

Meeting minutes
Carroll County Delegation Budget Subcommittee 2/26/18
Multiple Departments (M1)
Representative Ed Comeau Recording

Meeting Location:

95 Water Village Road
County Administration Building
2nd Floor Delegation Conference Room
Ossipee, NH 03864

Start Time:

9:00 am

Attendance:

Representative Mark McConkey.
Rep. Glenn Cordelli, Rep Lino Avellani, Rep. Tom Bucco, Rep. Ed Comeau

County Commissioners:

Amanda Bevard, David L. Babson

County Administrator:

Ken Robishaud

County Attorney

Michaela Andruzzi

County Attorney Office Manager

Jessica Read

Department of Public Works Director:

Will Dewitt

UNH Cooperative Extension:

Claes Thelemarck

Whitehorse Addiction Center:

Sue Thistle,

Retired Senior Volunteer Program (RSVP)

Mary Carey Seavey

Visiting Nurse Association and Hospice (VNA)

Sandra Ruka, MSN RN

General Purpose

This subcommittee met to review the following Department Budgets:

County Attorney, Victim Witness, Medical Referee, Department of Public Works.

Funding requests for the following outside organizations:

University of New Hampshire Cooperative Extension, Whitehorse Addiction Center, Retired and Senior Volunteer Service Program (RSVP), Visiting Nurse Association and Hospice (VNA), Carroll County Conservation District, Child Advocacy Center of Carroll County.

County Attorney budget:**General Discussion**

County Administrator Robishaud begins discussing the commissioners decision to combine salary lines. Lines (100.4110.005)+(100.04110.007)+(100.4110.008)+(100.4110.009) Totaling: 468,924.00

3% merit raises were discussed for budget cycle 2018 and a new assistant attorney hired with Delegation approval. The attorney was hired in May 2017.

Cordelli requests a breakout of salary lines with details.

Andruzzi discusses the Legal Secretaries difficult case load. Presently the Legal Secretary assists five Attorneys. Research indicates that the average is one assistant to one Attorney. Andruzzi concludes that streamlining management by using electronic discovery and other processes can save time and concluded that a 1-1 ratio is not necessary. In 2015 159 felony cases were processed. Recent figures are 389 cases. The case load has increased 144%

McConkey discusses Felonies first.

McConkey requests an organizational chart of the Attorneys office structure to aid in future discussions.

The new Legal Secretary position would be scheduled for 30 hours.

Cordelli lists salary line positions: Office personnel; Paralegal; Assistant Attorneys; Attorney plus \$18,700 for the Victim Witness 1/2 non grant covered; 3% increase; assistant attorney from last year 2017; new Administrative Assistant at 30 hours;

Andruzzi states it does not include the 1/2 of the salary of the Victim Witness Coordinator position. 1/2 County 1/2 Federal Grant funding. \$7,400 for two interns funding for 12 weeks including fuel. Andruzzi proposes to offer a stipend to encourage internships.

Rep. McConkey asks both Commissioner Bevard and Babson if they were briefed on the \$7,400 addition to the budget. Commission did not recall.

Robishaud presents corrections to the presented budget sheets; Admin assist and retirement calculations for group 1 rates.

Andruzzi describes a proposal to create a Senior and a Junior assistant for efficiency.

A brief discussion occurs regarding the layout and structure of the budget. Rep. Bucco has a concern that a single salary line may be confusing to the full Delegation. Rep. Cordelli states he finds one single salary line helpful. Robishaud explains that all other department use one line for salaries.

County Attorney budget:**General Discussion**

The committee discusses the education and conferences line and use of online training; Dues, licenses and subscription line; Yearly Bar License fees; Supreme/ Superior Court fees; Evidence manuals; Court rules;

Committee requests a better detail of the Education Conferences and Dues and License lines.

Office supply line: Andruzzi lists the way the office is saving on supplies by recycle and reuse and electronic filing.

Rep. Cordelli discusses the use of encrypted emails and the savings realized by the use of the County installation of fiber optics on the campus.

Telephone use: Cell phones are reimbursed \$50.00 month.

Travel expenses: Andruzzi proposes using the County vehicles.

Printers: Porter office machines contract is used.

New equipment: Portable printer needs replacement. \$500.00

Extraditions: Increases in this line are due to the opioid crisis;

Capital improvements: Proposal to replace Carpeting. The Committee tours the County Attorneys office to inspect the condition of the existing carpeting; The inoperable printer; Equipment inventory controls; Secure printers to run FBI checks;

Cordelli discusses the square footage costs for the Carpet/ floor installation and use of Carpet squares;

Victim Witness: The Victim witness Salary is 1/2 Federal Grant plus 1/2 County funds; The County side was reduced by \$5,000; Andruzzi discloses that the Victim Witness director was hired at a lower rate due to entry level experience. The Victim Witness is provided one cell phone. Committee discusses cell phone data plans; email use; encrypted emails; SPOTS licenses; information security protocols;

Motion: Rep. Avellani motions to recommend the total Victim Witness budget of \$29,649.00

2nd: Cordelli

Motion Passes Unanimously

Federal Grant funds: .200 line; Robishaud discusses what the grant funding allows; Salary; education and training; travel;

Comeau requests that a grant review data sheet be provided to the Delegation.

