. **MOTION: "To keep the registrar salary at \$50,000" passed 5-3 with Reps. Nelson, Parker and Ticehurst opposed.**
5. **MOTION: "Strongly request that the commissioner's office provides the delegation with a quarterly report on bad debt and recovery metric progress at future meetings" passed 7-1 with Rep. Ticehurst opposed.**
6. **MOTION: "To transfer \$100,000 from the undesignated fund balance to the Legal line (4102.003) for the sole purpose of settling a legal claim" passed with Reps. Parker and Nelson opposed.**
7. **MOTION: "To seal the minutes of the non-public session until the matter is adjudicated" passed 8-0.**

A motion passed to move out of Convention.

Rep. Umberger said the next meeting will be held sometime in August 2016.

Motion to adjourn passed unanimously on a voice vote.

Minutes approved by majority vote of the Delegation on

Rep. Ed Butler, Clerk

County of Carroll
Carroll County Delegation
July 25, 2016 9:00 a.m. Carroll County
Administration Building – Ossipee

Attendance:

Member	Present	Absent
Karen Umberger (Chair)	X	
Mark McConkey (Vice-Chair)	X (arrived 9:20)	
Ed Butler (Clerk)	X (arrived 9:09)	
Lino Avellani	X	
Tom Bucu	X	
Gene Chandler	X (departed 11:43)	
Ed Comeau	X	
Glenn Cordelli	X	
Karel Crawford	X (departed 11:41)	
Frank McCarthy	X	
Bill Nelson	X	
Harold Parker	X	
Stephen Schmidt	X	
Susan Ticehurst	X	
Ted Wright		X

Recording Clerk: Mellisa Seamans

Meeting called to order at 9:00 a.m. Those present recited the Pledge of Allegiance.

Approval of minutes

MOTION: “To accept the public minutes of May 16” by Rep. Cordelli, 2nd Rep. Avellani passed with Rep. McCarthy abstaining.

MOTION: “To accept the minutes of the May 16th non-public meeting minutes” by Rep. Avellani 2nd Rep. Cordelli passed with Rep. McCarthy abstaining and Rep. Parker opposed. Rep. Umberger confirmed that the May 16th non-public meeting minutes are sealed and will remain sealed until the matter is adjudicated. Mr. Robichaud confirmed that the matter has not been adjudicated at this time.

Auditor's Report

Cheryl Burke, a partner with the County auditing firm Melanson and Heath was invited to the table to discuss the 2015 County financial audit. This firm is currently contracted to audit six of New Hampshire's counties. Burke noted Copies of the audit were distributed to the delegation. She commended County staff for providing excellent and very responsive assistance during the audit.

Highlights:

- The financial presentation has changed significantly to be more transparent, understandable, and prepared more in alignment with the way the county budgets.
- The nursing home is no longer a separate enterprise fund but rather included in the general fund.
- The 2014 financial statements were not audited. That auditor provided a disclaimer of opinion, known as "no opinion".
- Burke's firm had to audit the 2014 beginning balances.
- Hale's Location has been removed from the financial statements. Based on their population, Hale's Location may qualify for an exemption from the audit requirement.
- The financial statements and the audit were completed by Melanson and Heath.
- Rep. McCarthy questioned Burke's statement that the law requires that NH counties must be audited annually. She agreed to provide the law change.
- The Independent Auditor's Report section of the financial statements is the only part that belongs to the auditing firm. The rest of the information is derived from the county accounting system and provided supporting documentation.
- The County is very close to getting a clean opinion on the government-wide financial statements. The one area that needs to be addressed is the value of post-employment benefits (i.e., retiree medical benefits) and the only way to determine the true value of this exposure is to contract with an actuary. This is important for bond-rating agencies.
- Balance sheet as of December 31, 2015 is prepared on the fund basis of accounting. Included in the general fund is now the reserve funds, nursing home, all registry of deed's funds rather than split out as in previous years.

- \$2,239,530 unassigned fund balance as of December 31, 2015 (about 7.6% of County budget) – it is suggested the county develop a fund balance policy
- Rep. McCarthy said the audit report language does not mirror and can be even contradictory to state law regarding municipal accounting. Ms. Burke explained the financial statements are prepared under the guidelines of governmental accounting standards. The definitions of fund balance do not align well with RSAs. She said there is certainly room to include applicable RSAs in the footnotes of the report.
- In response to Rep. Cordelli's question regarding the deficit (\$254,482) results from changing the presentation – converting the nursing home to the same accounting method as the general fund, removal of Hale's, inclusion of Registry income that had been previously calculated a fiduciary fund, and correction to figures that had been reported incorrectly in the past. She agreed to provide a copy of this work paper to show the trail.
- Ms. Burke said a new client is very risky and the firm has a tendency to "over-audit" in the first year and scrutinized more than normal.
- Ms. Burke said it is "very rare" for an auditor to give a disclaimer of "no opinion".
- Regarding nursing home bad debt, estimated allowance of \$200,000 is derived from historical bad debt write-offs – age of receivables, testing of receivables at year-end – usually make recommendation that any old debt over six months that at least 50% of this should be booked as an allowance to err on the side of conservatism. Outstanding balance in nursing home collections is comparable to other county nursing homes.
- Rep. McConkey asked about the errors and recommendations section of the audit and if it will be provided. Ms. Burke confirmed that the contract includes looking at financial controls and material weaknesses. She is working to complete this part of the audit to make sure the recommendations are practical and useful to implement change. Preliminary, she offered some recommendations including that the county adopt a fund balance policy (sample copies have been provided to administration), continue to implement the

recommendations of the performance audit, procedures for formal risk assessment and monitoring to regularly monitor policies and procedures, contracting with an actuary, and centralize currently decentralized activities (improve segregation of duties) with the goal to bring all cash accounts under the control of the treasurer.

