

County of Carroll
Commissioner's Meeting
Carroll County Administration Building
November 9, 2021

Present: Chairman Terry McCarthy, Vice-Chairman Matthew Plache, Clerk Kimberly Tessari, Treasurer Joe Costello, Executive Coordinator Mellisa Seamans, IT Contractor Jon Rich (Cybertron), CFO Bonnie Batchelder, Sheriff Domenic Richardi, MVC Administrator Deirdra Brown, Director of Maintenance Bob Murray, Register of Deeds Lisa Scott, Daymond Steer (Conway Daily Sun), Ed Comeau (GovernmentOversite.com)

Pledge of Allegiance

Public Comment

None

Media Questions

Mr. Steer asked about the upcoming ARPA public hearing and how the County intends to spend the funding. He also asked about the vaccination mandate. Chmn. McCarthy responded that a newspaper ad about the November 18 ARPA hearing is forthcoming.

Approval of Meeting Minutes

MOTION: "To approve the minutes of November 5, 2021" by Comm'r Tessari, 2nd Comm'r McCarthy. Passed 3-0.

Manifest

The manifest for November 5, 2021 was \$82,659.91

Budget Presentations

Information Technology – Jon Rich

Mr. Rich presented the proposed 2022 IT budget of \$442,035.

Sheriff/Dispatch – Sheriff Domenic Richardi

Sheriff Richardi presented the proposed 2022 Sheriff budget of \$1,700,027 and Dispatch budget of \$846,510. There are two cruisers available for auction. Sheriff Richardi will submit his capital expenditure items including two new cruisers and a possible renovation of the dispatch center to better allow for social distancing. He also plans to ask the Delegation for a market wage adjustment, in addition to the new union contract, for dispatch staff. There is a floor plan for using to obtain construction estimates.

Sheriff's Department CBA

MOTION: "Approve the revised collective bargaining agreement for the sheriff's department covering the period of April 1, 2022 through March 31 2025" by Comm'r Plache, 2nd Comm'r Tessari. Passed 3-0

Non-Public Session

MOTION: "To enter into non-public session under 91-A:3, II (a) and (c)" by Comm'r Tessari, 2nd Chmn. Plache. Passed on a roll call vote 3-0

The board reconvened the public meeting and voted to seal the minutes.

Line-Item Transfers

Due to reorganization of the finance office, the CFO position is contracted, funds are available to spend in other lines. CFO Batchelder proposes a salary increase for one employee who will be assuming additional responsibilities and the purchase of a new financial software suite.

MOTION: “To accept line-item transfer request 2021-008, incurring several finance lines:

<u>From</u>	<u>To</u>	<u>Amount</u>
4105.007 CFO Salary		\$80,644
4105.010 Social Security		\$5,500
4105.016 Retirement		\$7,600
4105.017 Education & Conference		\$2,251
4105.018 Medicare		\$1,292
	4105.009	\$6,000
	4105.036	\$1,109
	4105.038	\$100
	4105.070	\$1,379
	4105.097	\$1,699
	4105.098	\$33,000
	NEW line	\$54,000

by Comm’r Tessari, 2nd Comm’r Plache. Passed 3-0.

Waiver of Bid Process – Accounting Software

MOTION: “To purchase the Accufund software, waiving any requirements for a competitive bid process because there is no alternative that will meet the requirements, pending approval of the line-item transfer by the executive committee” by Comm’r Plache, 2nd Comm’r Tessari. Passed 3-0

Budget Presentation – Finance Department

CFO Batchelder presented a proposed 2022 budget of \$426,919.

Finance Policies

CFO Batchelder presented draft cell phone reimbursement and expense reimbursement policies to comply with IRS regulations. These will be formatted to the County template and brought forward for approval and signature next week.

Budget Presentation – Convention

Coord. Seamans presented the Convention budget of \$29,450 for consideration.

Line Item Transfer

MOTION: “To approve line item request 2021-009, moving \$500 from 100.4110.088 to 100.4110.070” by Comm’r Plache, 2nd Chmn. McCarthy. Passed 2-0.

Other

MOTION: “To allow the Register of Deeds to contact legal counsel to review both records management system proposed contracts” by Comm’r Plache, 2nd Chmn. McCarthy. Passed 2-0

Comm’r Plache said a new provider is planned to take over the records management contract. However, if this does not come to fruition, the proposed contract from the current vendor must also be reviewed.

Media Questions

Mr. Comeau suggested that rather than adjourn their November 18 meeting, the commissioners recess. This would allow them to attend to any business that may arise when they gather next for the Delegation meeting November 29. 9There will be no Commissioners' meeting the week of November 22).

Upcoming Dates

November 18 Thursday 12:00 p.m. Commissioners' Mtg. [anticipate final vote on proposed budget]

November 18 Thursday 5:30 p.m. Public Hearing on Commissioners' proposed use of ARPA funding.
To be held at the Annex.

Week of Nov 25 There will be no Commissioners' meeting this week. Happy Thanksgiving!

November 29 Monday 10:00 a.m. 2022 Public Budget Hearing & Delegation Meeting
[inclement weather date – 12/6/21]

Minutes approved on _____November 18, 2021_____

Terry McCarthy, Chairman

Matthew Plache, Vice-Chairman

Kimberly Tessari, Clerk