

**County of Carroll  
Carroll County Delegation  
July 2, 2018 9:00 a.m.  
95 Water Village Road, Ossipee**

**Representatives Present:**

Chairman Mark McConkey	Vice-Chair Lino Avellani	Clerk Ed Butler
Gene Chandler	Tom Buco	Bill Nelson
William Marsh	Ed Comeau	Steve Schmidt
Edie DesMarais	Frank McCarthy	

**Representatives Absent:** Karel Crawford, Glenn Cordelli, Jerry Knirk, Karen Umberger

**Commissioners Present:** David Babson, Mark Hounsell

**Call to Order:** 9:00 a.m.

**Recess:** 12:39 p.m.

**ACTIONS TAKEN**

- MOTION:** “To compensate the delegation coordinator at a rate of \$200 per meeting and \$20 per hour for other duties as assigned” by Rep. Chandler, 2<sup>nd</sup> Rep. McCarthy. Passed unanimous.
- MOTION:** “Appoint Mellisa Seamans as delegation coordinator” by Rep. Chandler, 2<sup>nd</sup> Rep. McCarthy. Passed unanimous.
- MOTION:** “Approve as presented the March 26, March 28 and May 21 meeting minutes” by Rep. Butler, 2<sup>nd</sup> Rep. Chandler. Passed unanimous.
- MOTION:** “To accept the sheriff and dispatch contracts as negotiated with related cost items” by Rep. Chandler, 2<sup>nd</sup> Rep. Comeau. Passed unanimous.
- MOTION:** “To approve the MVC contract with related cost items” by Rep. Chandler, 2<sup>nd</sup> Rep. McCarthy. Passed unanimous.
- MOTION:** “To table the proposed Head Start lease” by Rep. Chandler, 2<sup>nd</sup> Rep. McCarthy. Passed 14-1 with Rep. DesMarais opposed.
- MOTION:** “To pare down the five 2017 audit questions to those related to Eastern Propane and county credit card use” Passed 13-1-1 with Rep. McCarthy opposed and Rep. Chandler absent for the vote.
- MOTION:** “To appropriate \$19,942.40 to return administrative assistant position to the business office” by Rep. Butler, 2<sup>nd</sup> Rep. Marsh
- MOTION:** “To table the administrative assistant position discussion” by Rep. Avellani, 2<sup>nd</sup> Rep. McCarthy. Passed with Rep. DesMarais opposed.

**Discussions**

**Delegation Coordinator Position**

- NH Senate Bill 443 passed this year to authorize Carroll County Delegation to employ its own delegation coordinator
- Scope of work/job description to be formalized to include attending meetings, transcribing and distributing meeting minutes, completing development of delegation handbook, meeting postings, etc. This will be a contracted position.

**UNH Cooperative Extension – Memorandum of Understanding**

- With no discussion, Chm McConkey signed the MOU as approved at the May 21 meeting.

### **Presentation – NH DHHS Commissioner Jeffrey Meyers**

- Annually, the County nursing home receives a Pro Share payment based on Medicaid allowable costs, patient census, and other factors. The proposal asks that the County take half of the increase in the 2018 Pro Share payment, return it to the State for distribution through contracts in the Integrated Delivery Network (IDN7).
- 20-page presentation scanned as an attachment to these minutes including model resolution Commissioner Meyers asked delegation to adopt by end of August 2018.
- MVC Subcommittee asked to review materials and resolution and bring a recommendation to the next full delegation meeting. Commissioner Meyers asked to be notified of the date the delegation intends to act on his request.

*For related information North Country Health Consortium <http://www.nchcnh.org/region7IDN.php>*

### **Collective Bargaining Agreements**

- Sheriff/Dispatch contract is a two-year agreement with 3% pay increase in first year and 3% in second year.
- The MVC contract is a 9-month agreement. The County intends to return to negotiations immediately. The total cost increase in salaries for the 9-month period is \$79,000.
- Administrator Robichaud questioned how these increases will be funded. Rep. Avellani noted the county routinely sees a budget surplus at the end of the year so a supplemental budget should not be necessary.

### **Head Start Lease**

- Program is licensed to accept 20 children and is currently housed at Masonic Lodge on Route 25 in Ossipee.
- Site Supervisor Nancy Martin spoke on behalf of the proposed lease.
- Rep. Schmidt suggested an environmental assessment of the building is critical – asbestos, mold, rodents, lead paint – prior to leasing out the building. Rep. Marsh will not support the lease if this is not done.
- Rep. McCarthy asked if leasing the building has been put out to RFP to open a competitive process. It has not, rather Head Start brought the lease request to the commissioners.
- Ms. Martin said the proximity to the nursing home is ideal for development of programs including residents of the home. Further, a move to the county complex would put the program in a more central location to the student population served.
- Administrator Ken Robichaud said there have been no cost calculations done relative to the increased cost of heat, hot water, and maintenance to be borne by the county budget.
- Commissioner Hounsell spoke in favor of supporting the Head Start program and believes the proposed \$12,000 annual lease will cover the increased expense.
- Rep. Comeau said the delegation needs to take a complete tour of the building before considering the lease.
- Ms. Martin agreed that the space – kitchen and dining room – could be shared outside of the Monday through Friday program hours. She agreed the 5,000 square-foot offered by the County exceeds the needs of the program that operates currently in a 1,500 square-foot space.
- Chm McConkey noted the proposed rate of .20 cents per square foot is not appropriate for the 5,000 square-foot space. Both he and Rep. Avellani noted \$1.00 per square-foot for commercial space with tenant paying for heat and utilities is the average rate.