- The cash work paper has been forwarded to the county treasurer for review.
- Rep. Chandler noted that the county is having an audit that in many ways is contrary to state law and this presents a challenge. Ms. Burke said the challenge is to figure out where the law fits into GASB regulations.

Forensic Audit (09:46 a.m.)

Rep. Umberger noted there is money set aside to perform a forensic audit. One major concern is that the delegation had been led to believe there was \$3 million left over from the nursing home bond that no one can seem to find. She said the delegation did a supplemental budget in 2015 to cover the shortfall in the budget and to do the forensic audit.

Management provided Ms. Burke with the delegation's list of concerns and questions to be answered with a forensic audit. She noted the term forensic audit implies the outcome will be used in a legal situation versus just an agreed upon procedures engagement to look into and report on certain financial areas.

Rep. McConkey said the delegation was very specific in their vote and calling for a forensic audit. He said this was one of the conditions of providing a supplemental budget last fall.

Rep. Buco said one reason the delegation asked for a forensic audit is because the citizens are asking what happened to the fund balance and representatives do not have an answer for them. He said this is a lot of money "we thought we had" and then it all just disappeared. To understand what happened, Ms. Burke said her firm would need to go back several years and restate balances.

Rep. McCarthy said the excess money from the nursing home bond was not to be spent without a vote of the delegation to spend it. He remembers voting to spend some of it but it is all gone.

Rep. Umberger said there is no reason for county administration not to move forward post haste to develop a clear picture of what has happened to the leftover bond money. Rep. Umberger asked that when the letter of engagement letter is prepared it be sent to the delegation for comment.

Rep. Parker asked what happens when, in the course of a special audit, a matter arises that is of concern. Ms. Burke said it would be immediately reported to county management.

Rep. Chandler said the delay (nearly a year) in answering the delegation list of questions through a special or forensic audit is “unacceptable.”

Carroll County House of Corrections – 10:15 a.m.

CCHOC Superintendent Jason Henry was joined by CCHOC Lieutenant Ian Phillips and Kevin Warwick of Alternative Solutions Associates. A slideshow was presented and a printed copy of the presentation was distributed to the delegation.

The presentation centered on inmate recidivism reduction, community re-entry programs, available community resources, data collection, discharge follow-up/case management, and potential funding options to support the implementation of the evidence-based process.

- Vast majority of offenders who come into CCHOC are likely to come back; most are high risk
- Large proportion of offenders have a co-occurring disorder (Mental health, substance abuse)
- Staff at CCHOC are learning and implementing evidence-based practices
- Strength and success in programming and reducing recidivism is at the local (county level) rather than at the State corrections level
- Criminogenic – what are the risk factors for criminal behavior – home, family, social, school, decision-making (cognition), substance abuse

- Thinking for a Change is 25 sessions that address antisocial behavior, teach strategies for developing new ideas and opinions; teaching offenders to change the way they think changes their risk behavior
- Rep. Crawford asked about continuum of programming from the county to state level and availability of programming for pre-trial offenders. The priority is offenders who are sentenced. Programs are available to pre-trial offenders but the offerings have full disclosure limitations.
- The average age of a CCHOC offender is 19 with an average recidivism percent of 45% and average stay 45 days. Most who return will do so within the first three months without post-release after care.
- Jim Stoddard has been hired as Correction Mental Health Counselor and will begin work in August. The application process has closed for full-time case manager and interviews are set to begin.
- Rep. Avellani asked if 45 days is enough time to implement the programs for individual offenders? Supt. Henry said it takes nine months to retrain the brain. Given this, through probation/parole, work is being done with the court system to attach additional time onto sentences by way of post-release requirements.
- The next step in the planning and program implementation process is to seek funding including applying for grants such as through NH Charitable Foundation and the Second Chance Act.
- After-care supports are provided to offenders who leave the county/state upon release.
- Supt. Henry reported CCHOC gets “calls all the time” from companies looking for inmates eligible for work release

Carroll County Farm Advisory Committee 11:23 a.m.

MOTION: “The Delegation supports moving forward with countywide listening sessions followed by a feasibility study to determine potential uses for our current farming and forest lands. Funding for this process will be obtained through grants and donations” by Rep. McConkey, 2nd Cordelli passed 14-0 on a roll call vote.

Rep. Umberger said it will be up to the county commissioners to coordinate contracting with a firm to conduct listening sessions/study.

With a previous letter of support written by the commissioners and this vote of the delegation, it is expected the work on the sessions/study will begin this calendar year.

