**Meeting minutes**

**Carroll County Delegation Budget Subcommittee 3/16/18**

**Multiple Departments (M1)**

**Representative Ed Comeau Recording**

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**Meeting Location:**

95 Water Village Road

County Administration Building

2nd Floor Delegation Conference Room

Ossipee, NH 03864

**Start Time:**

1:30 pm

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**Attendance:**

Representative Mark McConkey.

Rep. Glenn Cordelli, Rep Lino Avellani, Rep. Tom Bucco, Rep. Ed Comeau

Edi DesMarais

**County Commissioners:**

Amanda Bevard

**Facilities Manager:**

Bob Murray

**County Attorney**

Michaela Andruzzi

**Department of Public Works Director:**

Will Dewitt

**Financial Controller:**

Cathy Armstrong

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**General Purpose**

**This subcommittee met to review the following Department Budgets:**

County Attorney, Facilities, Department of Public Works.

Representative Lino Avellani brings the budget committee meeting to order.

Representative Mark McConkey is delayed and will join the committee in progress.

The committee verifies with County Attorney Michaela Andruzzi the adjusted salary line and other fees and services.

Bob Murray, Facilities manager, gives a synopsis regarding services purchases; pest control; adjustment in electric line; propane; maintenance and repair;

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**Facilities:**

**Motion: Bucco motions to recommend**

**2nd: Cordelli**

**Motion passes unanimously 3-0**

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Murray asks about the proposed replacement of the County Attorney’s carpet.

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**County Attorney:**

**Motion: Bucco motions to recommend the County Attorney’s bottom line of $569,841.00**

**2nd: Cordelli**

**Motion passes unanimously 3-0**

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Rep. Comeau reports that while attending the Ossipee Town Meeting a funding request was made by Whitehorse Addiction Center for $5,000.00 at the town level.

Note: A funding requests for $100,000.00 was requested at the County level.

Avellani discusses Eversource and Constellation electric billing.

Rep. McConkey enters the meeting at 1:50 pm and begins with capital request for carpet replacement in the County Attorney’s office. The amount is $25,000.00

Attorney Andruzzi states that the areas of the carpet needs to be addressed. McConkey states that the flooring in the jail is in worse condition.

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**Motion: McConkey motions to remove $25,000.00 from the capital line.**

**2nd: Bucco:**

**Discussion: Bucco asks about alternatives to carpeting. Murray describes the use of carpet tiles and requests that $1,000.00 be left in the budget to repair the existing damaged areas.**

**Amended motion: McConkey motions to remove the capital item of $25,000.00 and place $1,000.00 to maintenance line. 4170.081**

**Motion passes unanimously 4-0**

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McConkey and Murray discuss the loading dock that is being damaged by deliver trucks. McConkey insists that if a truck driver is damaging the loading dock they should pay for the repairs. A general discussion occurs regarding the approach and layout of the loading area.

Bucco asks about the design of the loading area and driver proficiency in maneuvering within it.

A $7,000.00 cost for a LEVELER was discussed.

**Department of Public Works:**

Committee discusses adjustments and removing (1) employee and all associated costs throughout the budget.

Avellani discusses the equipment line and cell (3) phones and related costs. Commissioner Bevard announces that Verizon will be attending the next Commission meeting to discuss cell phone plans.

Avellani and Will Dewitt discuss repairs costs listed in the budget details as petty cash: taillights; State inspections; backup lamp;

There is a discussion regarding use of petty cash versus using business card. DeWitt states that a business card is not available to him. Avellani advises the consolidation of purchasing items from one suppler. DeWitt states that the County uses an account with Napa Auto parts.

Avellani and DeWitt discuss: Plow blades; back hoe;

McConkey discusses salary line adjustment of 3%. Vehicles; salt sand; Cordelli notices that the uniform cost for the proposed, but removed, new employee needs to be removed. ($200.00.)

McConkey proposes to move the $200.00 from Uniform into the Electric line.

Avellani discusses septic pumping [Septic Solutions] detail budget line. Committee adds $25.00

Committee discusses fertilizer chemicals; ash; Salt Brine; Generator; Equipment repairs; Maintenance repairs; Driveway resealing; Water tank inspection and cleaning; Water Tower road repairs;

**Tower Road repair:**

McConkey discusses the use of Google maps to establish the length of the road is .3 miles. It was mentioned that material to repair the road is on site.

DeWitt discusses an Increase in the salt sand ash line; ice melt;

Committee discusses snow removal polices and the plowing process. A recommendation to create written policies was proposed.

**Department of Public works continued:**

Commissioner Bevard discusses adding $2,000.00 to eradicate milkweed in one of the hay fields. The committee recommends that the commission use a transfer request to appraise funds to accomplish this.

McConkey asks when back flow testing is done. DeWitt states semi annually.

A general discussion related to inmates used for shoveling a reported slip and fall. DeWitt describes the process he uses during an active storm. Avellani asks about when brine is used and what is the pretreatment policy.

McConkey discusses maintenance of vehicles after plowing. DeWitt describes that salt spreader cannot be brought inside. The spreader accumulates condensation and is left outside to prevent this. McConkey distributes a photograph of the accumulation of salt on the truck body and tailgate.

Committee discusses a new plow truck and sander/ spreader

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**Department of Public Works: Expenditures:**

**Motion: Avellani motions to recommend $223.890.00**

**2nd: McConkey**

**Motion passes unanimously 4-0**

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Commissioner Bevard reports on blueberry production and leasing opportunities.

Committee discusses sale of Hay: actual $33,362.00

Committee discusses wood production: $18,000.00

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**Department of Public Works: Revenue:**

**Motion: Avellani motions to recommend $50,200.00**

**2nd: McConkey**

**Motion passes unanimously 4-0**

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**Department of Public works Capital requests;**

Plow truck with sander and spreader $44,863.00

Hay tedder $7,200.00

Skid Steer with attachments: $54,052.00

**Department of Public Works Capital requests continued:**

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**Department of Public Works: Capital Expenditures:**

**Motion: McConkey motions to remove the skid steer with attachments reducing the line by $54,052.00. The plow truck with spreader and a vehicle with 60,000 miles with proper maintenance, I don’t think this is an item we need to take care of this year. McConkey moves to reduces the line by $44,863.00 leaving the remaining item, the hay tedder $7,200.00. McConkey suggests that the old hay tedder be sold.**

**2nd: Cordelli**

**Motion passes unanimously 4-0**

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Bevard requests the old tedder not be sold and used for parts. McConkey disagrees and proposes that the old tedder be sold.

Meeting adjourns at 3:15 pm.

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Approval signature