### **First Quarter Budget Review**

- Administrator Robichaud reported that the commissioners opted to go to weekly payroll to help LNAs who sometimes cannot “go to two weeks”.

- Rep. Avellani asked administration to ensure elected officials are being paid in accordance with Fair Labor Standards and that their stipend is being paid within the year appropriated.
- Chm McConkey asked the administration to investigate discrepancies in the payment of elected official's salaries and report back to the delegation
- Both Hounsell and Robichaud expressed doubt that the registry revenues will be met this year. Registrar of Deeds Lisa Scott said the revenues are trending on, slightly above, track.
- Chm McConkey noted that the delegation appropriated funds previously to allow department heads access to view the county finance system. This has not been implemented so department heads remain keeping their own redundant systems to track their expenses and revenues.
- Farm/DPW - 2,300 hay bales sitting in the barn with 300 sold so far; two deliveries of 500 bags of campfire wood have been bagged and sold to White Lake State Park; longtime DPW worker has left county employ, interviews this week to fill the position; Dale Drew appointed by commissioners to work with scout groups to harvest blueberries; only two of the eight hayfields have been cut; Commissioner Babson has planted a pumpkin patch,

#### **Performance Audit Update**

- Subcommittee Chair Rep. Cordelli provided an update read into the record by Chm McConkey:
  1. The RFP sent to seven firms including those who responded to the 2014 RFP.
  2. The RFP was posted on the County website.
  3. RFP responses are due July 15.
  4. A sub committee meeting is being scheduled to review the responses.
  5. A sub-committee recommendation will be presented to the full delegation.

#### **2017 Audit Questions**

- The delegation previously sent five questions to be answered by the auditors while conducting the 2017 financial audit.
- The commissioners received a quote from the auditors for the added cost of answering these questions (\$11,000)
- In the interest of taxpayer spending, the delegation agreed to pare down the five questions to two – an audit of the Eastern Propane deliveries and payments and county credit card use.
- Rep. McCarthy read NH RSA 28:3-a into the record as it related to county audits. He further suggested the delegation audit county credit card use quarterly.

#### **Seimens Energy Audit Overview**

- Rep. Comeau will forward a link to the full delegation of the energy audit presentation done at the commissioner's meeting.
- Shawn Foy presented that Siemens has been working with the County for 10 months analyzing utility usage, creating reports of facility improvements and energy savings.

#### **Other**

- Noting an "inordinate" number of women leaving the county employ and lack of human resources department, Chm. McConkey asked about the status of policies regarding sexual harassment and workplace bullying and suggested the county attorney be included in the review of the policies. Robichaud reported training has been provided to all employees and officials on workplace harassment and workplace bullying. He has taken additional conflict resolution training.

#### **Convention**

**MOTION:** "To go into convention" by Rep. Avellani, 2<sup>nd</sup> Rep. Butler. Passed unanimous.

**MOTION: “To ratify all actions taken during the meeting”** by Rep. Avellani, 2<sup>nd</sup> Rep. Butler. Passed unanimous.

**MOTION: “To move out of convention”** by Rep. Avellani, 2<sup>nd</sup> Rep. Butler. Passed unanimous.

#### **Line-Item Transfer Requests**

**MOTION: “Recess main meeting and transfer into executive session to consider line item transfer requests”** by Chm. McConkey, 2<sup>nd</sup> Rep. Avellani. Passed unanimous.

Reps. McConkey, Avellani, Butler and McCarthy remained to review and approve the following transfer requests.

Request #1: From 100.4100.212 Medical Insurance to 100.4110.028 Criminal Case Expense to cover travel expenses for a victim and witnesses from Midwest to New Hampshire for trial.

**MOTION: “To approve this transfer request”** by Rep. Butler, 2<sup>nd</sup> Rep. McCarthy. Passed unanimous.

Request #2: From 300.5150.009 Salary to 300.5150.005 Overtime due to low staffing. (This request is advisory only and required no action by the executive committee because it does not meet the \$1,000 threshold when a vote is required)

Request #3: From 100.4140.073 Vehicle Expense to 100.4140.072 Vehicle Lease/Purchase \$3,749 interest savings on lease of vehicles from four years to three years.

**MOTION: “To approve this transfer request”** by Rep. Butler, 2<sup>nd</sup> Rep. Avellani. Passed unanimous.

**MOTION: “To recess the executive committee meeting”** by Rep. Avellani, 2<sup>nd</sup> Rep. Butler. Passed unanimous.

**MOTION: “To rescind the recess vote to consider a request from registrar of deeds”** by Rep. Avellani, 2<sup>nd</sup> Rep. Butler. Passed unanimous.

**MOTION: “To approve the purchase of a new copier in the amount of \$5,199 from the registry equipment fund”** by Chm McConkey, 2<sup>nd</sup> Rep. Avellani. Passed unanimous.

**MOTION: “To recess the executive committee due to lack of quorum of the full delegation”** by Rep. Avellani, 2<sup>nd</sup> Rep. Butler. Passed unanimous.

Minutes approved by majority vote on \_\_\_\_\_

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Representative Ed Butler, Clerk