Motion: Cordelli motions to recommend Victim Witness grant revenue of \$32,500.00

2nd: Avellani

Motion passes unanimously

Medical Examiner: (Referee): [Discussion] Phone consults; Cell phone data plans; Verizon Wireless; Mobile to Mobile

Motion: Cordelli motions to increase physician services to \$11,000.00, Reduce phone consults to \$1,750.00 which would bring the bottom line total to \$18,000.00

2nd: Avellani

Motion passes unanimously

Motion: Avellani motions to recommend the Victim Witness Grant [revenue] funds totaling \$32,500.00

2nd: Cordelli

Motion passes unanimously

Andruzzi discusses office operations: Drug Court; Plea bargaining versus holding people accountable; County Attorney's Veto power over persons recommended to drug court; Sexual Assault Resource Team; Starting Point Program; Sexual Assault cases: [70]; Drug Cases: [251] Child Sex abuse cases: [22];

Rep McConkey requests that Attorney Andruzzi review the County employee policy manual;

Salary Line corrections: Robishaud presents the corrected salary budget lines; Rep. Bucco asks about Full Time Employees (FTE); 8.5 (FTE) Rep McConkey asks Attorney Andruzzi about summer and winter case loads; Rep. McConkey asks Attorney Andruzzi if the Administrative Assistant [30] hour is sufficient; Rep. Bucco request that the [Bottom line] salary line be adjusted for the budget subcommittee prior to the full Delegation meeting;

Attorney Office Carpeting: Rep. McConkey asks the committee how they feel about spending \$25,000.00 for replacement of carpeting; Attorney Andruzzi proposes saving money by installing laminate herself;

Motion: Avellani moves to recommend that the adjusted salary lines, social security, retirement expenses, and all related expenses be recommend as presented:

2nd: McConkey [Discussion]

Motion is not voted on. Rep. McConkey requests that the bottom line salary number be presented at the March 12, 2018 full Delegation meeting.

Department of Public Works (DPW): Expenditures: Salaries; includes a new full time position; Robishaud explains that lack of inmate labor has made it difficult to complete snow removal; \$15.00 hourly rate at 40 hours weekly;

Lack of inmate labor: Dewitt describes the situation regarding the difficulty of snow removal without inmate labor; summer work; mowing; hay; water sewer; yard care;

Electric Broom: Rep. Cordelli discusses the proposed purchase of a Rotary broom

Sidewalk maintenance: Spreaders; winter maintenance; snow removal;

Education and Conferences: Certifications; water; sewer;

Dues licenses and subscriptions: Licenses: water sewer operator; 2 personnel hold this license;

Water Testing: \$7,500.00;

Supplies: Camp fire wood wrapping; sawdust: blueberry maintenance; Camp Fire wood; \$250.00 per case; bundle cases with handles speeds production;

Wood production: Approx. 60 cords remaining [seasoned] on campus; Robishaud describes a wood donation: described as a "load"

Dewitt states he will wait until the "load of wood" arrives before commenting on revenue;

Office supplies; postage: Rep. Avellani asks what the postage is used for; Dewitt explains mailing out bills; reports;

Uniforms: 3rd employees; boots; shirt replacement;

Electric; gasoline; diesel: Avellani describes transfers from diesel to gasoline line items in the past;

Septic Removal: Avellani describes transfers out of this line;

Advertising: Bids for septic pumping; deduct \$308.00 from \$1,500.00; request to reduce this line to \$250.00;

Cell Phones: Wireless data [EOS] Dewitt describes a skater system used to wirelessly monitor the water department tank at the "top of the hill"

Vehicle equipment lease purchase: wood processor final payment;

Department of Public Works (DPW)

General Discussion

Vehicle expenses: Inspections; oil changes; sander unit; rust protection; GMC 3/4 ton 2012; Avellani asks about any damage to the vehicles; tail light damage; windshield;

Salt sand wood ash mixture: Dewitt expresses that Ice melt 6 pallets 850.00 per pallet; spreaders have saved ice melt usage; Ash is used on fields; Salt is stored in the salt shed;

Chemicals: Hyper-chloride use for the water system.

Maintenance and repairs: (Water tower road repairs: 5,000.00) (Tank inspections and cleaning 5,000.00) (driveway sealing 4,000.00) = 14,000.00

Rep. McConkey asks Dewitt regarding the condition; length of road leading up to water tower; .3 miles; 1500 feet; poor condition and washouts; gravel bed; loamed; total road is approx. 1500 feet; Dewitt explains: The company he is in contact with states they can use existing stocked material to complete road repairs;

Cordelli asks why the road repair is in operating instead of capital side of budget.