Rep Umberger said the delegation is not providing dollars past August to support the farm during this budget cycle. She said that during the June 20 presentation by Andy Kendall of Kendall Foundation he noted the importance of continuing some farm procedures including fertilization to keep the farm land viable for possible future leases or uses. She added that as far as she knows the current delegation as well as the candidates for state representative seats support this study process.

Rep. Comeau asked for assurance that the listening sessions will include the delegation and commissioners and encouraged everyone to get involved.

Rep. Cordelli suggested the delegation set forth guidelines for future use of farm and forest lands to guide the course of the listening sessions/study. Rep. Umberger offered that this is premature prior to the listening sessions.

Rep. Butler entered into the record a petition signed by 250 Carroll County residents. The petition states, ““We the undersigned support the Carroll County Commissioners’ proposal to study the possible uses of the County Farm. We petition our Carroll County Delegation to approve the study and pursue all possible uses of property to the benefit of all. We do NOT favor sale of the farm, nor the sale of any portion of this county property”. (the original petition is on file at Carroll County Business Office)

Culinary Academy 11:38 a.m.

Mr. Robichaud reported that Len Martin met with the commissioners July 20 to give an update on the Academy progress. Mr. Martin reported that a family in Wolfeboro donated \$40,000 to be used to help secure a bond required for NH Department of Education certification. New equipment including a dishwasher and gas/water meters has been

installed. The Academy is expecting a \$50,000 grant this month and is currently accepting student enrollment for a hopeful September opening.

2nd Quarter Financial Review 11:43 a.m.

The delegation received a 2nd quarter expense and revenue report. Mr. Stuart reported financial condition is good. One area of concern is two major equipment breakdowns – one in administration building budget and the other in public works. The jail meals line may exceed the bottom line due to boarders from other county jails but this is offset on the revenue side.

- Rep. McConkey reminded that there was a delegation vote in May requesting the commissioners provide the delegation with quarterly reports on nursing home bad debt. A handout was distributed.
- The part-time business office assistant has been filled and payment of this salary reflects in the business office salary thus reducing need for overtime.
- The commissioners did not express any budgetary concerns when asked by Rep. Cordelli.
- Rep. Umberger questioned propane budgets and received assurance the budgeted amounts are appropriate.
- Rep. Umberger requested a copy of the long-term debt payment schedules.
- Rep. Umberger said overall the administration is “doing very well” with the financials.
- Mr. Stuart reported the revenues are in “pretty good shape” with no concern. The jail is up “dramatically” with boarder revenue and the registry of deeds income is about 4% over this time last year.
- Mr. Stuart reported that the majority of income – income from property taxes – will cause the overall revenue report to be skewed until then.
- The first cut of hay has been completed but revenue will not reflect until sales are complete.
- The County has received 28% percent more from proshare than anticipated.

- Rep. McCarthy inquired about the sheriff's department grant. Mr. Stuart reported this grant (\$349,000) has been awarded and will reflect in the next quarterly report.
- Rep. Avellani inquired about occupational therapy Part B. Mr. Chandler said there have been significant gains with new service provider contract.
- The "bad debt" lines are no longer being used on the budget worksheets. When collections money is received it is credited to the revenue lines it relates to.
- Mr. Robichaud reported it takes about three months to collect Medicare/Medicaid payments. Monies collected due from prior years is counted as 2016 revenue.
- Rep. McConkey complimented MVC Finance Director Paula Coates and county administration for their efforts in compiling the collections report.

Other Business 12:16 p.m.

The auditor was given a copy of the DRA report, previous audits, and the performance audit.

The bid for fiber optic installation has been awarded. Dig Safe is arriving this week to mark out the project. Mr. Stuart reported the contractor will move forward "post-haste" once this is complete.

Mr. Stuart confirmed the delegation will be seeing capital improvement plans in the 2017 budget.

Tentative date for the next delegation meeting is October 24, 2016 for quarterly budget review, farm study update, audit progress, and culinary academy progress.

Convention

MOTION: "To go into convention (to ratify previously made motions)" by Rep. McConkey, 2nd Rep. Parker passed unanimously on a voice vote.

MOTION: "To approve the minutes of the public and non-public sessions" by Rep. McConkey, 2nd Rep. Butler passed on a voice vote with Rep. Parker opposed and Rep. McCarthy abstained.

MOTION: "The Delegation supports moving forward with countywide listening sessions followed by a feasibility study to determine potential uses for our current farming

and forest lands. Funding for this process will be obtained through grants and donations” by Rep. McConkey, 2nd Rep. Parker passed unanimously.

MOTION: “To move out of Convention” by Rep. Cordelli, 2nd Rep. McCarthy passed.

Public Comment

Mr. Steer asked if the county is in better financial condition that originally thought. Rep. Umberger clarified that the financial position has been restated for 2014 and 2015 and all is included in the general fund now. Mr. Steer asked if “forensic audit” worries the banks. Mr. Albee said the auditor did a good presentation of the process. Now there are additional items the delegation wants researched and “the banks are fine.”

The full delegation adjourned to allow the executive committee to move into session and discuss a line item transfer.

Meeting adjourned.

