

**County of Carroll**  
**Carroll County Delegation**  
**March 19, 2018                      10 a.m.**  
**Carroll County Administration Building – Ossiipee**

**Representatives Present:**

Chairman Mark McConkey	Vice-Chair Lino Avellani	Clerk Ed Butler
Karen Umberger	Tom Buco	Bill Nelson
Glenn Cordelli	Karel Crawford	Edie DesMarais
William Marsh	Ed Comeau	
Frank McCarthy	Gene Chandler	

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

**Commissioners Absent:**     Mark Hounsell

**County Staff/County Officials Participating:**

County Treasurer Joe Costello  
Maintenance Supervisor Bob Murray  
Mountain View Admin. Howard Chandler  
CCHOC Superintendent Jason Henry  
Pledge of Allegiance led by Rep. McCarthy.

**Approval of Minutes**

**MOTION:**     “To approve the December 11, 2017 meeting minutes” by Rep. Umberger, 2<sup>nd</sup> Rep. Cordelli. Passed-unanimous

**Tax Anticipation Note**

**MOTION:**     “To authorize the county treasurer to borrow up to \$17 million in anticipation of taxes in 2018” by Rep. Umberger, 2<sup>nd</sup> Rep. Avellani. Passed-unanimous

**Auditor Engagement Discussion & Authorization**

**MOTION:**     “To approve the list of audit testing for 2017 as presented” by Rep. Cordelli, 2<sup>nd</sup> Rep. Avellani. Passed-unanimous

**MOTION:**     “To engage the services of Melanson and Heath and to inform them that the statute requires audit completion within 90 days following the close of the fiscal year” by Rep. Comeau, 2<sup>nd</sup> Umberger. Passed-unanimous

- Rep. Cordelli asked if the audit will begin earlier than August as happened in 2017 and he reviewed the audit testing list (attached)
- Rep. Umberger noted the audit work should begin as early as possible but cannot be completed by end of March given that 1) the delegation did not approve the firm until this meeting and 2) the year-end 2017 figures were not completed until the beginning of March.

**2018 County Budget – Expenditures**  
**Commissioners – Administrative Salaries (100.4100.007)**

**MOTION:** “To reduce line 007 by \$20,800 to \$243,787” by Rep. Umberger, 2<sup>nd</sup> Rep. Crawford. Motion passed on roll call vote 12-2 with Reps. McConkey, Avellani, Chandler, Schmidt, Nelson, Umberger, Crawford, Bucu, Marsh, Comeau and Cordelli in favor and Reps. Butler and DesMarais opposed.

**Treasurer**

**MOTION:** “To approve \$7,937” by Rep. Umberger, 2<sup>nd</sup> Rep. Avellani. Passed-unanimous

**Special Fees & Services**

**MOTION:** “To approve \$483,779” by Rep. Avellani, 2<sup>nd</sup> Rep. Comeau. Passed-unanimous.

**County Attorney**

**MOTION:** “To approve \$569,841” by Rep. Avellani, 2<sup>nd</sup> Rep. Butler. Passed-unanimous.

**Victim Witness**

**MOTION:** “To approve \$29,649” by Rep. Avellani, 2<sup>nd</sup> Rep. Crawford. Passed-unanimous

**Registry of Deeds**

**MOTION:** “To approve \$528,789” by Rep. Avellani, 2<sup>nd</sup> Rep. McConkey. Passed-unanimous.

**Medical Referee**

**MOTION:** “To approve \$18,000” by Rep. Avellani, 2<sup>nd</sup> Rep. Cordelli. Passed-unanimous.

**BEAS**

**MOTION:** “To approve \$5,250,000” by Rep. Umberger, 2<sup>nd</sup> Rep. Avellani. Passed- 13-1 with Rep. Comeau opposed.

**Public Works**

**MOTION:** “To approve \$223,890” by Rep. Avellani, 2<sup>nd</sup> Rep. McConkey. Passed-unanimous

**Information Technology**

**MOTION:** “To approve \$316,993” by Rep. Avellani, 2<sup>nd</sup> Rep. Umberger. Passed-13-1 with Rep. Chandler opposed.