McConkey questions the condition of the 200,000 gallon water tank; Dewitt expresses concern over condition of tank and covering;

Maintenance repairs: (Plasma cutter; \$250.00) vehicle towing; Northern Tire; Macdonalds; Dewitt describes repairs that were completed with the plasma cutter; conveyer chain; walton motorsports;

Home depot credit account: \$463.00; tools; set of electric drills; impact drills;

Equipment repairs: 2 outstanding projects; (hay wagon repairs \$850.00) (hay rakes \$1000.00) repair of sander: GMC starter replacement; batteries: factor; lawnmower;

Avellani discusses the NAPA parts accounts; Commissioner Babson gives a history to NAPA service districts;

New equipment: [2350] (Outside yard tools \$1500) (Transfer fuel tank: \$850.00)

Capital Requests: McConkey discusses: (New Truck with a plow and sander; \$44800.00) (Hay Tedder: \$7,200.00 skid steer; \$54,000.00) McConkey lists existing vehicles and their uses; McConkey discusses deliveries of wood and hay and what revenues were realized; Dewitt presents a document that lists deliveries of hay, mulch, invoices. McConkey discusses existing mileage on vehicles and why is there a need for replacement; Dewitt responds that he needs working reliable vehicles to plow and complete.

Department of Public Works (DPW)

General Discussion

McConkey discusses the use of the backhoe; and Brine truck; **The new bob cat** with snow blower attachment; Dewitt explains that the Backhoe is not effective to be used to move snow; Dewitt explains that a skid steer can be used more efficiently; Babson offers that the size of the blower is 66 inch width; Broom attachment can be used for clean up; Skid steer has rubber tracks;

McConkey discusses hay deliveries; 2 inmates and a staff person is used to deliver hay; \$75.00 for 100 bails;

Avellani asks if the County insurance covers inmate and employees when they go off campus. Robishaud will check policy.

Dewitt states if given a choice of purchases he would chose the truck and hay Tedder

Inventory: Dewitt states he has 300 bales of first cut hay; 100 -200 mulch hay; McConkey asks if large purchases of hay and mulch would pay to store their supply; Commissioner Bevard states that the county has approx. 14 constant customers;

Wood: Avellani discusses what percentage of time is used to process firewood and hay production; DeWitt describes the hay production process; 140- 190 hours per year; Avellani asks what is the time cost of bailing 400 bales of hay;

Avellani asks Robishaud of hay numbers that were added in from 2016 then added in 2017; Robishaud did not know, but it is assumed he will be looking into it.

Outside Agency: Carroll County RSVP

General Discussion

Amount of funding requested: \$55,000.00

Mary Seavey presents the operations of RSVP; Seavey presents a document titled Application for financial assistance, which describes the breakdown for the cost of operations; Medical appointment transport coverage; Bone building program;

Outside Agency: UNH Cooperative extension

General Discussion

Claes Thelemarck presents the request for funding: \$238,937.00

Bucco serves on the UNH advisory board;

Outside Agency: Whitehorse Addiction Center

General Discussion

Amount of funding requested: \$100,000.00

Sue Thistle gives an overview of operations; 12 week Intensive Outpatient Programs (IOP); Recovery resource center; screening and placement process; recovery coaches; [22] clients.

Outside Agency: Whitehorse Addiction Center

General Discussion

signed up for medicaid; residential treatment; transports; Harbor Home of North Conway; providing daycare for female clients; AA meetings; essential oils; life skill training; emergency transitional housing; transports to meetings;

Babson comments that Whitehorse Addiction center assisted discharged jail inmates

Cordelli discusses the MOU that exists between the County and Whitehorse Addiction Center;

Treatment: Bucco asks about treatment and recovery; Faith based versus secular; Bucco asks for an explanation of the care provided: Christian versus Secular;

Comeau comments of the importance of using a valid matrix showing success rates.

Thistle details that an accurate matrix of success is being developed;

Avellani proposes that Whitehorse and RSVP work together to not duplicate efforts.

Comeau asks are there any senior clients and if the opioid crisis is getting better or worse. Thistle states the amount of intakes are about the same as last year 2017.

Outside Agency: Child Advocacy**General Discussion**

There is an agreement among the committee that there is no need to hear a presentation of the request for funding for the Child Advocacy.

Motion: Avellani motions to recommend the request of \$50,000.00

2nd: McConkey

Motion passes unanimously

Outside Agency: Visiting Nurses (VNA)**General Discussion**

Motion: Avellani motions to recommend the request of \$75,000.00

2nd: Cordelli

Motion passes unanimously

Outside Agency: Carroll County Conservation District**General Discussion**

Motion: Avellani motions to recommend the request of \$42,750.00

2nd: Cordelli

Motion passes unanimously

Cordelli returns back to the RSVP request form that states a BEAS funding line; There is a discussion regarding a clarification of this contribution.

Motion: Bucco motions to recommend the UNH Cooperative Extension request of \$238,937.00

2nd: Cordelli

Motion passes unanimously

Motion: McConkey motions to recommend the Whitehorse Addiction Center request of \$100,000.00 and it is requested that a new MOU is created.

2nd: Cordelli

Motion passes unanimously

Motion: McConkey motions to recommend RSVP Request of \$60,000.00 and encourage them to work with Whitehorse Addiction Center.

2nd: Avellani

Motion passes unanimously

Meeting adjourns at approximately 2:30 pm

Respectfully submitted,

Representative Ed Comeau