Rep. Ed Butler, Clerk

Minutes approved (date) ____10/24/16____

County of Carroll
Carroll County Delegation
Executive Committee
July 25, 2016
Carroll County
Administration Building – Ossipee

Attendance: Reps. Karen Umberger, Mark McConkey, Ed Butler, Lino Avellani, Glenn Cordelli

Minutes Prepared By: Rep. Karen Umberger

The Executive Committee of the Delegation met to discuss a transfer of \$5,580 from Information Technology to IT training (transfer request 1 for 2016). As explained, the Kronos system had not been kept up-to-date with new versions and these upgrades were necessary. The version upgrade was being paid for out of information technology due to savings in the cost of fiber optic installation between the buildings. However, it was necessary for training on the Kronos system to be accomplished and therefore the request for transfer of the money.

MOTION: “To move \$5,580 from Information Technology to IT Training line in the budget” by Rep. McConkey, 2nd Rep. Butler passed unanimously on a voice vote.

Meeting adjourned.

Rep. Ed Butler, Clerk

Minutes approved (date) ____10/24/16____

County of Carroll
Carroll County Delegation
October 24, 2016
Carroll County Administration Building – Ossipee

Attendance:

Member	Present	Absent
Karen Umberger (Chair)	X	
Mark McConkey (Vice-Chair)	X	
Ed Butler (Clerk)	X	
Lino Avellani	X	
Tom Bucu	X	
Gene Chandler	X	
Ed Comeau	X	
Glenn Cordelli	X	
Karel Crawford	X	
Frank McCarthy	X	
Bill Nelson	X	
Harold Parker	X	
Stephen Schmidt		X
Susan Ticehurst	X	
Ted Wright		X

Recording Clerk: Mellisa Seamans

Meeting called to order at 9:00 a.m. Those in attendance recited the Pledge of Allegiance.

Approval of minutes

MOTION: **“To accept the public minutes of July 25 as amended”** by Rep. Parker, 2nd Rep. McCarthy passed.

Rep. Ticehurst asked that the minutes be corrected to reflect that the full delegation meeting adjourned and the executive committee then convened a separate meeting. She noted the two

groups have very separate and distinct functions and each should have their own set of meeting minutes. There was no objection to her suggestion.

3rd Quarter Budget Review

Rep. Avellani thanked administration for printing the budget packets double-sided.

Rep. Butler had several questions in his review of the 3rd quarter budget. The responses to his questions follow:

4100.002/Auditors All auditing expenses have been paid for 2016.

4100.003/Legal Mr. Stuart said there are always pending legal issues. Mr. Robichaud said there are currently three open legal cases but does not know if the \$31,000 remaining in this line will cover expenses through the end of the year.

4102.093/Liability Ins. No further expenses are anticipated this year.

4140.005/Overtime Pending line item transfer

4140.019/Forestry Kancamagus detail. No further expenses expected this year.

4170/Admin Bldg. Salary line. 32-hour position plus a portion of Bob Murray's salary

4193/Salary DPW Line item transfer pending to cover overage

6100/Mental Health No further expense anticipated

MVC/Audit Legal Robichaud expects this to be expended in full

MQUIP Tax Will be over expended; will receive increased revenue; line item transfer pending

5130.005 Line item transfer pending

5191 Expenses higher than expected; miscalculation in budget; line item transfer pending

Special Services Prepaid through the end of the year; employee background checks

Rep. Cordelli asked what is contained in the Farm Income line. Robichaud said the line includes sale of the pole barn. Rep. McConkey and Rep. Avellani suggested this sale should show as general county income and sale of assets and should not be attributed to the farm income. Rep. Umberger agreed that this is a one-time sale and not a continuing income stream. Rep. Chandler asked which income line was credited when the insurance company paid out for the pole barn collapse. Stuart will research and provide an answer.

Rep. Butler asked what is contained in Revenue line 4000.024 "County Miscellaneous". It was explained this includes sale of a compactor, timber cut, pistol permit, restitution, rebates, and abandoned property. Stuart will provide further detail about abandoned property.

Rep. Butler noted in the increase in jail income. It was explained this is revenue received from other counties for housing their inmates. Carroll County is housing no federal inmates.

Rep. McCarthy asked about the federal grant income (Dispatch Center) and why none has been received to date. Stuart and Sheriff Richardi explained work is nearing completion, the county pays contractors for their work and then receives reimbursement from the grantor. The first request for reimbursement is being sent to the grantor this week.

On Rep. Cordelli's question, Robichaud confirmed that the County did not receive the \$9,000 Unincorporated Places income from Hale's Location for several years. That income was received for 2015 in February 2016 and for this year in September 2016.

Mr. Chandler noted that ProShare is unpredictable and the amount the County receives is determined through the State budget.

Regarding the Accrued Benefits Pay Fund Mr. Robichaud said this line is for payment of the County's match of employee medical

deductibles. Rep. Umberger suggested the title of this line be changed to accurately reflect what the line is used for. It was noted that when a DPW employee was let go due to budget cuts earlier this year his accrued time was paid out of the DPW salary line.