**UNH Cooperative Extension**

**MOTION:** “To approve \$238,937” by Rep. Avellani, 2<sup>nd</sup> Rep. Bucu. Passed-13-0-1 with Rep. Chandler abstaining.

**Interest Expense**

**MOTION:** “To approve \$85,199” by Rep. Umberger, 2<sup>nd</sup> Rep. Butler. Passed-13-1 with Rep. Chandler opposed.

**Long Term Debt**

**MOTION:** “To approve \$7,834” by Rep. Avellani, 2<sup>nd</sup> Rep. Butler. Passed-unanimous.

**Regional Appropriations**

**MOTION:** “To approve \$327,750” by Rep. Avellani, 2<sup>nd</sup> Rep. McConkey. Passed-unanimous.

**County Convention**

**MOTION:** “To approve 36,046” by Rep. Umberger, 2<sup>nd</sup> Rep. Cordelli. Passed-unanimous.

**Capital Expense**

**MOTION:** “To approve \$338,400” by Rep. Umberger, 2<sup>nd</sup> Rep. Avellani. Passed-unanimous

**Annex**

**MOTION:** “To approve \$29,478” by Rep. Umberger, 2<sup>nd</sup> Rep. Butler. Passed-unanimous.

**Administration Building**

**MOTION:** “To approve \$154,394” by Rep. Umberger, 2<sup>nd</sup> Rep. Avellani. Passed-unanimous.

**2018 Budget Expenditures - Discussion**

- The budget packet received today reflects “not to exceed” rates of 7% for medical insurance and 10% for dental insurance but the actual rates have not been received. Given that, the

commissioners and jail budgets were passed over and will be considered at the March 26 meeting.

- Rep. McConkey had requested but not received an alternative Commissioners budget with all cost items associated with the administrative assistant (AA) position removed. This was not provided. Reps. Butler and DesMarais spoke in support of the AA position. Rep. Umberger noted the county is now outsourcing payroll processing and a permanent payroll clerk has been added to the business office, removing the payroll responsibility from finance staff. Rep. Comeau noted the addition of a county administrator at \$115,000 per year and that though the delegation is adding “more and more” yet the county is not getting the full benefit. Rep. Nelson said there is a continuous cycle of information not being provided to the delegation that has gone on year after year after year. Rep. McConkey said with information, postings and communication handled ineffectively by county administration and other issues, the budget cycle has been pushed to this late date. Rep. McConkey pointed out that in the past, dating back at least to 2002, the delegation appoints secretary, sets the pay for the position, and directs their work. For some reason, he noted, the commissioners redrafted the job description, reduced the rate of pay greatly and changed the scope of work. Because of this, the delegation no longer has control its meetings, minutes, and publications.
- Rep. Umberger reminded that the county attorney and registry of deeds budgets do not reflect the true cost of operation due to health and dental insurance expenses being lumped into the insurance lines in the commissioner’s budget.
- Rep. Chandler asked that the county administrator salary, currently at \$118,331 be given its own line item as was done in the past. Rep. Umberger said the elected official’s salaries – county attorney, sheriff, register of deeds, treasurer, commissioners – are all set by the delegation and should have their own budget lines to promote transparency. Rep. McCarthy noted the administration’s move to combine line items has occurred across the budget this year. Doing so changes the appropriation without authority and makes moving, comingling without permission, and budget padding easier and is a violation of NH RSA 24:14, I, a.
- Rep. Chandler said it is absolutely inexcusable that the year-end 2017 figures were not received by the delegation until mid-March
- Rep. Cordelli said the county financial software, ACS, has many modules that could be used including purchasing and budgeting. Increased use of technology and the new fiber optic lines would the need to fund additional office staff positions. He also noted the County IT Committee on which he was a member has not been active in a few years.
- The subcommittee added performance audit funding to the commissioner’s budget. Rep. Umberger asked that the delegation chairman appoint a subcommittee that will decide the scope of work for the audit. The administration’s resistance to implementing past audit recommendations or providing requested information to the delegation prompted this budget addition.
- The approval of grants (Account 200) was set aside pending receipt of the grant cover sheets being prepared by county administration.
- The Mountain View Community and Sheriff/Dispatch budgets were set aside as they contain bargaining agreement cost items and the delegation has not had the opportunity to review the agreements. Requests to view the agreements have been denied, to date, by county administration. Sheriff Domenic Richardi, in attendance, said he was not aware of the delegation request to view the CCSO/Dispatch contract being made or denied by county administration and said he will send it via email to the full delegation. Rep. Comeau noted

that under NH RSA 91-A, union negotiations are non-public but if the negotiations are complete, the documents should be public information.