Rep. Umberger questioned Water Department income. Mr. Robichaud said the anticipated revenue may have been overestimated and it is based on water usage. He added that water customers are “almost up to date” and current with payments.

Rep. Nelson questioned the physical therapy revenue line. It was explained that nursing home residents receive physical therapy services through the contractor Health Pro. This is not to be confused with the Restorative Services department that was eliminated.

Mr. Stuart anticipates all victim/witness grant funds will be received by the end of the year.

Mr. Chandler submitted his quarterly report on nursing home receivables. Copies were distributed to the delegation. He commended Paula Coates for her hard work in collecting money. He agreed that now that the billing system is fully automated recovery is quicker.

CCHOC Update – Superintendent Henry

Supt. Henry gave an overview of the programs that have been implemented. September 19 the TRUST program began (Transitional Re-Entry Under Supportive Treatment). There is a full-time schedule of programs being offered for male and female inmates. There is now a full-time mental health/LADAC (licensed alcohol and drug abuse counselor) on staff. Several mental health plans have been written and there have been several IEAs (Involuntary Emergency Admission) completed. He said data is being collected that will help with grant applications including the Second Chance grant for staff training and, perhaps, for a half-

time LADAC. Case managers are setting up case plans for every sentenced inmate, connects them with community resources, and tracks their progress. Program priority is for high risk offenders and sentenced offenders. Work is being done with the county attorney's office and police prosecutors to recommend that the courts sentence offenders into the program; ideal progress is achieved at 60 days, 90 days, or a year. Supt Henry later clarified that the HOC is not advocating for longer sentences rather advocating for the court to impose sentences already handed down in the cases of repeat offenders.

Rep. McCarthy asked if anyone from the public in need of substance abuse services can access HOC programs. Supt. Henry said no but his staff can offer referrals to community resources. Rep. Avellani asked about the crisis process. Supt. Henry explained the LADAC is on call, medical staff are on duty through part of the evening, and HOC staff have been trained and will have Narcan available soon.

Rep. Cordelli inquired about inmate confidentiality and privacy. Supt. Henry said information is shared with probation and outside providers but there are strict provisions in the law about what can be shared. He confirmed that all with access to medical information sign a confidentiality agreement.

Michaela Andruzzi

Attorney Andruzzi confirmed that County Attorney Town Dewhurst has taken a leave of absence. She is currently the managing attorney and expects to be elected to the County Attorney position in November as she is the only candidate. She noted that the department now has three working attorneys. She gave an overview of her professional experience. She thanked the delegation for assistance in getting the implementation of Felonies First in Carroll County delayed from Jan 1 to April 1.

Rep. Umberger thanked Judge Tina Nadeau and the Supreme Court for delaying, based on her request, the Felonies First program. She urged her fellow representatives to attend informational sessions

about this new court program that is going to create a major change in the way felonies move through the court system.

Farm Committee

Mr. Robichaud said he did not invite anyone to the meeting to discuss the farm committee status because he did not know the item was on today's agenda.

Committee member Becky Mason was in the audience and agreed to give an overview:

- Committee increased meeting schedule to every two weeks
- Committee is preparing a request for proposals to seek firms interested in conducting community listening sessions and at what cost. The committee was formed with the caveat that no county funds will be spent in its work. Potential funders are reluctant to consider funding the listening sessions or a feasibility study until after the election.
- Committee is attempting to "drill down" into the actual cost of operating the County Farm. Information from county administration is being requested via NH RSA 91:A procedure to create a paper trail. Rep. Avellani asked that a copy of all financial data given to the committee be forwarded to him as well.
- The commissioner's farm committee and the delegation Agricultural Learning Center committee will hold a joint meeting at Community School in Tamworth November 3.
- The farm committee will host a tour of the County complex November 5.
-

Culinary Academy

Mr. Robichaud reported that, on Len Martin's request, the commissioners voted to dissolve the lease for the proposed culinary academy in the MVC Annex. Mr. Robichaud noted that despite Rep. Cordelli's and Sen. Jeb Bradley's assistance, the

Academy was unable to obtain the necessary licensure to move forward.

Other

Sheriff Richardi distributed a two-page document detailing the \$27,000 grant received. Carroll County Chiefs of Police will be meeting Nov. 1 to discuss how this money for increased drug patrols will be distributed amongst local departments and the sheriff's department. Rep. Avellani noted this is part of the Operation Granite Hammer program and that Carroll County only received \$27,000 of the \$1.2 million appropriated. Sheriff Richardi noted that that was the amount requested by Carroll County.

Rep. Avellani expressed his disappointment with the rhetoric surrounding county farm financial figures and lack of information. He said he finds it in poor taste that the delegation continues to discuss this yet no one has brought forth any useful additional information.

Rep. Comeau said it is positive that the farm committee and learning center committee are coming together. He agreed there is "so much rhetoric in the news about numbers" from both sides. He noted the farm committee is just as frustrated as the delegation with lack of information.

Rep. Butler will follow-up to ensure proper notification by mail or by including the House journal of future delegation meetings complies with state law.

Rep. Cordelli noted that the 2015 County audit is on the County website but as of this date the management letter (recommendations) is not on the website and has not been distributed to the delegation.