### **2018 County Budget – Revenue**

#### **Sheriff's Income**

**MOTION:** “To approve \$353,819” by Rep. Avellani, 2<sup>nd</sup> Rep. Umberger. Passed-unanimous

#### **Registry of Deeds Income**

**MOTION:** “To approve \$969,500” by Rep. Avellani, 2<sup>nd</sup> Rep. Marsh. Passed-unanimous

#### **Jail & HOC Income**

**MOTION:** “To approve \$125,420” by Rep. Avellani, 2<sup>nd</sup> Rep. Marsh. Passed-unanimous

#### **Farm Income**

**MOTION:** “To approve \$50,200” by Rep. Avellani, 2<sup>nd</sup> Rep. McConkey. Passed-unanimous

#### **Interest Income**

**MOTION:** “To approve \$500” by Rep. Umberger, 2<sup>nd</sup> Rep. Marsh. Passed-unanimous

#### **Mountain View Nursing Home Income**

**MOTION:** “To approve \$11,449,180” by Rep. Avellani, 2<sup>nd</sup> Rep. Marsh. Passed-unanimous

### **CONVENTION**

**MOTION:** “To move into Convention” by Rep. Umberger, 2<sup>nd</sup> Rep. Avellani. Passed-unanimous

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

### **NEW BUSINESS**

**MOTION:** “To appoint a bipartisan ad hoc salary committee to review the salary, prosecutorial, supervisory and criminal justice and leadership expectations for the county attorney. Study to include, but not be limited to, 1) the time and qualification requirements from the attorney general for effective performance of the county attorney 2) the Carroll County salary in comparison with other like size New Hampshire counties and does the current state law constrain our flexibility to manage the needs of our county? The committee would report back to the delegation by May 1 to give delegation opportunity to plan and all potential candidates to know the parameters by Rep. DesMarais Avellani 2<sup>nd</sup> Failed 1-11-1 with \_\_\_\_\_ abstaining and Rep. DesMarais in favor.

### **HALES LOCATION BUDGET**

**MOTION:** “To approve the Hales Location 2018 budget at \$220,024” by Rep. Chandler, 2<sup>nd</sup> Rep. Avellani. Passed-unanimous.

### **CONVENTION**

**MOTION:** “To move into Convention” by Rep. Comeau, 2<sup>nd</sup> Rep. Umberger. Passed-unanimous

**MOTION:** “To ratify the two previous actions” Passed-unanimous  
**MOTION:** “To come out of Convention” Passed-unanimous  
**MOTION:** “To recess and move into Executive Committee for the purpose of considering line-item transfer requests” by Rep. McConkey, 2<sup>nd</sup> Rep. Comeau. Passed-unanimous

#### **EXECUTIVE COMMITTEE**

**MOTION:** “Approve line item transfer request #29” by Rep. McConkey, 2<sup>nd</sup> Rep. Avellani. Passed 3-1 with Rep. Cordelli opposed.  
**MOTION:** “Approve line item transfer request #30” by Rep. Avellani, 2<sup>nd</sup> Rep. McConkey. Passed 3-1 with Rep. Cordelli opposed.  
**MOTION:** “Approve line item transfer request #31 with recommendation to transfer propane expense from similar account rather than medical insurance line(s)” by Rep. McConkey, 2<sup>nd</sup> Rep. McCarthy. Passed 3-1 with Rep. Cordelli opposed.

#### **Adjournment**

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

\_\_\_\_\_  
Rep. Ed Butler, Clerk

#### Attachments:

1. 2018 Proposed Expenditures
2. 2018 Proposed Revenue
3. 2017 Audit Testing List