Rep. Cordelli provided information about Community Emergency Response Team training.

Rep. Cordelli noted that at the last meeting (July) he was told he would be sent auditor work papers as requested but, to date, has not received them.

Rep. Ticehurst asked that when representatives speak or write published letters it be expressly noted whether the opinion is personal or on behalf of the delegation as there may be confusion. She also noted that when professionals are invited to the delegation to provide information it is inappropriate to accuse them of being less than forthcoming.

Mr. Steer asked for the “best guesses” for the costs and revenue for the Farm. Rep. Umberger said the numbers change on any given day. Rep. Butler for assurance that moving forward this will not be an issue. Mr. Stuart confirmed.

Rep. Umberger read aloud a letter submitted by Hon. Susan Wiley in support of the County Farm.

Convention

MOTION: “To go into convention to approve the vote of the minutes taken today October 24” by Rep. Parker, 2nd Rep. Cordelli passed unanimously on a voice vote.

MOTION: ‘To approve the minutes of July 25 as amended” by Rep. Butler, 2nd Rep. McCarthy passed on a voice vote.

MOTION: “To move out of Convention at 10:55 a.m.” by Rep. McConkey, 2nd Rep. Butler passed.

Meeting adjourned 10:56 a.m.

Rep. Ed Butler, Clerk

Minutes approved (date) _____12/15/16_____

Treasurer's Report

It is a privilege to serve the residents of Carroll County and I would like to thank all the voters of the County. In 2016 the County's budget was \$30,071,422.00, with actual expenses at \$28,570,054.05 with an end of year surplus of approximately \$1,501,368.00.

Carroll County utilizes a "Line of Credit" rather than a traditional "Tax Anticipation Note" for its operational borrowing. This process allows the county to only pay interest on the amount of money when it draws those funds, as opposed to paying interest on a lump sum payment at the beginning of the year when the TAN is awarded. Our interest rate of 2.37% was higher than it was in 2015; originally it was offered at 2.67% with negotiations with the bank it was reduced to the 2.37%. This rate was attributed to external economic pressures.

The Commissioners put into effect, many new policies in the finance office. These were procedures that they were already implemented, just were put into a written form.

The County contracted with a new auditing firm MelansonHeath was awarded a 2 year contract after Commissioners went out to bid. All of the county's financials have been audited and are up to date.

Most of the work of the County Treasurer involves working with the county staff in the Business office. The county is very fortunate to have such a hardworking and dedicated staff in this office and I appreciated the tireless effort of the staff with the volume of activity that flows through the office on a daily basis, I truly appreciated working with all of you. Thank you.

Carroll County Treasurer

CARROLL COUNTY
2016 ANNUAL REPORT

100	GENERAL FUND EXPENDITURES		BUDGET	ACTUAL
4100	COMMISSIONERS		817,190.00	740,365.27
4101	TREASURER		6,952.00	6,369.80
4102	SPECIAL FEES & SERVICES		474,430.65	339,089.99
4103	HUMAN RESOURCES		136,369.00	126,053.71
4104	COUNTY ADMINISTRATOR		138,099.00	137,714.36
4110	COUNTY ATTORNEY		444,931.00	412,086.50
4111	VICTIM WITNESS		58,046.00	49,846.48
4120	REGISTRY OF DEEDS		445,028.00	395,692.32
4140	SHERIFF'S DEPARTMENT		1,561,970.00	1,467,702.58
4142	DISPATCH CENTER		706,883.00	619,951.98
4150	MEDICAL REFEREE		17,900.00	17,536.36
4170	ADMINISTRATION BUILDING		153,364.06	137,467.57
4190	HUMAN SERVICES		4,925,077.00	4,919,857.46
4193	DPW		267,381.00	242,719.42
6100	JAIL		3,551,921.58	3,320,230.36
8000	INFORMATION TECHNOLOGY		251,083.00	245,898.39
8360	COOPERATIVE EXTENSION		235,079.00	235,079.00
9100	INTEREST EXPENSE		302,809.00	191,585.60
9160	LONG TERM DEBT		537,834.00	537,834.00
9180	REGIONAL APPROPRIATIONS		217,000.00	217,000.00
9370	CARROLL COUNTY CONVENTION		15,426.00	8,879.54
9400	CAPITAL EXPENDITURES		88,920.00	88,288.58
9500	MVNH ANNEX		31,684.44	31,363.45
	TOTAL GENERAL FUND		15,385,377.73	14,488,612.72
200	FEDERAL GRANTS EXPENDITURES			
4111	VICTIM WITNESS		32,500.00	32,081.89
4142	CCSO DISPATCH CENTER		349,995.00	349,995.00
	TOTAL FEDERAL FUND		382,495.00	382,076.89
300	NURSING HOME FUND EXPENDITURES			
5100	ADMINISTRATION		2,822,746.00	2,647,246.20
5130	DIETARY		1,579,783.63	1,557,011.28
5140	NURSING SERVICES		5,650,212.00	5,404,364.79
5150	ENVIRONMENTAL SERVICES		792,655.86	719,010.51
5160	LAUNDRY SERVICES		133,008.78	126,489.19
5170	HOUSEKEEPING SERVICES		373,006.00	365,053.24
5180	PHYSICIANS & PHARMACY		100,300.00	90,973.03
5190	PHYSICAL THERAPY		195,586.00	192,723.71
5191	RECREATIONAL THERAPY		383,385.00	362,356.99
5192	SOCIAL SERVICES		132,902.00	130,630.15
5193	SPECIAL SERVICES		305,495.00	269,036.60
9100	INTEREST		659,469.00	659,468.75
9160	LONG TERM DEBT		1,175,000.00	1,175,000.00
	TOTAL NURSING HOME FUND		14,303,549.27	13,699,364.44
	GRAND TOTAL EXPENDITURES		30,071,422.00	28,570,054.05

CARROLL COUNTY
2016 ANNUAL REPORT

100	GENERAL FUND REVENUES		BUDGET	ACTUAL
4000	COUNTY GENERAL		17,664,594.00	17,697,364.33
4010	SHERIFF'S OFFICE		256,319.00	254,065.39
4020	REGISTRY OF DEEDS		765,197.00	873,872.95
6040	JAIL		78,800.00	248,986.33
7000	DPW		65,000.00	81,194.17
9000	INTEREST		-	658.16
	TOTAL GENERAL FUND REVENUE		18,829,910.00	19,156,141.33
200	FEDERAL GRANT REVENUE			
4000	VICTIM WITNESS		32,500.00	30,646.91
4010	CCSO		349,995.00	349,995.00
	TOTAL FEDERAL REVENUE		382,495.00	380,641.91
300	MVNH REVENUE			
5000	MVNH REVENUE		10,859,018.00	11,487,254.61
	TOTAL MVNH REVENUE		10,859,018.00	11,487,254.61
	GRAND TOTAL REVENUE		30,071,423.00	31,024,037.85



Statement of County Appropriations and Revenue as Voted

Form Due Date: **September 1** or within 20 days of a vote taken at a Supplemental Meeting

Instructions

This form is to be used by the county to report the voted appropriations from any annual or special meeting. The Clerk of the County Convention and the Chairperson must sign the form and file, as required under RSA 24:24, with the Secretary of State.

The completed form must be submitted to the Department of Revenue Administration by September 1 (per RSA 21-J:34) for the Annual Meeting or within 20 days after the vote taken at any supplemental meeting.

For Assistance Please Contact:

NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION

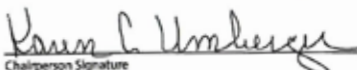
County: Convention Date: FY Ending:

PREPARER'S INFORMATION

First Name Last Name
Street No. Street Name Phone Number
Email (optional)

CERTIFICATE OF VOTE

This is to certify that the appropriations entered on this form are those voted by the county convention.


Chairperson Signature


Clerk of County Convention Signature



APPROPRIATIONS AS VOTED

1 GENERAL GOVERNMENT

Account #	Purpose of Appropriations	Appropriations As Voted
4110	County Convention Costs	\$15,426
4120	Judicial	
4122	Jury Costs	
4123	County Attorney's Office	\$438,705
4124	Victim Witness Advocacy Program	\$58,046
4130	Executive	\$138,275
4150	Financial Administration	\$817,190
4151	Treasurer	\$6,952
4153	Other Legal Costs	
4155	Personnel Administration	\$142,595
4191	Planning and Zoning for Unincorporated Places	
4192	Medical Examiner	\$17,900
4193	Register of Deeds	\$445,028
4194	Maintenance of Government Buildings	\$183,181
4196	Insurance, Not Otherwise Allocated	\$542,200
4198	Contingency	
4199	Other Expenditures: IT	\$245,503
General Government Subtotal		\$3,051,001

2 PUBLIC SAFETY

Account #	Purpose of Appropriations	Appropriations As Voted
4211	Sheriff's Department	\$1,561,971
4212	Custody of Prisoners	
4214	Sheriff's Support Services	\$706,883
4219	Other Public Safety:	
Public Safety Subtotal		\$2,268,854



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1 CORRECTIONS

Account #	Purpose of Appropriations	Appropriations As Voted
4230	Corrections	\$3,513,355
4235	Adult Probation and Parole	
Corrections Subtotal		\$3,513,355

2 COUNTY FARM

Account #	Purpose of Appropriations	Appropriations As Voted
4301	Administration	
4302	Operating Expenditures	
4309	Other County Farm: DPW	\$252,389
County Farm Subtotal		\$252,389

3 COUNTY NURSING HOME

Account #	Purpose of Appropriations	Appropriations As Voted
4411	Administration	\$2,820,246
4412	Operating Expense	\$9,636,491
4439	Other Health:	
County Nursing Home Subtotal		\$12,456,737

4 HUMAN SERVICES

Account #	Purpose of Appropriations	Appropriations As Voted
4441	Administration	
4442	Direct Assistance	
4443	Board and Care of Children	
4446	Diversion Program	
4447	Special Outside Services	
4449	Other Human Services: BEAS	\$4,925,077
Human Services Subtotal		\$4,925,077



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7 COOPERATIVE EXTENSION SERVICES

Account #	Purpose of Appropriations	Appropriations As Voted
4611	② Administration	\$235,079
4619	② Other Conservation: <input type="text"/>	<input type="text"/>
Cooperative Extension Services Subtotal		\$235,079

7 ECONOMIC DEVELOPMENT

Account #	Purpose of Appropriations	Appropriations As Voted
4651	② Administration	<input type="text"/>
4652	② Economic Development	<input type="text"/>
4659	② Other Expenditures: REGIONAL APPROPRIATIONS	\$217,000
Economic Development Subtotal		\$217,000

7 DEBT SERVICE

Account #	Purpose of Appropriations	Appropriations As Voted
4711	② Principal Long-Term Bonds/Notes	\$1,712,834
4721	② Interest Long-Term Bonds/Notes	\$962,102
4790	② Other Debt Services Charges: <input type="text"/>	<input type="text"/>
Debt Service Subtotal		\$2,674,936

7 INTERGOVERNMENTAL TRANSFERS

Account #	Purpose of Appropriations	Appropriations As Voted
4800	② Intergovernmental Transfers	\$382,495
Intergovernmental Transfers Subtotal		\$382,495

7 CAPITAL OUTLAY

Account #	Purpose of Appropriations	Appropriations As Voted
4901	② Land and Improvements	<input type="text"/>
4902	② Machinery, Vehicles, and Equipment	<input type="text"/>
4903	② Buildings	<input type="text"/>
4904	② Improvements Other Than Buildings	\$94,500
Capital Outlay Subtotal		\$94,500



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INTERFUND OPERATING TRANSFERS

Account #	Purpose of Appropriations	Appropriations As Voted
4912	To Special Revenue Fund	
4913	To Capital Projects Fund	
4914	To Proprietary Funds	
4915	To Capital Reserve Fund	
4916	To Trust and Fiduciary Funds	
Interfund Operating Transfers Subtotal		

TOTAL APPROPRIATIONS AS VOTED

\$30,071,423

You have reached the end of the Appropriations section. Please review all information for accuracy before proceeding.



ESTIMATED REVENUES

1 ASSESSMENTS/TAXES

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
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	\$9,000
3187	Payments in Lieu of Taxes	
3189	Other Taxes	
3191	Penalties on Delinquent Municipal Assessments	
3200	Licenses, Permits, and Fees	
Assessments/Taxes Subtotal		\$9,000

2 FROM THE FEDERAL GOVERNMENT

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3319	Federal Grants and Reimbursements	\$382,495
Federal Government Subtotal		\$382,495

3 FROM THE STATE OF NEW HAMPSHIRE

Account #	Source of Revenue	Estimated Revenues (Ensuing FY)
3351	Shared Revenue for Unincorporated Places	
3352	Incentive Funds	
3354	Water Pollution Grants	
3355	Housing and Community Development	
3356	State/Federal Forest Land Reim. in Unincorporated Places	
3359	Other State Grants & Reimbursements:	
3379	Intergovernmental Revenues	
State of New Hampshire Subtotal		



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1 CHARGES FOR SERVICES

Account #	Source of Revenue	Estimated Revenues (Ensuig FY)
3401	Sheriff's Department	\$256,319
3402	Register of Deeds	\$765,197
3403	County Corrections	\$78,800
3404	County Nursing Homes	\$10,859,018
3405	County Farm	\$65,000
3406	Cooperative Extension Service	
3407	Maintenance Department	\$28,000
3409	Other Charges: MISC	\$4,000
Charges for Services Subtotal		\$12,056,334

2 MISCELLANEOUS SOURCES

Account #	Source of Revenue	Estimated Revenues (Ensuig FY)
3501	Sale of County Property	
3502	Interest on Investments	
3503	Rents of Property	
3508	Contributions and Donations	
3509	Other Revenue from Miscellaneous Sources:	
Miscellaneous Sources Subtotal		

3 OTHER FINANCIAL SOURCES

Account #	Source of Revenue	Estimated Revenues (Ensuig FY)
3912	Transfers from Special Revenue Fund	
3913	Transfers from Capital Projects Fund	
3914	Transfers from Proprietary Funds	
3915	Transfers from Capital Reserve Fund	
3916	Transfers from Trust and Fiduciary Funds	
3934	Proceeds from Long-Term Bonds/Notes	
Other Financial Sources Subtotal		

TOTAL ESTIMATED REVENUES

\$12,447,829

You have reached the end of the Revenues section. Please review all information for accuracy before proceeding.



New Hampshire
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BUDGET SUMMARY

Total Voted Appropriations	\$30,071,423
Estimated Revenue Subtotal	\$12,447,829
Fund Balance to Reduce Tax Rate	
Total Estimated Revenues	\$12,447,829
Amount Certified to be Raised by Taxes	\$17,623,594



New Hampshire
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PREPARER'S CERTIFICATION

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 complete.

Preparer's First Name

Charles

Preparer's Last Name

Stuart

Preparer's Signature and Title



Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

May 16, 2016

Date

Submit

Print

Please save and e-mail the completed PDF form to your Municipal Services Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlameos: shelley.gerlameos@dra.nh.gov
- Stephanie Derosier: stephanie.derosier@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHRA at the following address:

**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487**